



TITLE 21 VACANCY ANNOUNCEMENT

Department of Health and Human Services (HHS)
Food and Drug Administration (FDA)
Center for Drug Evaluation and Research (CDER)
Office of Strategic Programs
Office of Program and Strategic Analysis

Position: Operations Research Analyst

Series: AD-1515

Location(s): Silver Spring, MD

Travel Requirements: None

Application Period: 3/19/2020 – 4/18/2020

Salary: Starting at \$72,030 - \$142,958

Conditions of Employment: United States Citizens or Nationals

Relocation Expenses Reimbursement: You may qualify for reimbursement of relocation expenses in accordance with agency policy.

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.

CDER is responsible for regulating prescription drugs, including new drugs, generic drugs, biological products and biosimilars as well as over-the-counter drugs. CDER's drug regulatory responsibilities include premarket review of new drugs and generic drugs; maintenance of the OTC drug monograph system; monitoring of all marketed drug safety and promotional

activities; review, monitoring and enforcement of drug quality during the entire drug life cycle; and ensuring drug products in the market comply with the law.

This position is located on the Program Evaluation and Implementation Staff (PEIS), Office of Program and Strategic Analysis (OPSA) within the Office of Strategic Programs (OSP) in the Center for Drug Evaluation and Research (CDER) at the Food and Drug Administration (FDA). OPSA is responsible for quantitative and qualitative data analysis, business process analysis and improvement, and program evaluation to support senior management decisions. OPSA provides consultation services to Center Offices in developing and implementing proposals for key strategic initiatives and priorities, evaluating the impact of operations and policies on external stakeholders, and in conducting evaluation studies to inform Center strategy and policy position on emerging issues in drug regulation.

Position Summary:

The primary purpose of this role is to conduct analyses, evaluations and implementations of CDER programs and initiatives. This work will have a direct effect on decisions affecting major Center regulatory policies and programs. The incumbent will utilize tools and techniques and other appropriate analytic methodologies from disciplines such as evaluation, management science, and economics.

Supervisory responsibilities: None

Duties/Responsibilities:

- Contributing to the conceptualization of complex analyses, including framing and identification of the study.
- Selecting the appropriate techniques for quantitative and qualitative data collection and analysis, collecting that data, and interpreting it into findings and recommendations for senior management.
- Conducting needs assessments and contributing to the design and execution of complex evaluation plans to assess the implementation and impact of CDER programs and policies.
- Designing surveys, conducting interviews and facilitating focus groups to gather quantitative data.
- Coding and analyzing complex qualitative data using data analysis software (e.g. NVIVO).
- Utilizing process mapping and process analysis in the design of program and/or project implementation plans.
- Communicating and collaborating with scientific and regulatory officials in the FDA.
- Providing succinct and informative written and oral reports and presentations on complex analyses to the immediate supervisor and as needed to senior Center management.

Equal Employment Opportunity Policy

The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

- [**Equal Employment Opportunity \(EEO\) for federal employees & job applicants**](#)

Reasonable Accommodation Policy

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application process should follow the instructions in the job opportunity announcement. For any part of the remaining hiring process, applicants should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

A reasonable accommodation is any change to a job, the work environment, or the way things are usually done that enables an individual with a disability to apply for a job, perform job duties or receive equal access to job benefits.

Under the Rehabilitation Act of 1973, federal agencies must provide reasonable accommodations when:

An applicant with a disability needs an accommodation to have an equal opportunity to apply for a job.

An employee with a disability needs an accommodation to perform the essential job duties or to gain access to the workplace.

An employee with a disability needs an accommodation to receive equal access to benefits, such as details, training, and office-sponsored events.

You can request a reasonable accommodation at any time during the application or hiring process or while on the job. Requests are considered on a case-by-case basis.

Learn more about [disability employment and reasonable accommodations](#) or [how to contact an agency](#).

Professional Experience/Desirable Qualifications:

- Skill in designing study frameworks around key research questions and applying conventional methods to gather and analyze relevant information.
- Skill and experience conducting complex quantitative analyses.
- Skill and experience gathering qualitative data via surveys, interviews and/or focus groups and analyzing that data.
- Knowledge of written and oral communication techniques required to prepare and deliver reports and presentations on study results and other critical data and information.

Key requirements will include:

- Meets Office of Personnel Management Individual Occupational Requirements for Operations Research Series, 1515. At a minimum a candidate must have a degree in operations research; or at least 24 semester hours in a combination of operations research, mathematics, probability, statistics, mathematical logic, science, or subject-matter courses requiring substantial competence in college-level mathematics or statistics. At least 3 of the 24 semester hours must have been in calculus. Please review the entire IOR to confirm the minimum education requirements in the following link [Operations Research Series, 1515](#)

Conditions of Employment:

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 450 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 <https://www.fda.gov/about-fda/jobs-and-training-fda/ethics>.

How to Apply: All qualified candidates can submit curriculum vitae and cover letter in which you describe why you feel you are uniquely qualified for this position electronically to Normica Izzard at Normica.Izzard@fda.hhs.gov by a closing date of April 18, 2020. For questions please contact Normica Izzard at Normica.Izzard@fda.hhs.gov.

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