

REIMBURSABLE DETAIL
Center for Tobacco Products
Office of Science

The Center for Tobacco Products (CTP), Office of Science (OS) is offering a detail opportunity to **Unclassified Duties (equivalent to GS-1412-13)**. The Detail is available immediately for a period up to 120 days. Multiple selections may be made from this announcement. Applicants at the GS-13 are encouraged to apply.

Bargaining Unit Status: Bargaining Unit Position

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

Opening Date: **August 13, 2019**

Closing Date: **August 26, 2019**

Area of Consideration: CTP-Wide

The CTP Office of Science 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 wishes to play a critical role in the organization and would enjoy the challenge of handling a variety of fast-paced and high-impact assignments.

Duties include:

The detail will be located in the Knowledge Management Branch within Research and Knowledge Management. The primary role of the Branch is to oversee Knowledge Management activities across the Office. The incumbent for this Detail will provide library science and information services to support the regulatory and scientific reviews of tobacco products for the Office of Science. Duties for this position may include:

- Utilizes information systems and ensures the completeness, accuracy and integrity of Office information related to scientific literature pertaining to health, toxicological, behavioral, and physiologic effects of tobacco products.
- Plans, develops, and maintains records used for storage and retrieval of scientific and public health information of national and international scope.
- Identifies, evaluates, and selects information sources relevant to health, toxicological, behavioral, and physiologic effects of tobacco products; works with specialists to manage the information; identifies and implements mechanisms for identifying, acquiring, and disseminating studies relevant to the cross-disciplinary aspects of health, toxicology, behavior, or physiology effects of tobacco products.
- Provides comprehensive reference, research, and information services support to OS researchers and workgroups in response to requests for information related to topics

pertinent to health, toxicological, behavioral, or physiologic effects of tobacco products and their constituents, ingredients, components, and additives.

- Manages and prepares literature searches and bibliographies on a diversity of topics using a wide variety of bibliographic databases (e.g., EndNote, PubMed) in the health and life sciences that are available at the FDA, UCSF Legacy Tobacco Documents Library and CTP; provides bibliometric analysis of the literature or internal document repository on Office-identified topics.
- Reads and selects, and synthesizes or summarizes, and evaluates the general literature and internal documents for relevance and quality through thorough reviews and evaluations. Summarizes material for scientific review disciplines.
- Provides technical expertise and guidance in the planning, developing, managing and evaluation of all activities related to the development of OS-systems for the capture, management, storage and retrieval of research- and knowledge management-related documents, which support OS's scientific and regulatory mission.
- Performs other duties as assigned.

Desired Knowledge and Skills:

- Practical knowledge of one or more techniques for organizing and accessing information to search subject-oriented literature, databases, and cataloging of highly specialized materials to prepare bibliometric analysis, indexing; bibliographies, digests, and reports and the like.
- Broad knowledge of medical, biological, chemical, epidemiological, biostatistical, psychological, or allied health sciences sufficient to understand the significance and relationships of the concepts and ideas contained in the health and life science research and analysis as it relates to research team activities.
- Ability to search for, analyze, synthesize, organize, manage and report health and life science information to be used by researchers to solve highly complex information requests.
- Knowledge of a wide range of health and life sciences bibliographic databases, bibliographic retrieval and management software including a knowledge of record structure, indexing policies, and thorough knowledge of search interfaces in order to retrieve relevant data.
- Ability to collect and organize paper and electronic documents in a variety of formats as well as classify and index them for information retrieval.
- Knowledge of controlled vocabularies and taxonomies such as Medical Subject Headings (MeSH) Health Level 7, and FDA controlled vocabularies.
- Hands on experience with SharePoint, EndNote or similar systems for conducting queries and managing results.
- Experience working with electronic data collection systems.
- Knowledge of systematic review and meta-analysis searches.
- Knowledge of how to build controlled vocabularies and taxonomies; and text mining and ontologies tools is desirable.
- Ability to engage and consult with recognized key scientific experts.

Application Procedure:

This detail opportunity is open to all qualified candidates at the GS-13 grade level or Commissioned Corps officers equivalent.

Interested applicants should submit a copy of their resume, most recent copy of SF-50, and statement indicating the reason for interest in being considered for this detail via email to:

Rebecca Martin
Office of Management/Human Capital Team
Rebecca.Martin@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 26, 2019.

Supervisory concurrence is required to accept a detail; it is NOT required to apply.

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