REIMBURSABLE DETAIL/TEMPORARY PROMOTION OPPORTUNITY

CENTER FOR TOBACCO PRODUCTS

The Center for Tobacco Products, Office of the Center Director (OCD) is offering a reimbursable, temporary promotion detail opportunity for a period not to exceed 120 days. U.S. Public Health Service Commissioned Corps Officers are encouraged to apply.

Position: Correspondence Analyst, GS-0301-9/11

Bargaining Unit Status: Bargaining Unit Position

Office/Duty Location: Center for Tobacco Products
Office of the Center Director and Enforcement (OCD)
Administrative Operations
10903 New Hampshire Ave, Bldg. 75
Silver Spring, MD 20993

Opening Date: **March 25, 2020**
Closing Date: **April 7, 2020**

Area of Consideration: Open to all career/career-conditional FDA employees

On June 22, 2009, the President signed into law the Family Smoking Prevention and Tobacco Control Act (the Tobacco Control Act) (Public Law 111-31). The Tobacco Control Act granted FDA important new authority to regulate the manufacture, marketing, and distribution of tobacco products to protect the public health generally and to reduce tobacco use by minors. To carry out this responsibility, FDA established the Center for Tobacco Products (CTP).

The incumbent will be responsible for carrying out administrative and program coordination duties in support of the Executive Secretariat (Exec Sec). The position reports to the Associate Director, Program Coordination within the Office of the Center Director (OCD). In support of the Associate Director, Program Coordination, the incumbent is responsible for the processing of policy documents, guidance documents, Congressional correspondence, and correspondence from the tobacco product industry, professional organizations, citizens, and other documents generated within the Department of Health and Human Services (DHHS).

Major Duties:

Assists in the development of processes within OCD' s Exec Sec team which may include handling sensitive materials and incorporating and consolidating comments that involve complex policy and scientific nomenclature.

Maintains an accurate and reliable system to track the status of all action items to ensure timely completion by senior management.

Schedules time-sensitive meetings, coordinating schedules, and preparing and providing materials for the Exec Sec team.

Manages and coordinates responses for internal and external inquiries. Compiles, analyzes, and summarizes data.

Assists in the preparation and finalization of documents, such as memoranda, letters, briefings, and reports. Reviews responses to consumer letters, acknowledgement and declination letters for the CTP. Ensures completeness and proper format, style, grammar, clarity, and obtains all required inter-agency clearances and responses are issued by due date.

Files and maintains electronic organizational systems and records, including the Agency's AIMS system.

Helps to decide appropriate course of action on all correspondence addressed to FDA and-the Center. Ensures necessary intra-clearance and coordination before forwarding the completed document. This includes correspondence for signature by the Center Director.

Screens, routes, and assigns action for incoming correspondence, reviews the document to determine and summarize topic/issue, its sensitivity, and the Center or Office having functional responsibility for the topic/issue and decides the appropriate signature level for response. Identifies critical issues which should be addressed and suggests appropriate method and/or language to be included in responses.

Forwards the assignment to the appropriate Center/Office with any necessary instructions; assigns the due date; and provides information copies to other interested persons or offices as appropriate. Enters all information into AIMS and ensures all assignments are completed and closed in AIMS.

Monitors and controls correspondence and action documents assigned to the center and offices. Manages workload by maintaining a tickler" system for identifying and following high priority or date-driven deadlines and brings to the attention of Supervisor any particular problems with documents being held up in a particular center or office: Prepares specialized replies to assist management of correspondence workload.

Maintains a close working relationship with personnel in the agency to facilitate progress and expedite sensitive documents. When a factual or policy conflict arises, incumbent is responsible for collaborating with senior staff and resolving the difference with the program or office involved.
Negotiates deadlines changes as appropriate and provide status report to supervisor to keep them informed of sensitive issues.

Notifies supervisor of issues of special interest from information gained by monitoring correspondence and noting recurring issues, trends, or sensitive issues. Uses judgment to determine when these are of sufficient interest to bring to attention of management.

Qualifying specialized experience includes:

Knowledge of the mission, programs, operations and relationships of the serviced organization to provide administrative services.

Skill in applying analytical and evaluative techniques to the identification, consideration, and resolution of issues or problems of a procedural or factual nature.

Ability to use qualitative and quantitative analytical techniques.

Skill in conducting interviews with supervisors and employees to obtain information about organizational missions, functions, and work procedures.

Skill in conducting detailed analyses of complex functions and work processes; and interpersonal skills in presenting recommendations and negotiating solutions to disputed recommendation.

Experience tracking and coordinating multiple projects.

Knowledge and ability to use the Agency Information Management System (AIMS), the Appian database (TRICS) and Microsoft Excel.

Skill in oral and written communication. Ability to accurately proofread documents in a timely manner. Strong knowledge of grammar and punctuation rules.

Ability to prioritize tasks.

Familiarity with FDA manuals and guides.

Application Procedure:

Supervisory concurrence is required to apply to the detail.

Applicants with one year of specialized experience at the GS-7 and GS-9 level who meet the basic qualifications of the position may be eligible for temporary promotion.

This Detail opportunity is open to:

- Qualified candidates at the GS-7 grade level that have not previously held a temporary promotion position within the last 12 months
- Qualified candidates at the GS-9 grade level
- Qualified candidates at the GS-11 grade level
- Public Health Service Commissioned Corps Officers.

Interested applicants should submit via email a resume, SF-50* and statement of interest to:

Molly Quesenberry
Office of Management
Center for Tobacco Products, FDA
Molly.Quesenberry@fda.hhs.gov

Questions about the position, please contact Kimberly Witherspoon, 301-796-0639

Travel Expenses will not be paid.
Applications/resumes must be submitted by April 7, 2020.
This is not an official vacancy announcement under the Merit Promotion System.