REIMBURSABLE DETAIL
Center for Tobacco Products

The Center for Tobacco Products (CTP), Office of the Director is offering a Detail opportunity for **a Policy Analyst GS-301-14**. Current FDA employees at the GS-13/14 levels are encouraged to apply. The Detail is available immediately for a period of 120 days. PHS Commissioned Corps Officers may apply.

Bargaining Unit Status: Bargaining Unit Position

Position: **Policy Analyst, GS 0301-14**

Office Location: FDA
Center for Tobacco Products
10993 New Hampshire Ave
Silver Spring, MD 20993

Opening Date: **July 8, 2019**
Closing Date: **July 19, 2019**

Area of Consideration: **FDA-wide**

The Center for Tobacco Products offers a fast-paced, dynamic environment and an opportunity to work with dedicated, energetic people who really want to make a difference and improve public health. The position is ideal for someone who wants to serve as a Policy Analyst, in the Stakeholder Relations Office within the Office of the Center Director (OCD).

Duties include:

The incumbent will focus on analysis relating to policy, specifically regarding international trade law, international relations, international tobacco control efforts and international organizations, the Framework Convention on Tobacco Control, and international trade tobacco control issues. Because of his or her expertise, the incumbent handles highly complex and difficult assignments of national and international scope and significance.

The incumbent assumes primary responsibility for ensuring that regulations and policies developed in the assigned areas are consistent with statutory requirements and existing policy, and that their need is justified. The incumbent works on the development of regulations, policies, procedures and guidance for the regulation of tobacco products and regulated industry's compliance with the Tobacco Control Act.

The duties may include:

- Performs duties that include resolving a broad range of issues concerning the application of any of FDA's enabling legislation, pertinent regulations, and/or general legislation affecting the operation of the Federal government. In addition, the incumbent provides policy counsel on both national and international tobacco and smoking regulations. Assignments

are often complicated by the need to research complex or controversial issues of wide public interest and to revise existing or create new innovative policies and regulations.

- Serves as an authoritative expert in analyzing legislation and developing standards, regulations, or policies that impact FDA-wide programs. Coordinates or synthesizes scientific and technical issues with economic considerations that reflect a balance, and that meet the policy intent and needs of FDA programs.

- Informs the development of policies and programs involving the most complex and highest priority matters affecting the international and domestic regulation of tobacco products, and their distribution, marketing, and sale. Drafts or critically reviews documents embodying policy and program proposals and decisions. These documents, which receive minimal review before transmittal from the division to the Center Director, state or interpret CTP or FDA policy for the regulated industry.

- Serves as a recognized expert in global public health and is frequently called on to advise others concerning FDA statutes and regulations.

- Provides input to draft proposals for new international or domestic policies statements involving tobacco products and their distribution, marketing, and sale. These regulations and policy statements are broad in scope and generally affect either an entire or a significant sector of CTP's regulated industry.

- Contributes to the development of a wide range of policy documents, often leading working groups within CTP and participating on behalf of CTP on FDA-wide or HHS-wide working groups or teams.

- Shares information related to the development, implementation, and evaluation of international or domestic regulations of tobacco products and the distribution, marketing, and sale with agencies, organizations, and experts involved with such regulation in foreign countries.

- Evaluates and coordinates proposed legal actions to ascertain compliance with regulatory policy statutory requirements and enforcement objectives.

- Prepares replies to correspondence from the regulated community and other interested persons on issues that are industry-wide in scope or have broad health implications and that concern precedent setting interpretations of FDA international policy.

- Advises other offices in CTP on procedures and methods for implementing new proposed policy statements and policy initiatives. Conducts or coordinates the analyses of the impact of proposed changes to FDA international or domestic laws and regulations that affect the functions, program segment(s), and activities of CTP.

- Provides guidance and/or training to policy specialists and other professionals within FDA on matters relating to his/her expertise.

- Collaborates with staff in the Office of the General Counsel, Office of the Chief Counsel, and the Office of the Commissioner on matters related to the Policy Analyst's responsibilities.

Desired Knowledge and Skills:

- The position requires: (1) Mastery of the laws, policies, and regulations of an administrative field sufficient to apply new theories and developments to problems not susceptible to treatment by accepted methods, and make decisions or recommendations that significantly change, interpret, or develop major public policies or programs; (2) Mastery of a wide range of methods for the assessment and improvement of complex programs, processes and systems; (3) Demonstrated ability to plan, organize, and implement programs, plans, and proposals involving substantial agency resources, or that require extensive changes in established procedures.

- Expert knowledge of the various titles of law applicable to the FDA's mission and Federal laws governing or affecting the program such as the Federal Food, Drug, and Cosmetic Act, the Family Smoking Prevention and Tobacco Control Act, the Public Health Service Act, the Fair Packaging and Labeling Act, the Federal Anti-Tampering Act, Government Performance and Results Act, Small Business Regulatory Fairness Act, Unfunded Mandates Reform Act, etc.; and expert knowledge of controlling regulations such as Title 21of the Code of Federal Regulations.

- Expert knowledge of pertinent international and domestic regulatory information in FDA manuals, reference systems, directives, issuances, precedent decisions, court decisions, and commercial publications.

- Knowledge of domestic, national, and international tobacco control legal issues.

- Knowledge of the Framework Convention on Tobacco Control and the international and bilateral trade agreements, as well as their enforcement before the World Trade Organization and other international trade forums;

- Knowledge of significant international, national and local developments in the field of public health and tobacco control matters.

- Expert knowledge of policy analysis relating to policy, international trade law, international relations, international tobacco control efforts and organizations, the Framework Convention on Tobacco Control, and international treaty tobacco control issues.

- Ability to relate complex variables in tobacco product policy analysis in an effective manner; to make realistic assessments of the political, legal and institutional environment in which policy alternatives will be considered, chosen and implemented.

- Ability to research, analyze, and prepare briefing papers for high-level managers on various tobacco control issues, including international tobacco control issues, and the interactions between tobacco control laws and international trade agreements.

Application Procedure:
Supervisory concurrence may be obtained before you apply to this Detail; you must have supervisory concurrence if selected for the Detail. The Detail opportunity is open to all candidates who are currently at the GS-13 or GS-14 grade levels or Commissioned Corps Officers. You must have one year of experience at the GS-13 grade level to be eligible. A temporary promotion may be available.

Interested applicants should submit a copy of their resume, most recent copy of SF-50, and statement of interest via email to:

Gretchen Winand
Office of Management, Center for Tobacco Products, FDA
Gretchen.Winand@fda.hhs.gov

Detail is reimbursable.
Travel Expenses will not be paid.

For additional information, please contact Kimm Witherspoon at 301-796-9200.

Candidates must express interest by July 19, 2019.

***This is not an official vacancy announcement under the Merit Promotion System.**