TITLE 21 VACANCY ANNOUNCEMENT
INFORMATION TECHNOLOGY SPECIALIST (ENTERPISE ARCHITECT)
Department of Health and Human Services (HHS)
Food and Drug Administration (FDA)
Center for Biologics Evaluation and Research (CBER)
Office of Director (OD)
Associate Director for Review Management (ADRM)

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Position: Information Technology Specialist (Enterprise Architect)

Series: 2210

Location(s): Silver Spring, Maryland

Travel Requirements: 10%

Application Period: January 14, 2020 – January 28, 2020

Salary: Starting at [Band F: $162,339)

Area of Consideration: United States Citizens or Nationals

Relocation Expenses Reimbursed: Relocation expenses will not be paid; however, you may be eligible for additional hiring incentives.

Special Notes: This position is being filled under an excepted hiring authority, Title 21, Section 3072 of the 21st Century Cures Act. The candidate selected for this position will serve under a career or career-conditional appointment and be paid under the provisions of the authority.

[Additional information on 21st Century Cures Act can be found here.](#)

Introduction:

The Food and Drug Administration (FDA or Agency) is the regulatory, scientific, public health and consumer protection agency responsible for ensuring all human and animal drugs, medical devices, cosmetics, foods, food additives, drugs and medicated feeds for food producing animals, tobacco and radiation emitting devices safe, and effective.

CBER is a Center within FDA that regulates biological products for human use under applicable federal laws, including the Public Health Service Act and the Federal Food, Drug and Cosmetic Act. CBER protects and advances the public health by ensuring that biological products are safe and effective and available to those who need them. CBER also provides the public with information to promote the safe and appropriate use of biological products.

Review Management (RM), in the Office of the CBER Director, is responsible for the managed review process and associated activities used to support CBER in facilitating the regulation and review of biological products. These responsibilities include development and governance of: regulatory business processes, data standards, regulatory data analysis, program evaluation, resource utilization, user-fee management, electronic submission management and special initiatives. RM manages CBER's Information Technology Investments throughout their lifecycle to support and ensure CBER's review, scientific, and administrative needs are met.

Position Summary:

The Bioinformatics IT Specialist (Enterprise Architect) within the Center for Biologics Evaluation and Research/Office of the Director, Associate Director for Review Management (ADRM) staff, and reports directly to the Associate Director for Review Management.

The Enterprise Architect's primary focus is to develop and facilitate the implementation of a CBER enterprise informatics architecture as captured in associated roadmaps and other documents. This architecture is essential for modernizing CBER and introducing innovation to enable effective and efficient regulatory operations. We seek an experienced individual, with a technical understanding of information technology, who can work closely with our business staff, technical staff and others, to drive a CBER-wide enterprise architecture as we modernize our business, data and information technology. An individual who understands business issues and needs and translates these into future state Enterprise Architecture solution. An individual who can design a high-quality enterprise solution architecture that contributes to our IT strategic planning, IT systems and infrastructure design.

Duties/Responsibilities:

- Develops and oversees the Centers enterprise architecture design strategies, models, projects and program.
- Supports IT modernization, by leading the effort to transform existing business capabilities contained in legacy IT systems to modern information technology solutions using an enterprise architecture approach.
- Provides recommendations and implementation plans concerning IT project priorities and objectives in migrating from legacy IT systems to more efficient IT solutions. This includes

the ability to conceptualize and develop alternative solution approaches, articulating the benefits and tradeoffs of each solution.

- Leads enterprise architecture projects incorporating business processes, data management, and information technologies through the complete project life cycle.
- Provides expert advice and guidance when technical interpretation, opinion, or decisions related to enterprise architecture and information management are solicited
- Interprets and applies information contained within the IT architecture to inform a range of business improvement activities, particularly those involved in the design, development, enhancement, and maintenance of Center IT systems.
- Coordinates strategic activities of IT projects with appropriate contacts to ensure program operations are consistent and comply with goals and plans.
- Performs analyses on applying technologies to needed business capabilities, prepares reports or presentations outlining technical solution alternatives including risks, benefits, and costs with recommendations.
- Identifies and aligns business, data sources and technical capabilities needed to support business capabilities and strategies.
- Creates, maintains, and manages IT architecture models and their lower level components for current state and future state.
- Develops and maintains an enterprise architecture based on established EA frameworks such as TOGAF, DoDAF, ISO 19439, or FEAF.
- Creates and manages enterprise architecture repositories using an industry recognized enterprise architecture tool such as Sparx Enterprise Architect, or Erwin EA.
- Serves as the Center liaison for industry, the Agency, the Department, and other Agencies on enterprise information management coordination.
- Monitors emerging enterprise architecture trends, and information technology trends and directions and make recommendations accordingly
- Educates staff on the relationship between business, data, applications, and technology architectures

Professional Experience/Desirable Qualifications:

- Proven track record of developing enterprise architect solutions that achieve business goals
- Proven track record in leading highly effective teams in strategic planning, enterprise and systems architectures and design/development of strategic business solutions
- Mastery of Enterprise Architecture Frameworks, architecture repositories and architecture patterns; mastery of any architecture modelling tools specific to domain, personal productivity tools
- Enterprise architecture certifications; business and requirements management certifications
- Mastery of systems and solutions architecture
- Knowledge of data architecture approaches (e.g., TOGAF), industry standards, and best practices (e.g., DMBOK).

- Strong working knowledge of regulatory business at a process level, where applicable, e.g., application architecture
- Strong collaboration skills, effectively working closely with data and software architects, business analysts and project teams, and business stakeholders
- Ability to effectively explain technical topics in non-technical terms; ability to effectively communicate and collaborate with stakeholders at all levels of the organization
- Demonstrates deep analytical skills recognizing organization strategy, business process and technology specifics
- Experience in managing organizational change
- Demonstrates successful project and resource management experience focused on business results and demonstrated understanding of how to achieve them according to given timeframes and resources
- Demonstrates leadership and influence skills across organizational levels and functions
- Strong negotiating skills
- Strong organizational skills
- Excellent communication skills, both oral and written

Basic Requirements

Education: 2210 Series

Undergraduate or Graduate Education: Degree in computer science, engineering, information science, information systems management, mathematics, operations research, statistics, or technology management **or** degree that provided a minimum of 24 semester hours in one or more of the fields identified above and required the development or adaptation of applications, systems or networks.

In additional to the professional and desirable qualification experience required; for all position's individuals must have IT-related experience demonstrating each of the four competencies listed below.

1) **Attention to Detail** –

Demonstrates both business and technical savviness sufficient to develop both a big-picture vision, but also translated into specific details in the technical architecture

Accurately captures and translates business and technical information and details in the architecture documentation

Develops and maintain architecture diagrams, drawings, visual communications, and other documents with clarity and detail that accurately identify business and technical details.

2) Customer Service –

Ability to build and maintain trusted relationships with customers and stakeholders, who can relate well to all levels of staff and management, both technical and non-technical personnel.

Coordinates and facilitates meetings with subject matter experts and overcomes communication challenges and barriers successfully to complete architecture tasks.

Demonstrates leadership and influence skills across organizational levels and functions

Demonstrates ability to work in a varied team environment and contributes to multiple projects at once.

3) Communication –

Ability to effectively communicate (written, verbal, presentation) with a variety of technical and non-technical staff and supervisors, including internal business, data stewards, and information technology staff.

Draft documents with excellent application of technical and analytical writing skills.

Understands and speaks both technology and the language of the business.

Negotiates and influences thinking or gains acceptance of others in sensitive situations.

Has technical and business aptitude that allows understanding, translating, and guidance of discussions and decisions at a strategic enterprise level.

Conducts regular briefings to staff and management, explaining emerging architecture, IT developments or plans and relevant budget or technical impacts.

4) Problem Solving –

Determines accuracy and relevance of information to develop architectural recommendations.

Conceptualizes business issues and requirements and develop alternative solution approaches, articulating the benefits and tradeoffs of each solution

Translates business issues into business requirements and technical solutions and then communicate the value proposition of the solution

Key requirements will include:

- Citizenship Requirement: You must be a U.S. Citizen to be considered for this advertisement unless explicitly stated otherwise.

- FDA participates in e-Verify: All new hires must complete the I-9 form; this information will be processed through e-Verify to determine your employment eligibility. If a discrepancy arises, you must take affirmative steps to resolve the matter.

- Background Investigation Requirement: All employees must pass a security investigation. Failing to pass the background check may be grounds for removal or legal action. If hired, you may be subject to additional investigations at a later time.

- You must meet ALL requirements by the closing date of this announcement to be considered. Only education, experience, and qualifications attained by this date will be considered. You must continue to meet all requirements through the hiring process.

Security Clearance:

If not previously completed, a background security investigation will be required for all appointees. Appointment will be subject to the applicant's successful completion of a background security investigation and favorable adjudication. Failure to successfully meet these requirements may be grounds for appropriate personnel action. In addition, if hired, a background security investigation or supplemental investigation may be required later.

Applicants are also advised that all information concerning qualification is subject to investigation. False representation may be grounds for non-selection and/or appropriate disciplinary action.

Ethics Requirements:

This position is subject to strict prohibited financial interest regulations which could restrict the type of financial interest (stock holdings) for the employee, the spouse, and minor children of the employee. Selectee for this position will be required to file a Confidential Disclosure Report (OGE 278) and may require the selectee to obtain clearance from the FDA Division of Ethics and Integrity before a final offer can be made. For additional information on the prohibited financial interests, please visit the FDA Ethics and Integrity Office website at http://www.fda.gov/AboutFDA/WorkingatFDA/Ethics/default.htm.

How to Apply: All qualified candidates must submit curriculum vitae, transcripts, and cover letter in which you describe why you feel you are uniquely qualified for this position electronically to CBERHumanCapital@fda.hhs.gov **Please submit this information by January 28, 2020 and OD-20-03 must be included in the subject line of your email.**

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