

ENGINEERING BILLETS VACANCY AND TRANSFER LISTING as of 06/01/2022

If you have any changes or additions that need to be made to this listing, please contact either LCDR Praveen K.C. ((202) 564-5044; kc.praveen@epa.gov) or LCDR Charles Thompson ((760) 614-1071; charles_thompson@nps.gov). The most recent version of this list may also be posted on the EPAC website under Recruitment & Retention - Vacancy List.

| Job Title | Agency | Location | Contact | Billet | USAJobs Announcement # | Closing Date |
|---|--------|-------------------------------------|---|---------|--|--------------|
| Interdisciplinary General Engineer / Physical Scientist | CDC | Bruceston, PA Morgantown, WV | CDC Helpdesk (770) 488-1725 HRCs@CDC.GOV | O-6 | HHS-CDC-MP3-22-11481527 | 3-Jun-2022 |
| Safety and Occupational Health Specialist | IHS | Crownpoint, NM | Navajo Area I.H.S. Human Resources NAVAO-JOBS@ihs.gov | O-6 | IHS-22-CR-11398901-ESEP/MP | 3-Jun-2022 |
| Information Technology Specialist | BOP | Location negotiable after selection | CAPT Michael Crockett mcrockett@bop.gov | O-6 | See Attached | 3-Jun-2022 |
| Supervisory General Engineer | NIH | Montgomery, MD | Briana Dade (301)-594-1456 DADEBV@mail.nih.gov | O-6 | NIH-ORF-MP-22-11510771 | 5-Jun-2022 |
| General Engineer | FDA | Silver Spring, MD | FDA Applicant Help Desk 888-478-4340 quickquestions@fda.gov | O-6 | FDA-CDRH-22-11492944LL-IMP | 8-Jun-2022 |
| Interdisciplinary General Engineer / Physical Scientist | CDC | Bruceston, PA | CDC Helpdesk (770) 488-1725 HRCs@CDC.GOV | O-4/5 | HHS-CDC-IMP3-22-11398337 | 10-Jun-2022 |
| Environmental Engineer | IHS | Manilus, NY | Norene Mousseau 615-977-0789 Norene.Mousseau@ihs.gov | O-4 | IHS-22-NA-11457836-ESEP/MP | 19-Jul-2022 |
| Environmental Engineer | IHS | Rhineland, WI | Vanessa Peralta (218) 444-0471 vanessa.peralta@ihs.gov | O-4 | IHS-22-BJ-11497220-ESEP/MP | 31-Dec-2022 |
| Safety and Occupational Health Specialist | IHS | Gallup, NM | Navajo Area I.H.S. Human Resources NAVAO-JOBS@ihs.gov | O-5 | IHS-22-GA-11343393-ESEP/MP | 31-Dec-2022 |
| General Engineer | IHS | Fort Washakie, WY | Kavcee Neal 4062477217 Kaycee.Neal@ihs.gov | O-5 | IHS-22-BI-11504605-ESEP/MP | 7-Jun-2022 |
| General Engineer | IHS | Pierre, SD & Rapid City, SD | Joseph Dudley 605-226-7203 Joseph.Dudley@ihs.gov | O-2/3/4 | IHS-22-GP-11438421-ESEP/MP | 30-Jun-2022 |
| Environmental Engineer (Solid Waste Coordinator) | IHS | Aberdeen, SD & Pierre, SD | Tonya Tiger 605-226-7559 Tonya.Tiger@ihs.gov | O5 | IHS-22-GP-11456050-ESEP/MP | 31-Aug-2022 |
| Environmental Engineer | IHS | Rosebud, SD | Tonya Tiger 605-226-7559 Tonya.Tiger@ihs.gov | O2/O3 | IHS-22-GP-11451316-ESEP/MP | 31-Aug-2022 |
| Environmental Engineer | IHS | Pierre, SD | Tonya Tiger 605-226-7559 Tonya.Tiger@ihs.gov | O2/O3 | IHS-22-GP-11451226-ESEP/MP | 31-Aug-2022 |
| Environmental Engineer | IHS | Sioux City, IA | Tonya Tiger 605-226-7559 Tonya.Tiger@ihs.gov | O2/O3 | IHS-22-GP-11451169-ESEP/MP | 31-Aug-2022 |

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|------------------------------|-----|--|---|-------|--|-------------|
| Environmental Engineer | IHS | Martin, SD | Tonya Tiger 605-226-7559 Tonya.Tiger@ihs.gov | O2/O3 | IHS-22-GP-11451101-ESEP/MP | 31-Aug-2022 |
| Supervisory General Engineer | IHS | Pine Ridge, SD | Isaiah Franklin 605-226-7806 Isaiah.Franklin@ihs.gov | O-6 | IHS-22-GP-11446551-ESEP/MP | 30-Sep-2022 |
| Environmental Engineer | IHS | Billings, MT & Fort Washakie, WY | Taleshia Hugs 406-247-7195 Taleshia.Hugs@ihs.gov | O-4 | IHS-22-BI-11448935-ESEP/MP | 30-Sep-2022 |
| Environmental Engineer | IHS | Billings, MT & Lame Deer, MT | Taleshia Hugs 406-247-7195 Taleshia.Hugs@ihs.gov | O-4 | IHS-22-BI-11448044-ESEP/MP | 30-Sep-2022 |
| General Engineer | IHS | Red Lake, MN | Vanessa Peralta 208-444-0471 vanessa.peralta@ihs.gov | O-4/5 | IHS-22-BJ-11368758-ESEP/MP | 31-Dec-2022 |
| General Engineer | IHS | White Earth, MN | Vanessa Peralta 208-444-0471 vanessa.peralta@ihs.gov | O-4 | IHS-22-BJ-11319192-ESEP/MP | 31-Dec-2022 |
| Environmental Engineer | IHS | Bemidji, MN & Rhinelander, WI | Vanessa Peralta 208-444-0471 vanessa.peralta@ihs.gov | O-4 | IHS-22-BJ-11419939-ESEP/MP | 31-Dec-2022 |
| Environmental Engineer | IHS | Multiple Locations, AZ | Angela Segay (928) 871-1421 Angela.Segay@ihs.gov | O-3 | IHS-22-NJ-11355390-DE | 31-Dec-2022 |
| Environmental Engineer | IHS | Multiple Locations Bemidji Area | Vanessa Peralta 208-444-0471 vanessa.peralta@ihs.gov | O-2/3 | IHS-22-BJ-11370240-ESEP/MP | 31-Dec-2022 |
| Environmental Engineer | IHS | Multiple Locations, Arizona & New Mexico | Angela Segay 928-871-1421 Angela.Segay@ihs.gov | O-2/3 | IHS-22-NJ-11355388-ESEP/MP | 31-Dec-2022 |
| Environmental Engineer | IHS | Bemidji, MN/Rhinelander, WI | Vanessa Peralta 208-444-0471 vanessa.peralta@ihs.gov | O-5 | IHS-22-BJ-11419940-DE | 31-Dec-2022 |
| Environmental Engineer | IHS | Bemidji, MN | Vanessa Peralta 208-444-0471 vanessa.peralta@ihs.gov | O-4 | IHS-22-BJ-11370643-DE | 31-Dec-2022 |

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|--|----------------------|--|--|---------|------------------------------|-------------------|
| Solutions Development Officer Technical Analyst | ICE | Chicago, IL Dallas, TX Florence, AZ Harlingen, TX Los Angeles, CA Newark, NJ Philadelphia, PA San Diego, CA Washington, D.C. | See How to Apply Sheet | 0-5 | See Attached | Open Until Filled |
| Program Management Engineer/Senior Engineer Consultant | EPA | American Samoa | CDR Elena Vaouli vaouli.elena@epa.gov | 0-5/0-6 | See Attached | Open Until Filled |
| Task Manager | ICE/IHSC | Washington, DC San Francisco, CA Fresno, CA Bakersfield, CA Centennial, CO Dallas, TX Seattle, WA Savannah, GA Newburgh, NY | IHSCRECRUITING@ICE.DHS.GOV See How to Apply Sheet | 0-5 | See Attached | Open Until Filled |
| Program Manager / Emergency Management Specialist | ICE/IHSC | Washington, DC | IHSCRECRUITING@ICE.DHS.GOV See How to Apply Sheet | 0-5 | See Attached | Open Until Filled |
| Director of Facility Support Services | Maniilaq Association | Kotzebue, AK | HumanResources@maniilaq.org | 0-5 | See Attached | Open Until Filled |
| Operations Research Analyst | ASPR | Various | ASPRPHSLiaison@hhs.gov | 0-3/4 | See Attached | 17-Jun-22 |
| Program Manager / Civil Engineer | NPS | Lake Mead National Recreation Area | Sonya Coakley 202-513-7215 sonya_coakleybaker@nps.gov | 0-5 | See Attached | 10-Jun-22 |



**U.S. Department of Justice
Federal Bureau of Prisons**

Health Services Division

Washington, D.C. 20534

MEMORANDUM FOR ALL U.S. PUBLIC HEALTH SERVICE CC OFFICERS

FROM: CAPT Michael Crockett, National Health Technology
Administrator, Health Services Division

SUBJECT: BOP Information Technology Specialist Vacancy
Announcement, O-6 Billet

This position resides within the Federal Bureau of Prisons (BOP), Health Services Division (HSD) Central Office, Health Technology Branch. The mission of the BOP Health Technology Branch is to leverage technology to drive innovation and improve healthcare delivery across the BOP enterprise. Health Technology Branch staff interact with a wide range of stakeholders both internal and external to the agency on issues ranging from reported data on analytics platforms, to issues involving technology-based equipment and tele-medicine, health information management, and electronic health record issues. The incumbent reports to the BOP National Health Technology Administrator, Health Services Division (HSD). The duty location is to be determined at a Bureau of Prisons facility or administrative office.

MAJOR DUTIES AND RESPONSIBILITIES

The incumbent provides high-level technical expertise to accomplish analysis of available data for the purpose of creation of business intelligence, to include tracking, trending, and decision support.

The incumbent will critically review test proposals and evaluation plans to determine impact on and compatibility with the systems architecture and to ensure that the plan is in accordance with current Department of Justice (DOJ) regulations relating to automated information systems.

The incumbent serves as a technical expert performing feasibility studies which involve application of emerging computer technology to resolve unique user requirements.

The incumbent uses advanced programming techniques to design and write programs or custom queries which contain a variety of complex features such as numerous input and output files, complex data manipulation, table handling, on-line processing and frequent modifications.

Education and Experience

Incumbent must have experience in the configuration, administration, and/or maintenance of web servers to include development of custom queries using SQL language; computer systems analysis, design, and programming for web-based applications; and/or design, development, and coding of web pages.

The incumbent must have experience performing program audits to ensure system improvements are being accomplished or project implementation is adequate, and objectives have been met.

The position is a multidisciplinary position. Applicants from all categories both internal and external to the BOP are encouraged to apply. BOP internal applicants should inform their chain of command of their intention to apply for this position.

All applicants must meet current Basic Readiness requirements. Complete application packages must include a curriculum vitae, most recent COER, PIR, and a one-page cover memo (addressed to Federal Bureau of Prisons, Health Services Division, 320 First Street, NW, Washington, DC 20534) explaining qualifications and career goals.

Completed application packages should be electronically submitted as one document to CAPT Michael Crockett, mcrockett@bop.gov by June 3, 2022.

If you have any questions, please do not hesitate to contact CAPT Michael Crockett, mcrockett@bop.gov.

CC: RADM Chris A. Bina, Acting Assistant Director
Jeffrey Burkett, Acting Sr. Deputy Assistant Director
James Potope, Acting National Health Systems Administrator
CAPT Brian LaPlant, BOP PHS Liaison

Solutions Development Office Technical Analyst (O-5)

Position Description

INTRODUCTION

This is a U.S. Public Health Service position within the Department of Homeland Security (DHS), Immigration and Customs Enforcement (ICE), Enforcement and Removal Operations (ERO), ICE Health Service Corps (IHSC), Administration Division, Health Information Technology Unit (HITU). This is a non-supervisory position.

Incumbent serves as a technical analyst for HITU, Solutions Development Office (SDO). HITU is responsible for ensuring information and technology innovation activities are at the forefront of advancing health care delivery for all IHSC staff. The SDO provides solutions development and support for information and technology services affecting all IHSC staff. The incumbent will be responsible for developing, managing and supporting IHSC technologies and systems.

IHSC provides direct care daily to approximately 15,300 detainees housed at 20 designated facilities throughout the nation. The health care provided includes medical, dental and mental health care, and public health services. IHSC provides medical case management and oversight for an additional 22,600 detainees housed at approximately 148 non-IHSC staffed detention facilities daily across the country. In addition, IHSC oversees the financial authorization and payment for off-site specialty and emergency care services for detainees in ICE custody. The ICE detainee population is approximately 34,000 detainees on a daily basis, with an average length of stay of approximately 30 days. IHSC provides medical support during ICE enforcement operations in the air, on the ground and at sea.

VISION

To be the best health care delivery system in detention and correctional health care.

MISSION

To provide the safe delivery of high-quality health care to those in ICE custody.

DUTIES AND RESPONSIBILITIES

Specific duties include but are not limited to:

1. Develop, maintain and support SharePoint solutions and webpages based on business and functional requirements through design of front and back-end systems.
2. Design, develop, and present relevant training material pertaining on SharePoint to IHSC staff regularly.
3. Facilitate and coordinate discussions with other SharePoint Site Managers to enable an open forum to obtain feedback on how IHSC uses and perceives SharePoint. Enable Site Managers to develop simple solutions for business needs in their respective areas of responsibility.
4. Establish and contribute to a IHSC SharePoint Knowledge Base.
5. Collaborate with other IHSC units and HITU staff to distill technical requirements from functional requirements. Provide input on requirement gathering sessions and workgroups to accurately capture and document functional requirements.

6. Establish, manage and/or resolve SharePoint support requests. Analyze, escalate and work collaboratively with other staff from IHSC and the ICE Office of Chief Information Officer (OCIO) on support issues of increased complexity.
7. Conduct market research, coordinate demonstrations; develop technical white papers and issue papers; conduct analysis of alternatives to identify technical solutions that align with project requirements.
8. Support IT cost-benefit analyses, risk assessments, and analysis of alternatives activities to inform IHSC staff develop proper business case documentation to support their IT initiative.
9. Explore, research and become proficient in other technology platforms and advise how to integrate those platforms into the IHSC environment.
10. Review technical sections of Performance Work Statement (PWS), Statement of Work (SOW), Quality Assurance Surveillance Plan (QASP) and other acquisition documentation within scope of HITU projects.
11. Develop technical Standard Operating Procedures (SOPs), instructions, guides and/or trainings to support technical processes and best practices.
12. Provide input for technical policy, procedures and strategies governing the planning and delivery of information technology services throughout IHSC.
13. Establish the TMO SharePoint site to properly maintain and organization documentation and artifacts.
14. Provide input for budgetary activities associated with tracking IT acquisitions, spend plans for current and future projects, Service Level Agreements (SLAs) and developing cost estimates.
15. Perform risk management; identify and assess project risks, mitigate threats and identify opportunities.
16. Provide input to Contracting Officer's Representative (COR) and/or Project Officers responsible for ensuring contractor compliance and the delivery of contract deliverables.
17. Provide continuous feedback to support process improvement within HITU by identifying, analyzing and improving existing operational processes; as appropriate, develop new processes.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

1. Minimum a Masters' of Science in a health care or information technology related field and a minimum of 6 years of systems management experience.
2. If the incumbent holds a clinical license, it is the responsibility of the incumbent to fulfill the obligation(s) of their licensing or certifying body to maintain currency. This position may be required to perform clinical activities with the scope of clinical license in times of critical needs within the agency.
3. Proficiency with the Microsoft SharePoint and Power platforms including SharePoint Designer, Power Automate, and/or Power Apps.
4. Microsoft Azure or Amazon Web Services experience preferred.
5. ServiceNow, Salesforce, Appian, Pega and/or similar low-code platform experience preferred.
6. HTML, CSS, JavaScript, .NET, Python and/or C# experience preferred.
7. Knowledge of contract management; COR Level I required within two years of hiring.
8. Knowledge of project management in a federal setting; Federal Acquisition Certification

for Program and Project Managers (FAC-P/PM) or Project Management Professional (PMP) certification from the Project Management Institute preferred. FAC-P/PM Level I required within two years of hiring.

9. Knowledge of organizations and responsibilities of all levels of government operations for medical information communication.
10. Ability to provide input for responses to congressional inquiries and to effectively communicate.
11. Correctional/detention health care experience preferred.
12. Flexibility and ability to adapt to sudden changes in schedules and work requirements.
13. Highly effective interpersonal and organizational skills; strong writing skills to include document formulation, editing, and review.
14. Interact effectively and collaboratively with interdisciplinary teams to ensure the provision of medical care of detainees and development of program initiatives.
15. High degree of initiative, and follow-through on a wide range of sensitive, complex, and program issues.
16. Occasional travel might be required to support IHSC facilities.

PHYSICAL DEMANDS

1. Sitting and/or standing for extended periods of time (6-8 Hours).
2. Performing repeated bending motion.
3. Average manual dexterity for computer operation.
4. Phone use for extended periods of time.
5. If clinician, will be tasked to TDY internally for minimum two weeks, maximum 30 days annually to assist with field operations.

MEMORANDUM OF AGREEMENT

U.S. Public Service Commissioned Corps officers are detailed to Department of Homeland Security as described in a Memorandum of Agreement.

SUPERVISORY CONTROLS

Incumbent reports to the SDO Supervisory Lead.

Assignments are usually of a long-term, recurring or broadly defined nature. Officer plans, and organizes own work, determines sequence of assignments, selects and develops methods and seeks assistance from experts only rarely. Work is reviewed for attainment of objectives. Guidelines may be applicable to some but not all parts of assignment and may contain some inconsistencies and be partially unconfirmed. Selection and adaptation from available possibilities involving a moderate amount of modification and innovation is required. The officer uses judgment in interpreting and adapting requirements such as stakeholder input, regulations, precedents and work direction for application to specific work products.

The officer analyzes requirements and recommends technical solutions and changes to current systems. Innovations and modifications to a technical approach must be approved and clearly documented. The officer keeps the supervisor informed of the status on projects and consults with him/her on any significant problems encountered.

Job Title: Program Management Engineer/Senior Engineer Consultant

Billet Level: 0-5/0-6

Agency: United States Environmental Protection Agency (USEPA)

Reimbursable Detail: As established under the Authority of the November 5, 2010 MOU between U.S. Environmental Protection Agency (USEPA), and U.S. Health and Human Services (HHS).

Introduction:

The USEPA is looking to recruit a PHS Commissioned Officer engineer to serve in American Samoa for the American Samoa Environmental Protection Agency (AS-EPA). This is an O5 or O6 level billet in a designated isolated/hardship duty station, and another fantastic leadership opportunity for PHS engineer officers. The position is with the American Samoa EPA providing technical assistance and leadership within the agency. The potential for growth and leadership is exceptionally broad and potentially includes all of the environmental programs covered by EPA. Living and working in American Samoa is a true adventure and while definitely remote, most modern comforts are available and every PHS engineer who has filled this position has had a fantastic time. This position would be an excellent choice for a motivated, self-starting engineer officer who is looking for both the chance to prove themselves in a higher billet, and the tropical adventure of a lifetime. The assignment is for a minimum of two years, but a four-year stay is preferred.

For more information, please contact CDR Elena Vaouli (Vaouli.elena@epa.gov) who is Samoan and previously filled a position at USEPA. She is the current EPA program manager for American Samoa and will be the incumbent's primary contact during this tour of duty. Feel free to contact her if you would like to hear more., or contact Carl Goldstein at goldstein.carl@epa.gov.

Summary:

This is a reimbursable detail between the USEPA, AS-EPA, and HHS. American Samoa is a Territory of the United States. Because of the remote nature of American Samoa, access to schools and medical treatment facilities are limited. The engineer provides engineering support to all technical programs and serves as technical advisor to the Director and Deputy Director. The Engineer will perform a wide range of technical functions, and reports directly to the Director or his/her designee.

Major duties and Responsibilities:

1. Provides technical oversight and assistance to agency managers and staff for the development and management of programs that involve wastewater, non-point source pollution, brownfields, hazardous waste, solid waste, drinking water, land use permitting,

and other programs as appropriate.

2. Provide technical training for managers and staff for capacity development as deemed necessary.
3. Serves as a technical advisor to the Director and Deputy Director to guide environmental policy decisions, program development, grant management, and organizational structure.
4. Manages projects and grants as appropriate.
5. Conducts design reviews and site inspections for regulatory compliance determinations.
6. Develops regulations, guidelines, and operating procedures.
7. Prepares reports, position statements, formal correspondence to stakeholders that include government officials, community members and media.

Task Manager (O-5)

Position Description

INTRODUCTION

This is a U.S. Public Health Service position within the Department of Homeland Security (DHS), Immigration and Customs Enforcement (ICE), Enforcement and Removal Operations (ERO), ICE Health Service Corps (IHSC), Office of the Chief of Staff (OCoS), Taskings and Program Support Unit (TPSU). The incumbent reports to the Taskings Program Manager. This is a non-supervisory position.

Incumbent serves as a task manager for the IHSC Taskings Program. The national program facilitates official communications with external stakeholders on behalf of IHSC. IHSC receives hundreds of requests for information (tasks) per month from internal and external government agencies, including Congress, the President and his representatives, and a variety of external sources, non-governmental organizations, legal representatives, and health care agencies. Task managers interact with leadership and staff from all components within the agency, located at Headquarters, detention facilities, and across 26 Field Offices. In addition, task managers directly support senior leadership's requests for information. The Taskings Program receives the requests, coordinates with 35 internal IHSC components agencywide and senior leadership to develop and clear the response, then communicates the response to the requestor. The program uses the IHSC Task Management System (ITMS) to assign, monitor, track, and complete all tasks.

In Fiscal Year (FY) 2021, the ICE Health Service Corps (IHSC) administered and managed a health care system that provided direct care to over 88,000 detainees housed at 21 designated facilities throughout the nation, to include medical, dental, mental health care, and public health services. IHSC oversaw health care for over 169,000 detainees housed in 150 non-IHSC-staffed facilities, totaling over 53,000 beds. In FY 2021, there were a total of 205,242 individuals in ICE custody, with an average length of stay of 37 days. IHSC also directly supports ICE field office directors on medical issues within their area of responsibility. IHSC executed a budget that approached \$316M in FY 2021.

VISION

To be the best health care delivery system in detention and correctional health care.

MISSION

To provide the safe delivery of high-quality health care to those in ICE custody.

DUTIES AND RESPONSIBILITIES

1. Manage and implement all aspects of the task management function: assign, refine, monitor, review, and close out taskings, while balancing the task overall workload; liaise with 100+ action officers and subject matter experts, and senior leadership, to develop, coordinate and clear IHSC's official responses in a timely manner; and communicate and retain records of these official responses to requestors on behalf of the agency. Administer the IHSC Task Management System (ITMS) to manage the movement of all tasks received from internal and

external stakeholders to and through action officers (AO) to successful resolution. Actions include, but are not limited to:

- a. Receive and analyze task to clarify specific information requested of IHSC; research related or historic response; and route the task to the appropriate IHSC component.
 - b. Triage, prioritize, and assign tasks using ITMS in accordance with IHSC task management policies and procedures.
 - c. Ensure tasked action officers and clearing officials are aware of their taskings; provide technical assistance as needed.
 - d. Negotiate suspense dates and provide updates on tasks in-progress with ERO and ICE Task Management offices as needed.
 - e. Redirect the task as necessary to solicit input from other IHSC components.
 - f. Ensure timeliness of responses by creating a feasible timeline for each task, assigning internal due dates that are least burdensome to IHSC components, and follow up with action officers as needed.
 - g. Participate in routine collaboration with IHSC regional officials, unit and discipline chiefs, office and program leads, and senior leadership to complete assigned tasks.
 - h. Coordinate and drafts quality responses based on input received from components, and when applicable language is available from other sources, ensure IHSC is responsive to the specific request and the response is acceptable for submission; edits the response prior to clearance as needed.
 - i. Prepare and submit a consolidated, professional response.
 - j. Obtain appropriate clearance prior to submission to tasking authority.
2. Develops, maintains, and implements IHSC task management policy and procedures.
 3. Provides progress, status updates, summary reports, and workload analyses directly to the Taskings Program Manager; communicates issues related to tasks, ITMS, and taskings policy; works as part of a team to resolve issues impacting the program.
 4. Develops and conducts training related to the IHSC tasking function and ITMS.
 5. Conducts analyses and recommends process improvements for program and leadership decision.
 6. Lead and/or contribute to special projects of strategic, operational, and tactical importance.
 7. Perform other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

1. A Master's Degree or higher related to Nursing, Healthcare Administration, or Health Sciences from an accredited institution plus a minimum of five years of professional experience relevant to the officer's category. Of the total professional experience, officer must possess at least two years of experience related to management, administration, and evaluation of public health programs.
2. If the incumbent holds a clinical license, it is the responsibility of the incumbent to fulfill the obligation(s) of their licensing or certifying body to maintain currency. This position may be required to perform clinical activities with the scope of clinical license in times of critical needs within the agency.
3. Ability to independently perform the functions/duties listed above, where applicable, with minimal to no supervision.
4. Ability to assess, plan, organize, and complete multiple tasks and responsibilities simultaneously.

5. Ability to communicate effectively in both written and oral formats to perform the functions/duties listed above.
6. Ability to professionally interact effectively and collaborate with other IHSC, ERO, ICE, and DHS offices, as well as all levels of management.
7. Ability to use statistical analysis for reporting collected data.
8. Maintain high degree of independence, initiative, and follow through on a wide range of sensitive, complex, and program issues.
9. Requires a broad and extensive knowledge of the IHSC health care system, program principles, missions and functions and applicable correctional health care standards.
10. Requires a comprehensive knowledge of IHSC clinical and administrative roles and responsibilities to appropriately route requests and develop comprehensive responses.
11. Knowledge, skills, and ability to locate, read, and understand complex health care records/reports in handwritten and electronic formats.
12. Flexibility and ability to adapt to sudden changes in schedules and work-related requirements.
13. Knowledge of, and proficiency in, common Microsoft Office Programs, specifically Microsoft Word, Excel, Outlook, and SharePoint.
14. Has knowledge of and can maintain proficiency in, or can obtain knowledge and maintain proficiency in, applicable detention health care standards (i.e., PBNDS, ICE National Detention Standards, NCCHC, ACA, and applicable federal laws).

PHYSICAL DEMANDS

1. Sitting and/or standing for extended periods of time [6-8 Hours].
2. Working duty hours in shifts, or during evenings and/or weekends.
3. Performing repeated bending motion.
4. Average manual dexterity for computer operation.
5. Phone use for extended periods of time.

MEMORANDUM OF AGREEMENT

U.S. Public Service Commissioned Corps officers are detailed to Department of Homeland Security as described in a Memorandum of Agreement.

SUPERVISORY CONTROLS

Incumbent reports to the Taskings Program Manager.

Tasks are usually short-term or recurring. Officer analyzes the request, plans and organizes own work, determines sequence of actions, coordinates with action officers and clearing officials, and seeks assistance from leadership only rarely. The program manager reviews work to ensure quality, timeliness, and overall attainment of objectives.

Special project assignments are usually of a long-term, recurring or broadly defined nature. Officer plans and organizes own work, determines sequence of assignments, selects and develops methods, and seeks assistance from experts, stakeholders, and leadership as needed. The program manager and unit chief review work to provide input and guidance and to ensure attainment of objectives.

Guidelines may be applicable to some but not all parts of assignment and may contain some inconsistencies and be partially unconfirmed. Selection and adaptation from available possibilities involving a moderate amount of modification and innovation is required. The officer uses judgment in interpreting and adapting guidelines such as PHS policies, regulations, precedents and work direction for application to specific cases.

The officer analyzes results and recommends changes in guidelines and program policies. Innovations and modifications to accepted procedures must be approved and clearly documented. The officer keeps the supervisor informed of the status on projects and consults with him/her on any significant problems encountered.

Program Manager/Emergency Management Specialist (O-5)

Position Description

INTRODUCTION

This is a U.S. Public Health Service position within the Department of Homeland Security (DHS), Immigration and Customs Enforcement (ICE), Enforcement and Removal Operations (ERO), ICE Health Service Corps (IHSC), Office of the Chief of Staff (OCoS), Taskings and Program Support Unit (TPSU). The incumbent reports to the TPSU unit chief. This is a non-supervisory position.

Incumbent serves as a program manager/emergency management specialist, who supports planning, preparedness, readiness, response, and recovery efforts at IHSC Headquarters (HQ) and in detention facilities in the field. The incumbent will help establish a national program that affects all IHSC staff. The incumbent's primary function is to consult and coordinate with IHSC-staffed detention facilities across the country, and support local all-hazards emergency planning and response planning, training, and exercises. Responsibilities also include development, management, and/or maintenance of the IHSC Continuity of Operations Plan (COOP); IHSC Headquarters Emergency Operations Plan (EOP); and agencywide emergency preparedness and response policies.

TPSU oversees and manages a diverse portfolio of programs that directly support ERO, ICE, and DHS programs and initiatives. TPSU liaises with stakeholders external to the agency and coordinates IHSC's contributions, which span across all IHSC divisions, offices, disciplines, and programs. These programs include but are not limited to: IHSC Taskings Program; ICE Credentials Program; ICE Self Inspection Program; and, emergency planning and response activities.

In Fiscal Year (FY) 2021, the ICE Health Service Corps (IHSC) administered and managed a health care system that provided direct care to over 88,000 detainees housed at 21 designated facilities throughout the nation, to include medical, dental, mental health care, and public health services. IHSC Oversaw health care for over 169,000 detainees housed in 150 non-IHSC-staffed facilities, totaling over 53,000 beds. In FY 2021, there were a total of 205,242 individuals in ICE custody, with an average length of stay of 37 days. IHSC also directly supports ICE field office directors on medical issues within their area of responsibility. IHSC executed a budget that approached \$316M in FY 2021.

VISION

To be the best health care delivery system in detention and correctional health care.

MISSION

To provide the safe delivery of high-quality health care to those in ICE custody.

DUTIES AND RESPONSIBILITIES

1. Support emergency preparedness, planning, training, and exercises for IHSC-staffed facilities. Serves as the IHSC subject matter expert and HQ/TPSU representative who advises

and facilitates this work. Conducts specific functions related to emergency management, personnel readiness, and administrative support. Reviews facility operations and recommends appropriate strategies to improve the facility's emergency preparedness and response capacity. Advises and collaborates with health services administrator in its implementation.

2. Updates and maintains the agencywide IHSC all-hazards emergency preparedness and response directive and guide. Interprets policy and provides guidance to managers and staff on a range of emergency preparedness and response activities. Determines disposition of problem issues within purview, and makes recommendations on allocation of resources to achieve objectives of the organization.
3. Develops, operationalizes, maintains, implements, and exercises all internal IHSC emergency plans. This includes, but is not limited to, the: IHSC HQ Emergency Operations Plan and annexes; IHSC COOP; and facility-specific plans.
4. Promotes agencywide preparedness and readiness through training and exercises.
5. Generates reports and recommendation to IHSC's operational and senior leaders. Consults and supports function- or unit-specific preparedness. Confers with IHSC leadership on substantive issues and provides technical guidance.
6. Implements strategic initiatives and special projects, as directed by the TPSU chief (e.g., establish the IHSC Emergency Operations Center).

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

1. Mastery of emergency management related organizations, policies, regulations, directives, procedures, and methods. Expert knowledge of project management principles, including conception and initiation, execution, performance/monitoring, communications, risk management, stakeholder management, time management, costing and project close.
2. Expert knowledge, skills, and experience in the following:
 - a. Designing, developing, implementing, and evaluating emergency preparedness and response plans, training, and exercises.
 - b. Providing advice, guidance and policy assistance to agencies and work groups related to emergency preparedness programs.
 - c. Developing metrics to evaluate the effectiveness and efficiency of an emergency management programs.
 - d. Collecting and analyzing information, and presenting findings on complex program issues or problems.
3. Qualifying degree for the officer's category and an advanced degree (e.g., M.A. or M.S.) from an accredited institution plus a minimum of five years of professional experience relevant to emergency management. Of the total professional experience, officer must possess at least three years of experience related to program management, administration and evaluation of public health programs.
4. If the incumbent holds a clinical license, it is the responsibility of the incumbent to fulfill the obligation(s) of their licensing or certifying body to maintain currency. This position may be required to perform clinical activities with the scope of clinical license in times of critical needs within the agency.

PHYSICAL DEMANDS

1. Sitting for extended periods of time [6-8 Hours].

2. Average manual dexterity for computer operation.
3. Phone use/virtual meetings for extended periods of time.
4. Occasional travel to detention facilities

MEMORANDUM OF AGREEMENT

U.S. Public Service Commissioned Corps officers are detailed to Department of Homeland Security as described in a Memorandum of Agreement.

SUPERVISORY CONTROLS

Incumbent reports to the Unit Chief.

Assignments are usually of a long-term, recurring or broadly defined nature. Officer plans, and organizes own work, determines sequence of assignments, selects and develops methods and seeks assistance from experts only rarely. Work is reviewed for attainment of objectives. Guidelines may be applicable to some but not all parts of assignment and may contain some inconsistencies and be partially unconfirmed. Selection and adaptation from available possibilities involving a moderate amount of modification and innovation is required. The officer uses judgment in interpreting and adapting guidelines such as PHS policies, regulations, precedents and work direction for application to specific cases.

The officer analyzes results and recommends changes in guidelines and program policies. Innovations and modifications to accepted procedures must be approved and clearly documented. The officer keeps the supervisor informed of the status on projects and consults with him/her on any significant problems encountered.

IHSC "HOW TO APPLY"

- Created by [Tonya Johnican \(DHS\)](#), last modified by [Eduardo Valdespino \(DHS\)](#) yesterday at 02:51 PM

ABOUT US

The U.S. Immigration and Customs Enforcement (ICE) Health Service Corps (IHSC) provides direct care daily to approximately 100,000 detainees housed at 20 designated facilities throughout the nation. The health care provided includes medical, dental, and mental health care, and public health services.

IHSC also provides medical case management and oversight for an additional 169,000 detainees housed at approximately 148 non-IHSC-staffed detention facilities daily across the country. In addition, IHSC oversees the financial authorization and payment for off-site specialty and emergency care services for detainees in ICE custody.


The ICE detainee population is approximately 33,724 detainees on a daily basis, with an average length of stay of approximately 30 days. IHSC also provides medical support during ICE enforcement operations in the air, on the ground and at sea.

ICE Health Service Corps also provides medical support during air and sea operations through the IHSC Special Medical Operations Unit. This unit consists of specially trained PHS officers who, in addition to meeting the medical needs of detainees, serve as liaisons between law enforcement officials and other key stakeholders.

IHSC is committed to providing health care services to detained individuals involved in immigration proceedings, supporting ICE apprehension, enforcement, and removal operations, and improving national and global public health.

More information

For more information, please visit <https://www.ice.gov/detain/ice-health-service-corps>



U.S. Immigration and Customs Enforcement
Enforcement and Removal Operations
Detainee Health Care

The diverse and fluid detainee population in ICE custody receives comprehensive care for a multitude of pre-existing health ailments and conditions, such as tuberculosis, diabetes, sexually transmitted infections, mental health disorders, and dental cavities.

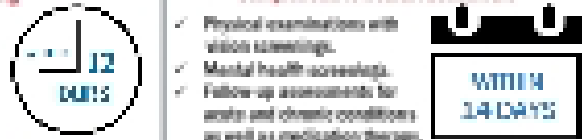
Detainees receive timely medical care, to include:

Initial Health Screening

- ✓ Vital signs.
- ✓ Initial dental, vision, medical, and mental health history and current status.
- ✓ Continuation of current medication therapies.
- ✓ COVID screening based on exposure history and symptoms, in accordance with Centers for Disease Control and Prevention (CDC) guidance.
- ✓ Tuberculosis infection screenings.
- ✓ Pregnancy screenings for females.
- ✓ Patient education.

Comprehensive Health Assessment

- ✓ Physical examinations with vision screenings.
- ✓ Mental health screenings.
- ✓ Follow-up assessments for acute and chronic conditions as well as medication therapy.
- ✓ Behavioral health referrals for mental health conditions.
- ✓ Dental screenings and problem-focused care.



DETAINEE HEALTH CARE BY THE NUMBERS
Reflects FY 20 figures.

ICE daily manages the custody and care of detainees from over 100 countries.

\$278 million spent on direct medical, dental, mental, and public health services to detainees in ICE custody.

More than **200,000** medical screenings provided to detainees in custody, in addition to follow-up treatment.

Cadre of **1,600** health professionals.

The ICE Health Service Corps (IHSC) workforce manages and operates the ICE health care system, and directly provides and oversees quality detainee health care in facilities across the country.

ERO STRATEGIC APPROACH TO COMBAT COVID-19

PREVENT


- Health screening and testing of new detainees
- Personal protective equipment

DETECT

- Enhanced screening and testing of all detainees
- Isolation and care in dedicated COVID-19 units

MITIGATE

- Collaboration with CDC, state, and local health departments
- Enhanced screening and testing of all detainees
- Isolation and care in dedicated COVID-19 units



U.S. Immigration and Customs Enforcement

To learn more about ICE guidance on COVID-19 and detainee health standards, visit www.ice.gov/immigration

Updated July 2020

HOW TO APPLY

Commissioned Corps Officers and Commissioned Corps applicants who are professionally boarded **must** submit the following information:

- Combine all documents into one Adobe PDF file saved as “**LastName_Hiring Documents.**”
- Email subject: **Title of the position – your rank and LastName**
 - Example: **Program Management Officer – RANK LastName).**
- Email application to: IHSCRECRUITING@ICE.DHS.GOV

As applicable for announcements with a close date, submissions must be received by the deadline 11:59 P.M. EST.

Required Information & Documents

PHS Officers

1. Date of most recent Certificate of Investigation (located in your eOPF)
2. Cover letter.
3. Three professional references (i.e., name, title and contact information)
4. CV (e.g., relevant experience, education, training)
5. Three most recent Commissioned Officer Effectiveness Reports (COER)
6. Licensures, degrees, certificates
7. If multiple locations are listed, include your preferred location(s) in the body of the email
8. Optional. For IHSC PHS officers, IHSC Recruiting encourages applicants provide a copy of your current [service remaining requirement agreement](#).

New Call to Active Duty:

1. Cover letter.
2. Three professional references (i.e., name, title, and contact information)
3. CV (e.g., relevant experience, education, training)
4. Licensures, degrees, certificates
5. U.S. Public Health Service – Appointment Board Decision Letter/Email
6. If multiple locations are listed, include your preferred location(s) in the body of the email

Questions

Please email recruitment questions to IHSCRecruiting@ICE.DHS.GOV

*NOTE

- If a position list multiple locations, please indicate in your submission, the preferred location(s) for which you are applying. **ONLY** advertised locations will be considered.
- Please submit three most recent COERS (e.g. 2020, 2019, 2018)
- IHSC applicants must verify **Service Remaining Requirement Agreement** for current position and determine eligibility prior to submitting an application.
- Failure to provide the required information and documents may impact your consideration for this position.
- Zip Files are not supported
- As applicable for announcements with a close date, submissions must be received by the deadline 11:59 P.M. EST.

Frequently Asked Questions

Q. Does IHSC require a Professional Resume or a PHS Category specific CV?

A. At this time, IHSC requires that the applicant provide a CV or a Resume that includes relevant experience, education, and training applicable to the job. This may be a professional CV or a PHS Category specific CV.

Q. Does IHSC require a copy of the Certificate of Investigation (COI) or the Date of the most recent COI?

A. At this time, IHSC requires that the applicant provide the date of the most recent COI. The Officer may provide a copy of the COI document that list the date or provide the date that is listed on the COI document located in the Officer's eOPF.

Q. Does IHSC require a copy of all degrees, licenses, and certificates?

A. At this time, IHSC requires that the applicant submit a copy of all degrees/ transcripts, licenses, and certificates that are applicable to the job.

Q. If I have an active Service Remaining Requirement Agreement that expires in 6 months, may I apply now for an open position within IHSC.

A. IHSC recommends that applicants review their Agency's Service Remaining Requirement Agreement or Contractual Agreements prior to submitting an application to ensure eligibility. Applicants who have an active contractual obligation are deemed ineligible.

Q. How may I receive additional information about a specific job at IHSC?

A. Applicants may submit all questions related to IHSC job opportunities to **IHSCRECRUITING@ICE.DHS.GOV**

Q. Are IHSC PHS Job Announcements listed on USA Jobs?

A. At this time, IHSC PHS job announcements are not available on USA Jobs. Job announcements are disseminated to PHS Agency Liaisons, and Professional Advisory Groups via an email from the PHS DHS Liaison. Additionally, IPU maintains [IHSC Job Announcements](#) on the Commission Corps collaboration webpage on MAX.gov. IHSC Job Announcement which is accessible to all federal employees registered on **MAX.gov**.

Q. I cannot access the IHSC Job Announcement Webpage on Max.gov, how do I register for Max.gov.

A. To access the IHSC Job Announcement Webpage on Max.gov, the applicant must register for a Max.gov account.

Don't have a MAX ID Yet? ---> Not a problem, to register click [MAX.gov](#) and select the green "**Register Now**" button at the top right of the screen, or click here to **Register Now**. You may also, subscribe to the IHSC Job Announcement Webpage as a "watcher" to receive regular updates and new job openings as they become available.



([HTTP://WWW.MANIILAQ.ORG/](http://www.maniilaq.org/))

Maniilaq Association is a P.L. 93-638 Native/Indian Preference/EEO Employer

Start Over with Job Search (<https://www.vscyperhosting3.com/maniilaq/Careers.aspx?type=CAREERSMAIN>)

RETURNING APPLICANT? Login Now (<https://www.vscyperhosting3.com/maniilaq/AppSelfService.aspx>)

Director of Facility Support Services

| | |
|----------------------|---------------------------|
| Job Code: | 2022:OTZ-091 |
| Location: | Kotzebue, Alaska |
| Program: | Facility Support Services |
| FT/PT Status: | Full Time |

Job Responsibilities:

03/22

Title: Director of Facility Support Services

Range: 19

Division: Facility Support Services

Status: Exempt

Housing Priority: 4

Covered: Yes

BCP: Yes

POSITION SUMMARY

Position is supervised by the Vice President of Health Services and is responsible for general oversight and management of the Maniilaq Health Center (MHC) Maintenance, Food Services, Environmental Services, Laundry, Security, Central Stores, Safety & MHC Project Management programs. This position is responsible for the evaluation of all programs for compliance with Joint Commission (JC), OSHA, CMS and other regulatory rules and regulations as applicable. Monitors and assures compliance with program requirements to assure effective program operation and a safe environment for patients, visitors and staff.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Responsible for the overall supervision of Facility Support Services finances, personnel, quality assurance and planning activities.
2. Monitors progress of Facility Support Services (FSS) division's specific goals and objectives through monthly division meetings and one-on-one meetings with FSS programs.
3. Assists department heads and program managers in the strategic planning for Facility Support Services operations.
4. Assist with the evaluation and implementation of MHC facility needs for the appropriate provision of Facility Support Services and allocation of resources.
5. Responsible for assisting appropriate divisions/programs to become compliant with JC, OSHA, Life Safety and other regulatory standards;
6. Ensures compliance with state and federal licensure or regulations, Medicare, Medicaid, Indian Health Service requirements and other applicable regulations, guidelines, requirements, and statutes as they apply to Facility Support Service's programs.
7. Responsible for preparation and outcomes of performance improvement indicators regarding Facility Support operations.
8. Monitors fiscal accountability for FSS programs; provides technical assistance with budget development and allocation of resources.
9. Conducts performance evaluations of department heads/program managers that report directly to the Director of Facility Support Services.
10. Prepares reports for the Health Center Committee.
11. Responsible for direct supervision of the following programs: MHC Maintenance, Food Services, Environmental Services, Laundry, Security, Central Stores, Safety and Project Management.
12. Participates as a member of the Executive Leadership Committee.
13. Participates in Administrative call pool.

Job Qualifications:

MINIMUM REQUIREMENTS

Master's Degree in a relevant field or Bachelor's Degree plus three years Healthcare Management experience. Should possess strong technical, administrative, organizational, and communication skills. Must have a thorough knowledge of JC, OSHA, and Life/Safety codes and standards and be able to apply that knowledge. Ability to prepare reports conduct presentations effectively, utilizing various computer programs

Other Job Information (if applicable):

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be considered an exhaustive list of all responsibilities, duties and skills required of personnel in this job, and the employer reserves the right to revise or change this description. This description does not constitute a written or implied contract of employment. To perform this job successfully, an individual must be able to satisfactorily perform each of the above essential duties and meet physical demands. Reasonable accommodations may be made to enable individuals with disabilities to meet those conditions.

Apply Now

Refer A Friend



QUICK LINKS

[HOME \(http://www.maniilaq.org/\)](http://www.maniilaq.org/)

[ABOUT US \(http://www.maniilaq.org/about-us\)](http://www.maniilaq.org/about-us)

[CAREERS](#)

[CONTACT US \(http://www.maniilaq.org/contact-us\)](http://www.maniilaq.org/contact-us)

[HEALTH SERVICES \(http://www.maniilaq.org/health-services\)](http://www.maniilaq.org/health-services)

[NORTHWEST ALASKA \(http://www.maniilaq.org/northwest-alaska\)](http://www.maniilaq.org/northwest-alaska)

[PRIVACY STATEMENT \(http://www.maniilaq.org/privacy-statement\)](http://www.maniilaq.org/privacy-statement)

[SOCIAL SERVICES \(http://www.maniilaq.org/social-services\)](http://www.maniilaq.org/social-services)

[TRIBAL GOVERNMENT SERVICES \(http://www.maniilaq.org/tribal-government-services\)](http://www.maniilaq.org/tribal-government-services)

[MAKE AN APPOINTMENT \(http://www.maniilaq.org/health-services\)](http://www.maniilaq.org/health-services)

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MANIILAQ CORPORATE OFFICE

1-800-478-3312 (within Alaska)

or 907-442-3321

P.O. Box 256, #733 2nd Avenue

Kotzebue, AK 99752

MANIILAQ HEALTH CENTER

1-800-478-3312 (within Alaska)

or (907) 442-3321

P.O. Box 43, #436 5th Avenue

Kotzebue, AK 99752

HUMAN RESOURCES

Maniilaq Association

P.O. Box 256 #733 2nd Avenue

Kotzebue, AK 99752

Toll Free (within Alaska): 1-800-478-3312

Phone: 907-442-7660

Fax: 907-442-7830

HumanResources@maniilaq.org

SOCIAL SERVICES

907-442-7640

TRIBAL SERVICES

907-442-7655

FAMILY CRISIS CENTER

1-888-478-3969

Functional Title: Operations Research Analyst
Agency/Bureau/Office: Assistant Secretary of Preparedness and Response (ASPR), Office of Incident Command and Control (ICC), Office of Security, Intelligence, and Information Management (SIIM), Information Management Division (IMD), Supply Chain Control Tower (SCCT)
Billet Grade: LT/LCDR (O-3/O-4) (GS-0685-9/12)
Supervisory (Y/N): No
Category: Open to all Categories
Duty Location: Various Locations

ASPR/ICC/SIIM/IMD/SCCT: Information Management's Supply Chain Control Tower (SCCT) is a tool and program that provides visibility into the flow of medical supplies across the private and public sector supply chains to support allocation, procurement, and investment decisions. The initial version of the SCCT focused on collecting and aggregating near real-time information on shipments, orders, and inventories of PPE supplies from major medical-surgical distributors. Subsequently, the SCCT has added additional supply categories and complementary data sources, including pharmaceuticals, shipments of USG procured supplies, hospitalizations information from CDC, and hospital/LTCF supplies reporting from NHSN & HHS Protect. Future enhancements will include vaccine manufacturing and ancillary supplies, among other supply chain products for situational awareness needs for federal planning and response needs.

As part of its COVID-19 pandemic response and longer-term capabilities building (i.e., as part of the next generation Strategic National Stockpile (SNS), HHS is looking to build and maintain the SCCT program as part of a broader Supply Chain situational awareness, intelligence, and analytics capability for HHS

Introduction: The position is to serve as an Operations Research Analyst within HHS' Supply Chain Control Tower. This position is located within the Department of Health and Human Services, Hubert Humphrey and O'Neill Buildings, in Washington DC. The Operations Research Analyst within the SCCT will perform professional work in mathematics, operations research and supply chain industry analysis for key priorities of the SCCT Program to inform medical supply chain decisions within HHS.

Duties:

- Leads the scoping of requirements, and/or directive actions to contribute to the implementation of analysis appropriate for SCCT program needs utilizing industry best practices. Design targeted architecture and requirements including new data sources and visualization applications to improve government and non-government partnerships for public and federal response supply chain needs.
- Works with other analysts (federal and contractual) on the collection, cleaning, validation, processing, aggregation, analyzing, and visualizing new data sources for expanded supply chain visibility, including early indication of emerging issues. The incumbent recommends and selects techniques for data collection and analysis based upon standard methodologies and established practices. Data to be analyzed comes from diverse sources and in diverse forms that include, computerized statistical files, manual or automated program reporting systems and program files; and from numerous public and private sources.

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- Utilize distributor and manufacturer data to understand dynamics further upstream in the supply chain (e.g., how the manufacturer and product mix has changed over time, trends in supplier lead times that might indicate upcoming supply issues).
- Lead designer of metrics and dashboards to monitor supply chain health and shortage risk (e.g., identification of pharmaceutical drugs that are “at risk” of shortage, comparison of state order and fill rate trends to identify risks or potential supply mismatch).
- Leads in analysis of program operations, which require the application of operations research techniques, including mathematical modeling, statistical analysis and other standard research techniques.
- Leads in the planning and conduct of systems analysis; assists in the evaluation of such studies and presents findings through internal reports, publications and presentations.
- Produce appropriate outputs to transition the proof of concept / prototypes, including assumptions documentation, detailed data schema, cleaned and merged dataset, and dashboard and visualization designs.
- Respond to supply chain requests for information with short turnaround timeframes that require precise coordination and collaboration with colleagues for data collection.
- Presents analyses and proposes potential courses of action for consideration for supply chain and ASPR leadership.
- The incumbent is required to document data anomalies and articulate findings and recommendations.
- Assures the adequacy and accuracy of the data; and identifies significant factors, which affect the analyses.
- Performs other duties as assigned.

Minimum Qualifications (Education, Experience, Skills):

- MPH or Master’s Degree in a field related to supply chain, mathematics, data analytics, or statistics
- Knowledge of supply chain industry practices
- Knowledge of public health and healthcare related programs, as well as theories, concepts, principles, practices, methods, techniques, and procedures in responding to public health and medical emergencies across local, state and federal levels consistent with the National Incident Management System (NIMS).
- Knowledge and understanding of data analysis tools (e.g. R, Excel, SAS).
- Knowledge and understanding of data visualization tools (e.g. Tableau, Microsoft Power BI).
- Knowledge and skill in adapting analytical techniques and evaluation criteria to the measurement and improvement of program effectiveness and/or organizational productivity.
- Knowledge and skill in initiating, formulating, and executing analytical projects and reporting on emerging public health issues and problems.

Reports to: The Operations Research Analyst reports directly to Supply Chain Control Tower Program Manager, Mary Beth Hill.

HOW TO APPLY:

Commissioned Corps Officers interested in this position should be in good standing with their current Agency and the USPHS Commissioned Corps, be basic ready, and should not have any current or pending adverse actions.

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Please submit the following items as a single (1) pdf to be considered for this amazing opportunity to serve:

- One page Letter of Interest which should include a short statement about why you are interested in this position and provide your contact information to include rank, full name, SERNO, office phone number, e-mail address, and your date of availability.
- Most current and comprehensive CV with emphasis on professional experience.
- A copy of your last 3 years of COERs
- One current full-length photo in each of the following uniforms while standing at attention in Service Dress Blue (SDB) and Operational Dress Uniform (ODU). White or gray background is preferable.
- Screenshot of your Basic Readiness status for the last three months and the next 90 days from RedDOG Self-Service site as well as a screenshot of your Officer Secure Area Dashboard.

Email the materials above in a single PDF and with the following in the Subject Line “SCCT Operations Research Analyst” and send to ASPRPHSLiaison@hhs.gov.

Submissions must be received by 11:59 p.m. ET, Friday, June 17, 2022.

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VACANCY ANNOUNCEMENT
CLOSING DATE: June 10, 2022

National Park Service – Lake Mead National Recreation Area
Program Manager/Civil Engineer
O-5 Billet (Full Promotion Potential)
Non-Supervisory
This is a two-year position

Position Description:

The Department of the Interior (DOI)/National Park Service (NPS) is recruiting a Commissioned Corps Officer to fill the position of Program Manager (Civil Engineer) with a duty station to be determined at the time of selection. Only officers in the Engineer Officer category will be considered.

This position serves as the parks Low Water Program Manager having full oversight of all planning, design, compliance, construction, and communication strategies associated with rapidly declining reservoir levels on Lake Mead. The incumbent works under the direction of the Superintendent's Office.

The Program Manager is responsible for collaboratively leading multiple disciplines and personnel in long term planning efforts for the park and planning/design/construction of individual projects from inception through completion. The Program Manager will provide professional civil engineering advice and guidance on the planning, designing, constructing, expansion, rehabilitation and/or re-purposing of existing and/or new structures and facilities. Selectee has responsibility for initiating, establishing, guiding, and controlling one or more design/construction projects from inception through completion. The work involves performance of office and field engineering duties associated with in-house design development, architectural/ engineering review, managing A/E contracts, and/or monitoring and managing construction projects with diverse climatic, geographic, and environmental conditions.

Work consists primarily of simple-to-complex, multi-disciplinary planning, design, and construction projects with challenges arising from multiple points, such as unusual, highly sensitive natural or cultural resource planning issues; multi-year phasing (effecting schedules and funding); high visibility, controversial, significant political interest and oversight; possible jurisdictional disputes; the need to apply advanced judgment to critical issues, and problems requiring unique approaches and solutions. Projects are of national significance. Many projects require coordination and permitting with outside regulatory agencies. Work includes planning, public, communication strategies, construction management, government contract management, field inspection and communication with contractors.

Major Duties:

- Program Manager is responsible for full oversight of the low water program implementation to include long-term planning to provide sustainable recreation on Lake Mead, civil engagement and

communication strategies for low water, and construction program development, oversight, and implementation.

- Performs planning, designing, and construction oversight for all assigned projects. Prepares planning and final construction contract documents, including preliminary and final construction cost estimates, drawings, technical specifications, and material selection for the construction, maintenance, and rehabilitation of various physical facilities.
- Prepares feasibility studies based on investigations, examinations, and analysis of data on new or existing facilities where advanced planning will be required or where highly complex design problems are encountered.
- Prepares designs and construction specifications for constructing and/or rehabilitating water and wastewater systems, constructing roads, parking areas, launch ramps, demolition, rehabilitation and/or stabilization of historic and non-historic structures and other facilities.
- Serves as a technical point of contact for issues regarding line-item construction, direct charge projects, equipment, operation, and preventative maintenance. In addition, provides assistance with determining project scope, A/E selection, and appropriate level of quality. These efforts include significant public interaction with other NPS programs, stakeholders, and adjacent federal, state and local agencies.
- Provides constant project evaluation against time-phased schedules and budget requirements, identifying problems and coordinating solutions, resolving technical and scheduling problems as needed, and developing corrective actions to ensure successful project accomplishment.
- Incumbent serves as Contracting Officer Representative or alternate on a variety of projects as cited above.

Qualifications Required:

- Knowledge of infrastructure planning, design, and construction
- Knowledge of project management
- Knowledge of contracting administration procedures
- Ability to effectively communicate orally and in writing

Applicants must have specialized experience that has provided knowledge sufficient to develop, recommend, plan and program for the design, construction, operation, maintenance, and improvements of physical facilities within parks. Experience must have demonstrated the ability to apply the technical practices and procedures of project development, operational leadership, and risk management regarding work safety for contractors, sub-contractors, and co-workers. In addition, applicants must meet Commissioned Corps Force Readiness Standards.

Professional Engineering licensure is required. A Bachelor of Science degree in civil engineering, or a related field is required. A desire to experience a dynamic and exciting work environment is required.

This position closes on June 10, 2022. If interested, please send a cover letter and CV to hhs_liaison@nps.gov and todd_suess@nps.gov.

Position Information:

Todd Suess
Phone: 970-732-0877
Email: todd_suess@nps.gov

PHS Information:

Sonya Coakley Baker
Phone: 202-513-7215
Email: sonya_coakleybaker@nps.gov