



Title 21 Vacancy Announcement
Department of Health and Human Services (HHS)
Food and Drug Administration (FDA)
Center for Veterinary Medicine (CVM)
Office of Management (OM)
Business Informatics Staff (BIS)

Position: Information Technology (IT) Specialist (2 Vacancies)

Pay Plan-Series: AD-2210

Location: Rockville, Maryland

Travel Requirements: <25%

Application Period: March 2, 2021 – March 31, 2021

Salary: Starting at \$103,690 (Cures Band C)

Area of Consideration: United States Citizens or Nationals

Relocation Expenses Reimbursement: Relocation expenses will not be paid.

Special Notes: This position is being filled under a stream-lined 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 this authority. Additional information on 21st Century Cures Act can be found here:

[21st Century Cures Act Information.](#)

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.

The mission of the [Center for Veterinary Medicine \(CVM\)](#) is to protect and promote human and animal health. CVM ensures the safety of the American food supply, the safety of animal food and devices, and the safety and effectiveness of animal drugs. Specifically, CVM evaluates new animal drug applications for safety and effectiveness; monitors animal drugs, foods, and devices on the market; evaluates animal food additives for safety and utility; and conducts

applied research to further protect human and animal health. As a high-performance organization within the FDA, CVM strives for excellence, innovation, and leadership across all operations, occupations, and grade levels.

The Office of Management's (OM) primary responsibility is to provide leadership and direction for CVM's management and administrative functions. This includes interactions with the Center, Agency, Department, and other Federal agencies to assure compliance with statutes, executive orders, and administrative directives. Additionally, OM performs management and program analyses, program assessments, and special studies of key issues relative to policy review and oversight. To learn more about OM, click [here](#).

Duties/Responsibilities

As an Information Technology (IT) Specialist on OM's Business Informatics Staff, you will:

- Serve as a technical authority on the database systems used to support the Center's business processes and procedures.
- Conduct IT system assessments and analyses to develop, test, and recommend IT system design modifications and improvements to management.
- Provide CVM with technical and programmatic support with software/IT system design modifications to ensure that the Center's business needs are met.

Conditions of Employment

- U.S. Citizenship requirement or proof of being a U.S. National must be met by closing date.
- Employment is subject to the successful completion of a background investigation, verification of qualifications, completion of onboarding forms, submission of required documents, and any other job-related requirement before or after appointment.
- Applicants must meet all qualification requirements by the closing date of this announcement.
- Direct Deposit: You will be required to have all federal salary payments electronically deposited into a bank account with a financial institution of your choice.
- 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.
- Males born after December 31, 1959 must be registered with the Selective Service.
- One year probationary period may be required.
- Financial Disclosure may be required.
- Ethics Clearance may be required.
- Background Investigation/Security Clearance is required. 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.

Qualifications

Education Requirement: Major study--computer science, information science, information systems management, mathematics, statistics, operations research, or engineering, or course work that required the development or adaptation of computer programs and systems and provided knowledge equivalent to a major in the computer field. For more information, please reference OPM's qualification standards for the [2210 occupational series](#) – **Alternative A**.

Professional Experience Requirements:

- Manipulating and/or building databases to coincide with business requirements using Oracle and MySQL.
- Developing and maintaining applications and databases in response to operational and end user requirements using Oracle 11g, Oracle 12c, WebLogic 11g and WebLogic 12c.
- Designing, developing, and issuing reports using Crystal Reports and Business Objects in order to evaluate the successful delivery of IT services for an organization's major business portfolio.

Education Transcripts

SUBMITTING YOUR TRANSCRIPTS: Positions which are scientific or technical in nature often have very specific educational requirements. A transcript is required to verify educational achievement. Pay careful attention to the Qualifications and Education sections to identify vacancies where a transcript is required. Even if you hold a similar position or are a current FDA employee, you are not exempt from transcript requirements.

FOREIGN EDUCATION: If you are using education completed in foreign colleges or universities to meet the qualification requirements, you must show that the education credentials have been evaluated by a private organization that specializes in interpretation of foreign education programs and such education has been deemed equivalent to that gained in an accredited U.S. education program; or full credit has been given for the courses at a U.S. accredited college or university. For more information about this requirement, please visit the [U.S. Department of Education website for Foreign Education Evaluation](#).

Ethics Clearance Requirements

This position may require financial disclosure reporting and will be subject to FDA's prohibited financial interest regulation. If you are hired, you may be required to divest of certain financial interests. You are advised to seek additional information on this requirement from the hiring official before accepting any job offers. For more information please visit the FDA Ethics web page: <https://www.fda.gov/about-fda/jobs-and-training-fda/ethics>.

Equal Employment Opportunity

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](#).

E-Verify

The Food and Drug Administration participates in the USCIS Electronic Employment Eligibility Verification Program (E-Verify). E-Verify helps employers determine employment eligibility of new hires and the validity of their Social Security numbers.

How to Apply

Please submit your letter of interest, resume, and transcripts by March 31, 2021 to: CVMOpportunities@fda.hhs.gov with the subject line of "Cures IT Specialist – OM."

Announcement Contact

For questions regarding this announcement, please contact CVMOpportunities@fda.hhs.gov using the subject line provided above.

Safeguarding human and animal health is what we do. When you join our team, you impact this unique and amazing mission no matter your position. You also join a diverse community of exceptional people who encourage and support everyone to dream, inspire each other, and live our best lives, personally and professionally. When you join CVM, you join an incredible place to work.

The Department of Health and Human Services is an equal opportunity employer with a smoke free environment.

FDA is an equal opportunity employer.

