

Job Announcement Number

NE-12002159-AF-23-049

Overview

Job Title	SUPERVISORY HEALTH SYSTEM SPECIALIST	Department	Department of the Air Force
Agency	Air National Guard Units	Hiring Organization	N/A
Open & Closing Dates	06/08/2023 to 06/23/2023	Application Count	N/A
Salary	\$62,898.00 to \$81,771.00 Per Year	Pay Scale & Grade	GS-10
Locations	Lincoln, Nebraska	Remote Job	No
Telework Eligible	Yes - as determined by the agency policy.	Travel Required	Occasional travel - You may be expected to travel for this position.
Relocation Expenses Reimbursed	No	Appointment Type	Permanent
Work Schedule	Full-time	Service	Excepted
Promotion Potential	None	Job Family (Series)	0671 - Health System Specialist
Supervisory Status	Yes	Security Clearance	Secret
Drug Test	No	Position Sensitivity And Risk	Noncritical-Sensitive (NCS)/Moderate Risk
Trust Determination Process	National security		

Summary

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This National Guard position is for a SUPERVISORY HEALTH SYSTEM SPECIALIST, Position Description Number D172100 and is part of 155th Medical Group, Nebraska Air National Guard.

Learn More About This Agency

Marketing Message

The National Guard is the oldest component of the Armed Forces of the United States. Since the earliest American colonial days, citizens have joined together for collective defense. We have a proud tradition of coming to the aid of our friends and neighbors in times of serious emergencies. Join our National Guard team and serve your nation, your states and your community!

Marketing Link

<http://ne.ng.mil/Pages/Home.aspx>

This Job Is Open To

Hiring Paths

Federal employees - Excepted service, Internal to an agency - appears on USAJOBS, National Guard & Reserves

Hiring Paths Clarification Text

This job is open to: Area 1, 2 and 3

Videos

Marketing Video Link 1

N/A

Marketing Video Link 2

N/A

Duties

Duties

As a SUPERVISORY HEALTH SYSTEM SPECIALIST, GS-0671-10, duties include:

- (1) Manages Health Services activities, including plans and operations, human resource management, and Medical staffing. Oversees medical facility management. Serves as the senior medical administration advisor for the medical group and is the installation's focal point for highly sensitive, privacy act and protected medical issues. Operates as a partner with the Medical Group Commander, Senior Management Staff, Squadron, Geographically Separated Unit's (GSU(s) Commanders, tenant unit commanders, and State Headquarters in planning, implementing, and executing the medical programs directly associated with the objectives of the Wing Commander, Medical Group Commander and the Air National Guard (ANG) Medical Service. Ensures accomplishment of federal military and state supported medical missions. Responsible for maintaining compliance with all regulatory and legal force health management requirements; plans, organizes, and implements Wing/Base programs, policies, and procedures; supervises assigned full-time employees including Public Health Technician(s) and Health System Technician(s). Performs duties necessary to accomplish medical program functions in support of programs essential to Air National Guard Wing daily operations, training, and readiness missions.
- (2) Provides medical management and advisory services that contribute substantially to the plans, policies, decisions, and objectives of senior management. Directs Information Management activities within the Medical Group. Formulates and interprets medical policy based on regulatory requirements. Provides policy guidance and interpretation to senior management officials to ensure compliance with medical aspects for the worldwide deployability of Wing/Group personnel, geographically separated units (GSU(s), and tenant units. Comprehends the unique medical requirements of organizations subordinate to the Wing Commander, GSU(s), and tenant units in order to guarantee the medical readiness of personnel for worldwide deployment. Represents the Medical Group at nationwide meetings, conferences, seminars and workshops to determine the impact of higher headquarters decisions on local programs.
- (3) Develops plans, policies, procedures, goals, and objectives for the overall operation of the Medical Group. Monitors unit participation for both inactive and active duty training. Directs Group activities by assuring that medical work and program goals are being met and are consistent with higher headquarters policies and requirements. Evaluates medical program effectiveness. Develops procedures for correcting deficiencies to improve effectiveness. Provides advice to higher headquarters on impact of medical policy changes concerning unit operations and mission capabilities.
- (4) Directs the Medical Group accreditation program and management improvement studies. Ensures that plans and schedules are prepared for Medical Group members and support personnel to attain combat ready proficiency. Plans, develops and directs Group programs such as recruiting, retention, public relations, self-inspection, individual training, proficiency training, quality assurance/risk management, Standardization Evaluation, medical readiness, unit mobility and deployment, operational training missions, mass casualty, anti-terrorism, inspections, investigations, resource management including high value War Readiness Material (WRM), disaster preparedness, plans and exercises, security, radio operations, and safety.
- (5) Determines eligibility, authorizes and coordinates civilian and military medical care for Active Guard Reserve (AGR) personnel and other eligible beneficiaries in accordance with directives and local policies. Initiates and monitors Line of Duty (LOD) determinations for assigned personnel. Manages LOD follow-ups and ensures members are providing required documentation. Processes LODs for higher headquarters approval. Provides policy guidance to unit commanders and supervisors. Coordinates with civilian and military medical providers and other base organizations (finance, personnel, unit commanders, supervisors, and legal) to ensure accurate processing and continuity of care. Builds and maintains strong relations and understanding of civilian healthcare system and the TRICARE program to assist with answering TRICARE beneficiary questions, providing education and resolving problems.

- Performs other duties as assigned.

TO VIEW FULL PD:

https://acpol2.army.mil/ako/fasclass/search_fs/search_fs_output.asp?ccpo=NG&jobNum=D1721000&id=777536

Requirements

Conditions Of Employment

Obtain/maintain the level of security clearance/background check required.

May be required to successfully complete a probationary period.

Direct Deposit is mandatory.

The employee may be required to travel in military and/or commercial vehicles to perform temporary duty assignments.

Irregular and overtime hours may be required to support operational requirements or contingencies.

This position is designated as Essential Personnel and may be subject to duty in preparation for, or in response to, a state emergency or disaster declaration.

Males born after 31 December 1959 must be registered for Selective Service.

Qualifications

Security Clearance/Background Check requirements:

In order to comply with US DOD requirements and ensure the safety and security of the missions, programs, property and personnel of the Nebraska Military Department, employees must obtain the appropriate background investigation and maintain the level of security clearance assigned to their respective work.

Failure to obtain and maintain the designated type of security clearance/background check required for the respective work may result in a job offer being rescinded or separation from employment.

Prior to appointment individuals must meet the security clearance requirements for the position or submit the required documents of the Nebraska National Guard, Personnel Security Manager for processing the appropriate investigation. Required forms: SF86, PSIP Initiation Form, Fingerprints, OF306 and Application/Resume.

Nebraska National Guard Information Security Specialist - jason.schroeder.10@us.af.mil; 402-309-1129.

GENERAL EXPERIENCE: Possess experience, education, or training which provided a basic knowledge of health care management and advising on and/or coordinating health care delivery systems and operations.

SPECIALIZED EXPERIENCE: Must possess 12 months experience at the next lower grade in progressively responsible analytical or administrative, or clinical management or supervisory experience in the health care field? This work may have been performed in an operating health care facility or a higher organizational echelon with advisory or directional authority over such facilities. Work must have involved a close working relationship with facility managers and analysis and/or coordination of administrative, clinical, or other service activities, and provided knowledge of the following: Missions, organizations, programs, and requirements of health care delivery systems; Regulations and standards of various regulatory and credentialing groups; and Government-wide, agency, and facility systems and requirements in various administrative areas such as budget, personnel, and procurement.

Education

There is no substitution of education for this position.

Additional Information

If you are a male applicant who was born after 12/31/1959 and are required to register under the Military Selective Service Act, the Defense Authorization Act of 1986 requires that you be registered or you are not eligible for appointment in this agency (<https://www.sss.gov/RegVer/wfRegistration.aspx>).

If you are unable to apply online or need to fax a document you do not have in electronic form, view the following link for information regarding an [Alternate Application](#).

Conditions of Employment

1. The incumbent of this position description must have, at a minimum, a completed National Agency Check (NAC) prior to position assignment.
2. Irregular and overtime hours may be required to support operational requirements or contingencies.
3. This position is designated as Essential Personnel and may be subject to duty in preparation for, or in response to, a state emergency or disaster declaration. This designation will not exceed 14 calendar days per year unless otherwise approved in advance by the TAG.

Benefits Link

<https://www.abc.army.mil/>

How You Will Be Evaluated

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Once the announcement has closed, your resume and supporting documentation will be used to determine if you meet the qualifications listed on this announcement. Your answers to the assessment questionnaire will be verified against information provided in your resume and other supporting documentation. Be sure that your resume clearly supports your responses to all the questions addressing experience and education relevant to this position.

In describing your experience, please be clear and specific, we will not make assumptions regarding your experience. If, after reviewing your resume and supporting documentation, a determination is made that you have inflated your qualifications or experiences, your rating will be adjusted or you may be excluded from consideration for this position.

Your qualifications will be evaluated against general and specialized experience under the "Qualifications" section and against the following competencies (knowledge, skills, abilities and other characteristics):

NUMERIC CATEGORY:

Applicants who meet the basic qualification requirements will be placed in a numeric group based upon ranking factors such as knowledge, skills, abilities, and behaviors as reflected in their application package. Refer to NE TPR 335 dated 4 April 2018.

Numeric category ratings are:

Highly-Qualified: 90-100 points. To be highly-qualified, an applicant substantially exceeds the minimum qualifications of the position, including all selective placement factors and are fully competent to effectively perform all the job requirements in the position almost immediately with minimum training or orientation;

Well-Qualified: 80-89 points. To be well qualified, an applicant meets the minimum qualifications of the position and is proficient in most, but not all, of the requirements of the position. May require some training or orientation to satisfactorily perform the duties of the position;

Qualified: 70-79 points. To be qualified, an applicant meets the minimum qualifications of the position and is proficient in some, but not all, of the position's requirements. Will require extensive training or orientation to satisfactorily perform the duties of the position.

To preview the assessment questionnaire, please use the following link: <https://apply.usastaffing.gov/ViewQuestionnaire/12002159>

Required Documents

Required Documents

To apply for this position, you must submit a complete Application Package which includes:

1. Your **resume** showing work schedule, hours worked per week, dates (format should include Month and Year) of employment and duties performed.

Use this link for [Resume Tips](#).

2. **Other supporting documents (optional)**

- Cover Letter
- DD-214
- Other
- Other Veterans Document
- SF-50
- Transcript

How To Apply

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To apply for this position, you must complete the online application and submit the documentation specified in the Required Documents section below.

A complete application package must be submitted by 11:59 PM (Eastern) on the closing date of the announcement to receive consideration.

To begin, click **Apply** to access the online application. You will need to be logged into your USAJOBS account to apply. If you do not have a USAJOBS account, you will need to create one before beginning the application.

Follow the prompts to **select your resume and/or other supporting documents** to be included with your application package. You will have the opportunity to upload additional documents to include in your application before it is submitted. Your uploaded documents may take several hours to clear the virus scan process.

After acknowledging you have reviewed your application package, complete the Include Personal Information section as you deem appropriate and **click to continue with the application process**.

You will be taken to the online application which you must complete in order to apply for the position. Complete the online application, verify the required documentation is included with your application package, and submit the application.

To verify the status of your application, log into your USAJOBS account (<https://my.usajobs.gov/Account/Login>), all of your applications will appear on the Welcome screen. The Application Status will appear along with the date your application was last updated. For information on what each Application Status means, visit: <https://www.usajobs.gov/Help/how-to/application/status/>.

Agency Contact Information

Questions About This job

Jon Sronce
Phone: 402-309-8173
Email: jon.c.sronce.civ@army.mil

Agency Information

NE 155 MDG
2420 W Butler Ave
Lincoln, NE 68524

Next Steps

Once your online application is submitted you will receive a confirmation notification by email. Your application will be evaluated by the Human Resources Office to determine your eligibility for the position. After the evaluation is complete, you will receive another notification regarding the status of your application.

Applicants will be referred in the following order:

1. Fully Qualified Area 1
2. Fully Qualified Area 2
3. Fully Qualified Area 3

Release URL

Release URL

<https://www.usajobs.gov/GetJob/ViewDetails/730722800>