REIMBURSABLE DETAIL
Center for Tobacco Products

The Center for Tobacco Products (CTP), Office of Science (OS) is offering a Detail opportunity for **Unclassified Duties – equivalent to a Lead Regulatory Policy Analyst.** Applicants at the GS-14 level are encouraged to apply. The Detail is available immediately for a period of 120 days. PHS Commissioned Corps Officers may apply.

Bargaining Unit Status:	Non-Bargaining Unit Position
Position:	Unclassified Duties (equivalent to a Lead Regulatory Policy Analyst)
Office Location:	FDA Center for Tobacco Products Office of Science 11785 Beltsville Drive Beltsville, MD 20705 Currently 100% Telework
Opening Date:	**January 15, 2021**
Closing Date:	**January 25, 2021**
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 regulatory 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 policy, the incumbent will analyze the regulatory 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 regulatory policy approach to addressing the public health regulatory needs of the Center. Duties include:

- Provides effective guidance to regulatory policy and/or program analyst 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 tobacco product policy and regulation, including guiding Office staff on how to resolve particularly challenging regulatory 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 regulatory 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 and laws and that are high priority for the Office and Center.
- Consults with OS staff and synthesizes information from subject-matter experts in support of the development of policies and regulations.
- Other duties as assigned

Desired Knowledge and Skills:

- Mastery and skill to plan, evaluate, and execute short and long range programs with goals impacting national and international issues.
- 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 regulatory information, including for development of rulemaking, guidance documents, or publication.

Application Procedure:

The Detail opportunity is open to all qualified candidates at the GS-14 grade level or Commissioned Corps Officers. A temporary promotion is not available.

Interested applicants should submit a copy of their resume, most recent copy of SF-50, 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.

Candidates must express interest by January 25, 2021.

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