

REIMBURSABLE DETAIL
Center for Tobacco Products

The Center for Tobacco Products (CTP), Office of Science (OS) is offering a Detail opportunity for a **Lead Science Policy Analyst, GS-601-14**. Applicants at the GS-13 and 14 levels are encouraged to apply. The Detail is available immediately for a period of 120 days. PHS Commissioned Corps Officers may apply. A temporary promotion may be considered.

Bargaining Unit Status: Non-Bargaining Unit Position

Position: Lead Science Policy Analyst, GS-601-14

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

Opening Date: **August 12, 2020**
Closing Date: **August 24, 2020**

Area of Consideration: **CTP-Wide**

The CTP, OS offers a fast-paced, dynamic environment and an opportunity to work with dedicated, energetic people who want to make a difference to 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 assignments related to the regulation of tobacco products.

The incumbent leads science policy activities and staff in the Science Policy Branch (SPB), Regulatory Science and Management Staff, Office of Science. The incumbent leads staff to advise and assist in defining, formulating, and ensuring successful implementation and effectiveness of new programs, policies, and initiatives that meet the needs of OS's functions and is responsible for performing activities related to the planning, development, administration, execution and coordination of programs, initiatives and policies in OS. Serving as a recognized expert in regulatory and health sciences, the incumbent will analyze the science policy needs of the Center and draft and develop regulatory and policy proposals, position papers, and departmental reports for approval that are associated with the review and regulation of tobacco products under the Family Smoking Prevention and Tobacco Control Act. The incumbent assists the Director, SPB, in developing plans and policies to provide consistency in the scientific approach to addressing the public health regulatory needs of the Center. Duties include:

- Provides effective guidance to science policy staff, working collaboratively with Office management to resolve a broad range of issues concerning the application of any of the enabling legislation, pertinent regulations, and/or general legislation affecting the scientific review and regulatory functions of the CTP.

- Coordinates team initiatives, policy implementation, and consensus building.
- Leads the team in identifying, distributing, and balancing workload among employees; arranging for team member training; sets and adjusts short-term priorities, monitors and reports on the status and progress of work.
- Coaches and gives advice, counsel, or instruction to employees on both work and administrative matters.
- Provides guidance and/or training to staff in the area of regulatory science related to tobacco product policy and regulation, including guiding Office staff on how to resolve particularly challenging regulatory science and policy issues.
- Leads and advises office staff on procedures and methods for implementing new legislation and regulations, or revising existing legislation, to achieve desired public health objectives and on the legal sufficiency and procedural adequacy of proposed science policy statements and policy initiatives.
- Prepares and provides timely status reports to the Director, SPB and management.
- Applies regulatory policy expertise on special projects that are inherently complex in regard to regulations, laws and science and that are high priority for the Office and Center.
- Consults with epidemiologists, chemists, biologists, physicians, other public health and law professionals, concerning ongoing and established scientific studies or other projects; synthesizes scientific information from subject-matter experts in support of the development of policies and regulations to decrease the tremendous toll of disease, disability and death caused by tobacco use in the United States.
- Other duties as assigned

Desired Knowledge and Skills:

- Mastery and skill in applying the art and science of a professional discipline sufficient to formulate, evaluate, nurture, and promote the generation and exchange of new theories, concepts, principles, methods, applications, and practices; to plan, evaluate, and execute short and long range programs with goals impacting national and international issues; and to extend the disciplines knowledge boundaries.
- Expert knowledge of the various titles of law applicable to HHS and FDA governing or affecting the programs administered by the CTP or other related Federal regulations, and significant national and local developments in the field.
- Expert knowledge of administrative and project management principles and skills to carry out the mission of the Center/
- Expert knowledge of other pertinent regulatory information in agency manuals, reference systems, directives, issuances, precedent decisions, court decisions, and commercial publications.
- Strong organizational skills.
- Skill in working collaboratively.
- Excellent oral and written communication skills to communicate highly technical information, including for development of rulemaking, guidance documents, or publication.

Application Procedure:

The Detail opportunity is open to all qualified candidates at the GS-13 and GS-14 grade levels or Commissioned Corps Officers.

Interested applicants should submit a copy of their resume, most recent copy of SF-50, unofficial transcripts, and statement of interest via email to:

Gretchen Winand
Office of Management, Center for Tobacco Products, FDA
gretchen.winand@fda.hhs.gov

Please indicate in the Subject: line of the email:
Detail - CTP, OS, RSMS, Science Policy Branch.

Detail is reimbursable.

Travel expenses will not be paid.

You must be a CTP employee to be eligible.

Supervisory concurrence is required to accept the detail; it is not required to apply.

If you are not currently in the GS-601 series, you must submit a copy of your unofficial transcripts OR a previous SF-50 showing a GS-601 position held.

Candidates must express interest by August 24, 2020.

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