

Regulatory Health Information Specialist

Description of Duties

Manages the regulatory health information systems that support CTP's tobacco product review process, scientific review programs and activities and knowledge management needs; analyzes regulations, policies and procedures to define information management and database requirements; manages the overall integrity and accuracy of scientific and regulatory information; prepares periodic and special reports pertaining to product review status and other matters related to various scientific and regulatory review and research activities handled by the office; provides technical advice on exchanging information regarding the design, development, and utilization of information management systems in support of regulatory review and knowledge management; and provides training to a variety of users, reviewers, and managers on how to use the system, types of information available, and reporting capabilities.

Qualifications

- A full 4-year course of study in an accredited college or university leading to a bachelor's or higher degree with major study in an academic field related to the health sciences or allied sciences appropriate to the work of the position. A combination of education (coursework equivalent to a major) and experience may be considered.
- U.S. citizenship is required.

Education

An official transcript, unofficial transcript, or a list including courses, grades earned, completion dates, and quarter and semester hours earned may be required. If you are using education completed in foreign colleges or universities to meet the qualification requirements, you must show that the education credentials have been evaluated by a private organization that specializes in interpretation of foreign education programs and such education has been deemed equivalent to that gained in an accredited U.S. education program; or full credit has been given for the courses at a U.S. accredited college or university. For further information, click on: [foreign education](#).

Note: Please review each grade announcement for the specific qualifications and specialized experience.

Grade (Salary) Level

Federal General Schedule (GS) grade levels at which Regulatory Health Information Specialists are commonly filled are:

- GS-12 through GS-13 (\$79,720.00 to \$123,234.00 / Per Year)

Geographic Location

Regulatory Health Information Specialists are located at FDA Headquarters in Silver Spring, MD