

CURRENT VACANCY  
September 7, 2012

Date Posted	Closing Date	Position	Division/Unit	Minimum Requirements
5-08-2012	OPEN UNTIL FILLED INTERNAL BID DEADLINE 5/14/2012	<b>PHYSICIAN – OB/GYN (OBSTETRICS AND GYNCOLOGY)</b> 40.0 HRS/WK BROAD BAND LEVEL D2b 2351/PC491D2 PROVPHYS	HEALTHFIRST BLUEGRASS/ INCUMBENT REPORTS TO MEDICAL DIRECTOR	OB/GYN MEDICAL DOCTORS DEGREE PLUS THREE (3) YEARS OF EXPERIENCE (OR RESIDENCY TRAINING) IN THE PRACTICE OF MEDICINE WHICH SHALL INCLUDE THE SUCCESSFUL COMPLETION OF AN APPROVED PROGRAM OF RESIDENCY TRAINING, CURRENT KY MEDICAL LICENSE AND VALID DEA CERTIFICATE. BOARD CERTIFIED IN MEDICAL SPECIALTY OR AGREEABLE TO COMPLETION WITHIN SPECIFIED TIME FRAME FROM DATE OF HIRE. BACKGROUND CHECK
5-15-2012	OPEN UNTIL FILLED INTERNAL BID DEADLINE 5-21-2012	<b>NURSE PRACTITIONER (FAMILY)</b> 40.0 HRS/WK BROAD BAND LEVEL D1b 2355/PC491D1NURSEAPRN	HEALTHFIRST BLUEGRASS/ INCUMBENT REPORTS TO MEDICAL DIRECTOR	COMPLETION OF AN APPROVED NURSE PRACTITIONER PROGRAM AND CERTIFIED NATIONALLY INCLUDING; ONE (1) YEAR EXPERIENCE PREFERRED. MUST BE LICENSED IN THE STATE OF KENTUCKY AS A REGISTERED NURSE AND AS AN ADVANCED REGISTERED NURSE PRACTITIONER. MAINTAIN REQUIRED NATIONAL CERTIFICATION AND MANDATORY CONTINUING EDUCATION REQUIREMENTS. BACKGROUND CHECK
6-19-2012	OPEN UNTIL FILLED INTERNAL BID DEADLINE 6-26-2012	<b>DENTAL ASSISTANT</b> 40.0 HRS/WK BROAD BAND LEVEL A2 2363/PC484A2CERTDENTAST	HEALTHFIRST BLUEGRASS/ DENTAL/ INCUMBENT REPORTS TO DENTAL DIRECTOR	HS/GED WITH TWO (2) YEARS EXPERIENCE IN ASSISTING. CERTIFICATE OF COMPLETION ISSUED FOR THE COMPLETION OF THE CORONAL POLISHING COURSE. CERTIFICATE OF COMPLETION ISSUED FOR THE RADIATION SAFETY/TECHNIQUES COURSE. A COPY OF PROOF OF HAVING CURRENT COMPLETION IN CARDIOPULMONARY RESUSCITATION (CPR). BACKGROUND CHECK
6-21-2012	OPEN UNTIL FILLED INTERNAL BID DEADLINE 6-27-2012	<b>NURSE PRACTITIONER (FAMILY)</b> 40.0 HRS/WK BROAD BAND LEVEL D1b 2367/PC491D1NURSEAPRN  Position based in School Based Clinics and main Health First Primary Care Clinic	HEALTHFIRST BLUEGRASS/ INCUMBENT REPORTS TO MEDICAL DIRECTOR	COMPLETION OF AN APPROVED NURSE PRACTITIONER PROGRAM AND CERTIFIED NATIONALLY INCLUDING; ONE (1) YEAR EXPERIENCE PREFERRED. MUST BE LICENSED IN THE STATE OF KENTUCKY AS A REGISTERED NURSE AND AS AN ADVANCED REGISTERED NURSE PRACTITIONER. MAINTAIN REQUIRED NATIONAL CERTIFICATION AND MANDATORY CONTINUING EDUCATION REQUIREMENTS. BACKGROUND CHECK
6-29-2012	OPEN UNTIL FILLED INTERNAL BID DEADLINE 7-06-2012	<b>QUALITY IMPROVEMENT/RISK MANAGEMENT NURSE MANAGER</b> 40.0 HRS/WK BROAD BAND LEVEL C2b 2368/PC401C2MGRNURSEQI	HEALTHFIRST BLUEGRASS/ INCUMBENT REPORTS TO MEDICAL DIRECTOR	REGISTERED NURSE. ONE (1) YEAR SUPERVISORY EXPERIENCE. BACHELORS DEGREE PLUS SEVEN (7) YEARS APPLICABLE EXPERIENCE OR MASTERS DEGREE PLUS FIVE (5) YEARS APPLICABLE EXPERIENCE. APPLICABLE EXPERIENCE INCLUDES ALL OR A COMBINATION OF: QUALITY IMPROVEMENT, RISK MANAGEMENT, CLINICAL NURSING, QUALITY ASSURANCE. BACKGROUND CHECK
7-31-2012	OPEN UNTIL FILLED INTERNAL BID DEADLINE 8-06-2012	<b>HEALTH SERVICES CLERK- BILINGUAL REQUIRED MUST SPEAK FLUENT SPANISH &amp; ENGLISH</b> 37.5 HRS/WK BROAD BAND LEVEL A1 2374/PH804A1CLERKHSC	PUBLIC HEALTH/ WIC/ INCUMBENT REPORTS TO TEAM LEADER NUTRITION SERVICES	HS/GED AND 1 YEAR EXPERIENCE IN A GENERAL CLERICAL OR CLINICAL SETTING WHICH HAS BEEN IN THE PERFORMANCE OF RESPONSIBLE CLERICAL/CLINICAL DUTIES INCLUDING ACCURATE DATA ENTRY, OR AN EQUIVALENT COMBINATION OF RELATED TRAINING OR EXPERIENCE. IF INCUMBENT ASSISTS IN OUTREACH ACTIVITIES, MUST POSSESS AND MAINTAIN A VALID DRIVER'S LICENSE AND HAVE RELIABLE PERSONAL TRANSPORTATION IN ORDER TO CONDUCT DAILY ACTIVITIES. BACKGROUND CHECK
7-31-2012	OPEN UNTIL FILLED INTERNAL BID DEADLINE 8-06-2012	<b>HEALTH SERVICES CLERK- BILINGUAL REQUIRED MUST SPEAK FLUENT SPANISH &amp; ENGLISH</b> 37.5 HRS/WK BROAD BAND LEVEL A1 2375/PH899A1CLERKHSC	PUBLIC HEALTH/ WIC/ INCUMBENT REPORTS TO TEAM LEADER NUTRITION SERVICES	HS/GED AND 1 YEAR EXPERIENCE IN A GENERAL CLERICAL OR CLINICAL SETTING WHICH HAS BEEN IN THE PERFORMANCE OF RESPONSIBLE CLERICAL/CLINICAL DUTIES INCLUDING ACCURATE DATA ENTRY, OR AN EQUIVALENT COMBINATION OF RELATED TRAINING OR EXPERIENCE. IF INCUMBENT ASSISTS IN OUTREACH ACTIVITIES, MUST POSSESS AND MAINTAIN A VALID DRIVER'S LICENSE AND HAVE RELIABLE PERSONAL TRANSPORTATION IN ORDER TO CONDUCT DAILY ACTIVITIES. BACKGROUND CHECK
8-06-2012	APPLICATIONS ACCEPTED FOR 30 DAYS FROM POSTING INTERNAL BID DEADLINE 8/10/2012	<b>PHARMACY ASSISTANT</b> 37.5 HRS/WK BROAD BAND LEVEL A1 2378/PC483A1PHARMASST	HEALTHFIRST BLUEGRASS/ PHARMACY/ INCUMBENT REPORTS TO CHIEF PHARMACIST	HS/GED AND TWO (2) YEARS EXPERIENCE AS A PHARMACY TECHNICIAN OR EQUIVALENT COMBINATION OF EXPERIENCE AND TRAINING WHICH PROVIDES THE REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES. BACKGROUND CHECK
8-06-2012	APPLICATIONS ACCEPTED FOR 30 DAYS FROM POSTING INTERNAL BID DEADLINE 8/10/2012	<b>HEALTH SERVICES CLERK – BILINGUAL REQUIRED MUST SPEAK FLUENT SPANISH &amp; ENGLISH</b> 40 HRS/WK BROAD BAND LEVEL A1 2379/PC484A1CLERKHSC	HEALTHFIRST BLUEGRASS/ DENTAL CLINIC/ INCUMBENT REPORTS TO DENTAL DIRECTOR	HS/GED AND 1 YEAR EXPERIENCE IN A GENERAL CLERICAL OR CLINICAL SETTING WHICH HAS BEEN IN THE PERFORMANCE OF RESPONSIBLE CLERICAL/CLINICAL DUTIES INCLUDING ACCURATE DATA ENTRY, OR AN EQUIVALENT COMBINATION OF RELATED TRAINING OR EXPERIENCE. IF INCUMBENT ASSISTS IN OUTREACH ACTIVITIES, MUST POSSESS AND MAINTAIN A VALID DRIVER'S LICENSE AND HAVE RELIABLE PERSONAL TRANSPORTATION IN ORDER TO CONDUCT DAILY ACTIVITIES. BACKGROUND CHECK
8-15-2012	APPLICATIONS ACCEPTED FOR 30 DAYS FROM POSTING INTERNAL BID DEADLINE 8/21/2012	<b>CERTIFIED MEDICAL ASSISTANT (CMA)</b> 37.5 HRS/WK BROAD BAND LEVEL A2 2380/PC491A2CERTCMA	HEALTHFIRST BLUEGRASS/ CLINICS/ INCUMBENT REPORTS TO TEAM LEADER PROVIDER SUPPORT	HS/GED AND CERTIFICATION FROM A MEDICAL ASSISTANT (CMA OR RMA) PROGRAM ACCREDITED BY THE AMERICAN ASSOCIATION OF MEDICAL ASSISTANTS OR BY THE COMMISSION ON ALLIED HEALTH EDUCATION PROGRAMS; AMERICAN MEDICAL TECHNOLOGISTS; THE ACCREDITING BUREAU OF HEALTH EDUCATION SCHOOL, OR COMPLETION OF A MEDICAL SERVICES TRAINING PROGRAM OF THE UNITED STATES ARMED FORCES, SUCCESSFULLY PASSED THE AAMA CMA CERTIFICATION EXAMINATION PLUS 2 YEARS OF EXPERIENCE. BACKGROUND CHECK
8-21-2012	APPLICATIONS ACCEPTED FOR 30 DAYS FROM POSTING INTERNAL BID DEADLINE 8/27/2012	<b>HEALTH SERVICES CLERK – BILINGUAL REQUIRED MUST SPEAK FLUENT SPANISH &amp; ENGLISH</b> 37.5 HRS/WK BROAD BAND LEVEL A1 <b>2 POSITIONS</b> 2381 & 2382 PC491A1CLERKHSC	HEALTHFIRST BLUEGRASS/ INCUMBENT REPORTS TO TEAM LEADER OPERATIONS	HS/GED AND 1 YEAR EXPERIENCE IN A GENERAL CLERICAL OR CLINICAL SETTING WHICH HAS BEEN IN THE PERFORMANCE OF RESPONSIBLE CLERICAL/CLINICAL DUTIES INCLUDING ACCURATE DATA ENTRY, OR AN EQUIVALENT COMBINATION OF RELATED TRAINING OR EXPERIENCE. IF INCUMBENT ASSISTS IN OUTREACH ACTIVITIES, MUST POSSESS AND MAINTAIN A VALID DRIVER'S LICENSE AND HAVE RELIABLE PERSONAL TRANSPORTATION IN ORDER TO CONDUCT DAILY ACTIVITIES. BACKGROUND CHECK
REPOSTED 8-31-2012	APPLICATIONS ACCEPTED FOR 30 DAYS FROM POSTING INTERNAL BID DEADLINE 9/07/2012	<b>CODING REIMBURSEMENT SPECIALIST</b> 37.5 HRS/WK BROAD BAND LEVEL A2 2371/PC401A2CERTCODING	HEALTHFIRST BLUEGRASS/ INCUMBENT REPORTS TO TEAM LEADER OPERATIONS	ASSOCIATES DEGREE IN CLOSELY RELATED FIELD, AND SIX (6) MONTHS TO ONE (1) OR MORE YEARS EXPERIENCE IN OUTPATIENT CODING, PREFERABLY IN BILLING. TWO (2) TO THREE (3) YEARS OF RELATED EXPERIENCE CAN BE SUBSTITUTED FOR THE ASSOCIATES DEGREE. CODING CERTIFICATION REQUIRED.  CANDIDATES MUST PASS APPLICABLE SKILLS TEST PRIOR TO FORMAL INTERVIEW.  BACKGROUND CHECK
8-31-2012	APPLICATIONS ACCEPTED FOR 30 DAYS FROM POSTING INTERNAL BID DEADLINE 9/07/2012	<b>NURSE SPECIALIST TEMPORARY – NOT ELIGIBLE FOR BENEFITS 37.5 HOURS PER WEEK</b> BROAD BAND LEVEL B2 2383/PH858B2NURSESPEC	PUBLIC HEALTH/ SCHOOL HEALTH/ INCUMBENT REPORTS TO NURSE MANAGER	REGISTERED NURSE, 3 YEARS EXPERIENCE; BACHELORS DEGREE IN NURSING OR OTHER RELATED FIELD AND 2 YEARS EXPERIENCE; OR A MASTERS DEGREE IN A RELATED FIELD AND 1 YEAR EXPERIENCE. PEDIATRICS EXPERIENCE PREFERRED. BACKGROUND CHECK

## New Vacancies

**All vacancies will be posted to our website. Both internal and external candidates must apply through the website at [www.lexingtonhealthdepartment.org](http://www.lexingtonhealthdepartment.org).**

REPOSTED 9-07-2012	APPLICATIONS ACCEPTED FOR 30 DAYS FROM POSTING INTERNAL BID DEADLINE 9/13/2012	<b>NURSE SPECIALIST TEMPORARY – NOT ELIGIBLE FOR BENEFITS 23.0 HRS/WEEK</b> BROAD BAND LEVEL B2 2384/PH858B2NURSESPEC  <b>THIS POSITION LOCATED PUBLIC HEALTH/ SCHOOL HEALTH</b>	PUBLIC HEALTH/ SCHOOL HEALTH/ INCUMBENT REPORTS TO NURSE MANAGER/TEAM LEADER NURSE SPECIALIST	REGISTERED NURSE, 3 YEARS EXPERIENCE; BACHELORS DEGREE IN NURSING OR OTHER RELATED FIELD AND 2 YEARS EXPERIENCE; OR A MASTERS DEGREE IN A RELATED FIELD AND 1 YEAR EXPERIENCE. PEDIATRICS EXPERIENCE PREFERRED. BACKGROUND CHECK
9-07-2012	APPLICATIONS ACCEPTED FOR 30 DAYS FROM POSTING INTERNAL BID DEADLINE 9/13/2012	<b>COORDINATOR NURSE SPECIALIST BILINGUAL REQUIRED MUST SPEAK FLUENT ENGLISH &amp; SPANISH 37.5 HRS/WEEK FOR 10 MONTHS PER YEAR</b> BROAD BAND LEVEL B2 2385/PC464B2COORDNURSE  <b>THIS POSITION LOCATED AT ONE OF THE HEALTHFIRST SCHOOL BASED CLINICS</b>	HEALTHFIRST BLUEGRASS/ INCUMBENT REPORTS TO MANAGER SCHOOL CLINICS	BACHELORS DEGREE IN NURSING (BSN) AND 3 YEARS EXPERIENCE AS A NURSE IN THE SPECIFIED PROGRAM AREA; ASSOCIATES DEGREE IN NURSING (ADN) AND 5 YEARS RELATED PROGRAM-SPECIFIC NURSING EXPERIENCE, OR MASTERS DEGREE IN NURSING AND 2 YEARS PROGRAM SPECIFIC NURSING EXPERIENCE. CURRENT ACTIVE REGISTERED (RN) LICENSE FROM THE KENTUCKY BOARD OF NURSING REQUIRED. BACKGROUND CHECK
9-07-2012	APPLICATIONS ACCEPTED FOR 30 DAYS FROM POSTING INTERNAL BID DEADLINE 9/13/2012	<b>LICENSED CLINICAL SOCIAL WORKER (LCSW) 40.0 HRS/WEEK FOR 10 MONTHS PER YEAR</b> BROAD BAND LEVEL D1b 2386/PC464D1PROVLCSW  <b>THIS POSITION LOCATED AT ONE OF THE HEALTHFIRST SCHOOL BASED CLINICS</b>	HEALTHFIRST BLUEGRASS/ INCUMBENT REPORTS TO MEDICAL DIRECTOR	CURRENT LCSW AND 5 YEARS OF EXPERIENCE WORKING WITH BOTH ADULT AND PEDIATRIC POPULATIONS. INTEGRATED CARE MODEL EXPERIENCE PREFERRED. BACKGROUND CHECK
9-07-2012	APPLICATIONS ACCEPTED FOR 30 DAYS FROM POSTING INTERNAL BID DEADLINE 9/13/2012	<b>NURSE PRACTITIONER (APRN) 30.0 HRS/WEEK FOR 10 MONTHS PER YEAR</b> BROAD BAND LEVEL D1b 2387/PC464D1NURSEARNP  <b>THIS POSITION LOCATED AT ONE OF THE HEALTHFIRST SCHOOL BASED CLINICS AND MAY BE USED IN THE MAIN CLINIC</b>	HEALTHFIRST BLUEGRASS/ INCUMBENT REPORTS TO MANAGER SCHOOL CLINICS	COMPLETION OF AN APPROVED NURSE PRACTITIONER PROGRAM AND CERTIFIED NATIONALLY INCLUDING; ONE (1) YEAR EXPERIENCE PREFERRED. MUST BE LICENSED IN THE STATE OF KENTUCKY AS A REGISTERED NURSE AND AS AN ADVANCED REGISTERED NURSE PRACTITIONER. MAINTAIN REQUIRED NATIONAL CERTIFICATION AND MANDATORY CONTINUING EDUCATION REQUIREMENTS. BACKGROUND CHECK
9-07-2012	APPLICATIONS ACCEPTED FOR 30 DAYS FROM POSTING INTERNAL BID DEADLINE 9/13/2012	<b>HEALTH SERVICES CLERK BILINGUAL REQUIRED MUST SPEAK FLUENT ENGLISH &amp; SPANISH 37.5 HRS/WEEK FOR 10 MONTHS PER YEAR</b> BROAD BAND LEVEL A1 2388/PC464A1CLERKHSC  <b>THIS POSITION LOCATED AT ONE OF THE HEALTHFIRST SCHOOL BASED CLINICS</b>	HEALTHFIRST BLUEGRASS/ INCUMBENT REPORTS TO MANAGER SCHOOL CLINICS	HS/GED AND 1 YEAR EXPERIENCE IN A GENERAL CLERICAL OR CLINICAL SETTING WHICH HAS BEEN IN THE PERFORMANCE OF RESPONSIBLE CLERICAL/CLINICAL DUTIES INCLUDING ACCURATE DATA ENTRY, OR AN EQUIVALENT COMBINATION OF RELATED TRAINING OR EXPERIENCE. IF INCUMBENT ASSISTS IN OUTREACH ACTIVITIES, MUST POSSESS AND MAINTAIN A VALID DRIVER'S LICENSE AND HAVE RELIABLE PERSONAL TRANSPORTATION IN ORDER TO CONDUCT DAILY ACTIVITIES. BACKGROUND CHECK
9-07-2012	APPLICATIONS ACCEPTED FOR 30 DAYS FROM POSTING INTERNAL BID DEADLINE 9/13/2012	<b>COORDINATOR NURSE SPECIALIST BILINGUAL PREFERRED FLUENT ENGLISH &amp; SPANISH SKILLS PREFERRED 37.5 HRS/WEEK FOR 10 MONTHS PER YEAR</b> BROAD BAND LEVEL B2 2389/PC466B2COORDNURSE  <b>THIS POSITION LOCATED AT ONE OF THE HEALTHFIRST SCHOOL BASED CLINICS</b>	HEALTHFIRST BLUEGRASS/ INCUMBENT REPORTS TO MANAGER SCHOOL CLINICS	BACHELORS DEGREE IN NURSING (BSN) AND 3 YEARS EXPERIENCE AS A NURSE IN THE SPECIFIED PROGRAM AREA; ASSOCIATES DEGREE IN NURSING (ADN) AND 5 YEARS RELATED PROGRAM-SPECIFIC NURSING EXPERIENCE, OR MASTERS DEGREE IN NURSING AND 2 YEARS PROGRAM SPECIFIC NURSING EXPERIENCE. CURRENT ACTIVE REGISTERED (RN) LICENSE FROM THE KENTUCKY BOARD OF NURSING REQUIRED. BACKGROUND CHECK
9-07-2012	APPLICATIONS ACCEPTED FOR 30 DAYS FROM POSTING INTERNAL BID DEADLINE 9/13/2012	<b>HEALTH SERVICES CLERK 37.5 HRS/WEEK FOR 10 MONTHS PER YEAR</b> BROAD BAND LEVEL A1 2390/PC466A1CLERKHSC  <b>THIS POSITION LOCATED AT ONE OF THE HEALTHFIRST SCHOOL BASED CLINICS</b>	HEALTHFIRST BLUEGRASS/ INCUMBENT REPORTS TO MANAGER SCHOOL CLINICS	HS/GED AND 1 YEAR EXPERIENCE IN A GENERAL CLERICAL OR CLINICAL SETTING WHICH HAS BEEN IN THE PERFORMANCE OF RESPONSIBLE CLERICAL/CLINICAL DUTIES INCLUDING ACCURATE DATA ENTRY, OR AN EQUIVALENT COMBINATION OF RELATED TRAINING OR EXPERIENCE. IF INCUMBENT ASSISTS IN OUTREACH ACTIVITIES, MUST POSSESS AND MAINTAIN A VALID DRIVER'S LICENSE AND HAVE RELIABLE PERSONAL TRANSPORTATION IN ORDER TO CONDUCT DAILY ACTIVITIES. BACKGROUND CHECK
9-07-2012	APPLICATIONS ACCEPTED FOR 30 DAYS FROM POSTING INTERNAL BID DEADLINE 9/13/2012	<b>HEALTH CARE ASSISTANT BILINGUAL REQUIRED MUST SPEAK FLUENT ENGLISH &amp; SPANISH 37.5 HRS/WEEK</b> BROAD BAND LEVEL A1 2391/PC491A1CLERKHCA  <b>THIS POSITION LOCATED AT HEALTHFIRST 650 NEWTOWN PIKE, CLINIC CORRIDORS</b>	HEALTHFIRST BLUEGRASS/ INCUMBENT REPORTS TO TEAM LEADER PROVIDER SUPPORT CLINICS	HS/GED; NO PREVIOUS TRAINING/NO PREVIOUS EXPERIENCE REQUIRED; WILL PROVIDE ON-THE-JOB TRAINING. BACKGROUND CHECK
9-07-2012	APPLICATIONS ACCEPTED FOR 30 DAYS FROM POSTING INTERNAL BID DEADLINE 9/13/2012	<b>CERTIFIED MEDICAL ASSISTANT (CMA) 37.5 HRS/WEEK</b> BROAD BAND LEVEL A2 2392/PC491A2CERTCMA  <b>THIS POSITION LOCATED AT HEALTHFIRST 650 NEWTOWN PIKE, CLINIC CORRIDORS</b>	HEALTHFIRST BLUEGRASS/ INCUMBENT REPORTS TO TEAM LEADER PROVIDER SUPPORT CLINICS	HS/GED AND CERTIFICATION FROM A MEDICAL ASSISTANT (CMA OR RMA) PROGRAM ACCREDITED BY THE AMERICAN ASSOCIATION OF MEDICAL ASSISTANTS OR BY THE COMMISSION ON ALLIED HEALTH EDUCATION PROGRAMS; AMERICAN MEDICAL TECHNOLOGISTS; THE ACCREDITING BUREAU OF HEALTH EDUCATION SCHOOL, OR COMPLETION OF A MEDICAL SERVICES TRAINING PROGRAM OF THE UNITED STATES ARMED FORCES, SUCCESSFULLY PASSED THE AAMA CMA CERTIFICATION EXAMINATION PLUS 2 YEARS OF EXPERIENCE. BACKGROUND CHECK

**\*COMPETITIVE MEANS INTERESTED INTERNAL AND EXTERNAL CANDIDATES WILL BE CONSIDERED TOGETHER ON THE SAME CERTIFICATION OF ELIGIBLES LIST**

EMPLOYEES INTERESTED IN APPLYING FOR A POSITION SHOULD FILL OUT A POSITION BID FORM AND SUBMIT IT TO THE HUMAN RESOURCES OFFICE. BIDS RECEIVED WITHIN THE 1<sup>ST</sup> FIVE (5) DAYS OF POSTING WILL BE GIVEN FIRST CONSIDERATION UNLESS NOTED OTHERWISE. /SG REVISED 9-07-2012