

REIMBURSABLE DETAIL
Center for Tobacco Products

The Center for Tobacco Products (CTP), Office of Science (OS) is offering a Detail opportunity for **Unclassified Duties (equivalent to an Operations Research Analyst, GS-14)**. The Detail is available immediately for a period of 90 days.

Bargaining Unit Status: Bargaining Unit Position

Office Location: FDA
Center for Tobacco Products
11785 Beltsville Drive
Beltsville, MD 20705

Opening Date: **July 24, 2019**
Closing Date: **August 2, 2019**

Area of Consideration: **FDA-Wide**

The Food and Drug Administration is responsible for protecting the public health by assuring the safety, efficacy and security of human and veterinary drugs, biological products, medical devices, our nation's food supply, cosmetics, and products that emit radiation. FDA is also responsible for tobacco product regulation in order to decrease the tremendous toll of disease, disability and death caused by tobacco use in the United States.

The FDA Center for Tobacco Products (CTP) is responsible for carrying out the Family Smoking Prevention and Tobacco Control Act, which Congress passed in 2009. This law – commonly called the Tobacco Control Act – gives the Center broad authority to regulate the manufacturing, distribution, and marketing of tobacco products.

The Center for Tobacco Products offers a fast-paced, dynamic environment and an opportunity to work with dedicated, energetic people who make a difference and strive to improve public health. The position is ideal for someone who wants to have a critical role in the organization and would enjoy the challenge of handling a variety of assignments related to improving the CTP Office of Science data collection and management activities.

Duties include:

The selected employee will support OS Informatics programs for scientific review programs and related activities. The duties may include:

- Conducts and participates in the analysis and evaluation of program policy and program operations that require the application of disciplines such as operations research and analysis, process analysis and improvement, value-stream analysis, risk analysis, decision analysis, economics, mathematics, or statistics. The employee contributes to

the conceptualization of complex analyses and the choice of specific method and approach for a single project or an entire area of investigation for the CTP and its systems, which span multiple business units and users. Study problems will often not be stated in explicit terms or with clear objectives.

- Selects the appropriate techniques for quantitative and qualitative data collection for analysis, collects the data, and interprets it into findings and recommendations for senior management.
- Ensures the adequacy and accuracy of the data to the extent possible, identifies relationships among data elements, and recognizes the relative significance of those relationships and potential impact on the project.
- Utilizes tools and techniques and other appropriate analytical methodologies from disciplines such as operations research, management science, mathematics, statistics, economics, computer science, and decision science.
- Collects and analyzes quantitative and qualitative data with an emphasis on defining the problem, collecting information, identifying data sources, modeling, identifying relevant policy implications and presenting findings. This may require analysis and modeling of systems, data flow, risk, and performance monitoring of business processes.
- Represents CTP as its task lead on various Agency-wide and Office projects.
- Collaborates with staff members of different disciplines and backgrounds within the program and relevant CTP Office of Science divisions in the process of data collection and problem solving.
- Applies concepts in systems engineering, data modeling, automation, data queuing, data and workflow routing, network optimization, and scheduling.
- Identifies the most appropriate approach to explicitly describe and select the relevant factors in the problems studied. Determines the relevant variables and relationships; determines the constraints which are present; validates assumptions and proposes alternate solutions.
- Communicates analytical findings to senior management either in writing or through presentations.
- Analyzes problems related to development and analysis of performance measures for tobacco product regulatory programs and analytical support for planning and evaluation in a broad range of areas.
- Conducts quantitative analyses of tobacco industry trends or impact of FDA policies on various stakeholders. Because CTP shares some data processes and systems with other centers, the selected employee may be asked to review regulations and guidance documents from other centers to determine harmony or incongruence.

Desired Knowledge and Skills:

- Knowledge and ability to utilize tools and techniques and other appropriate analytical methodologies from disciplines, such as operations research, management science, mathematics, statistics, economics, computer science, and decision science to evaluate both quantitative and qualitative data and develop findings and recommendations.

- Understanding of relevant laws, policies, regulations, and precedents pertaining to the Center's programs.
- Knowledge of tobacco ontology.
- Knowledge of ontology governance and business process management.
- Knowledge of scope management and requirements management.
- Experience with Semaphore.
- Ability to meet project goals, and skill in planning and organizing work to accomplish a variety of concurrent activities.
- Ability to work within defined (sometimes short) timeframes to produce analytic results and related communication document.
- Skill in working collaboratively.
- Ability to effectively communicate conducted analyses to various audiences verbally and in writing.

Application Procedure:

You must be a current employee within FDA.

Supervisory concurrence is required to accept the detail; it is not required to apply. The detail opportunity is open to all candidates qualified at the GS-14 grade level or Commissioned Corps officers. A temporary promotion is not 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.

The employee will work from the CTP Office of Science duty station in Beltsville, MD.

Candidates must express interest by August 2, 2019.

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