



**Title 21 Vacancy Announcement**  
**Department of Health and Human Services (HHS)**  
**Food and Drug Administration (FDA)**  
**Center for Veterinary Medicine (CVM)**  
**Office of the Director (OD)**

**Position:** Diversity Program Manager

**Pay Plan-Series:** AD-0301

**Location:** Rockville, Maryland

**Travel Requirements:** <25%

**Application Period:** March 17, 2021 – April 9, 2021

**Salary:** Starting at \$122,530 (Cures Band D)

**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 the Director (OD) has primary responsibility for establishing and coordinating the overall regulatory policy and scientific direction of the Center. OD is also responsible for the Center's Freedom of Information Act activities, stakeholder outreach and engagement, customer service through the Ombudsman, international relations, as well as information management operations involving website content and 508 Compliance requirements. In addition, the Office provides individual and team coaching services and internal organizational change advice in support of CVM's operation as a High Performance Organization. To learn more about OD click [here](#).

## **Duties/Responsibilities**

As Diversity Program Manager within OD, you will report to the Director, CVM providing expert advice and consultation on Diversity, Equity, and Inclusion (DEI) matters. You will:

- Apply the principles of creating a diverse and inclusive work environment where people from diverse backgrounds feel respected, recognized, and valued to the development and implementation of Center-wide programs and policies.
- Conduct research on best practices in the DEI sector in order to make recommendations to Center leadership.
- Lead the CVM Diversity, Equity, and Inclusion Council of Thought Leaders in accordance with the the Center's Diversity and Inclusion Action Plan.
- Collect and synthesize information from a variety of stakeholders and sources in an objective, unbiased manner to reach a conclusion, goal, or judgment that enables strategic decision making and policy formation.
- Apply knowledge of Federal statutes, regulations, policies, and procedures to provide appropriate guidance, feedback and resources.

## **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**

### **Professional Experience Requirements:**

- Preparing and presenting recommendations related to diversity, equity, and inclusion matters which have been tailored to audiences with conflicting points of view;
- Providing advice to management on the recruitment, selection, and retention of underrepresented groups; and
- Conducting barrier analyses related to diversity, equity, and/or affirmative action.

### **Additional Desired Experience:**

3+ years participating in the strategic planning and collaborative development of DEI goals, milestones, and objectives.

## **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 and resume by March 31, 2021 to: [CVMOpportunities@fda.hhs.gov](mailto:CVMOpportunities@fda.hhs.gov) with the subject line of “Cures Diversity Program Manager – LinkedIn- OD.”

## **Announcement Contact**

For questions regarding this announcement, please contact [CVMOpportunities@fda.hhs.gov](mailto: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.*

