

**REIMBURSABLE DETAIL/TEMPORARY PROMOTION OPPORTUNITY**

**CENTER FOR TOBACCO PRODUCTS**

The Center for Tobacco Products, Office of Compliance and Enforcement (OCE) 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:** Supervisory Consumer Safety Officer (Branch Chief), GS-696-14

**Bargaining Unit Status:** Non-Bargaining Unit Position

**Office/Duty Location:** Center for Tobacco Products  
Office of Compliance and Enforcement (OCE)  
Front Office  
10903 New Hampshire Ave, Bldg. 75  
Silver Spring, MD 20993

**Opening Date:** **May 25, 2021**

**Closing Date:** **June 1, 2021**

**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).

**Major Duties:**

This position will serve as a Supervisory Consumer Safety Officer in a Branch within the Office of Compliance and Enforcement, Front Office.

The duties for this detail include:

- Supervise a team involved in compliance and regulatory matters in support of CTP's mission-critical special initiatives and/or recurring tasks. Provides leadership to subordinates and technical guidance to personnel.
- Assign and review work on a regular and recurring basis and assure that requirements for production and accuracy are met. Responsible for ensuring consistent application of policies and procedures across the team for assigned processes/areas of expertise.
- Participate in the decision-making process, discussions and decisions concerning Office and Center plans and compliance programs and activities. Advise senior level management on the status of regulatory review actions, including problems encountered and proposed solutions to program difficulties.
- Provide advice, counsel, and instruction on work matters. Provides leadership in the planning, direction, and development of complex functions associated with regulatory review.
- Play a lead role in the preparation of analyses of the impact of proposed changes

- to FDA laws and regulations, which affect the compliance functions, program segment(s), and activities of CTP.
- Find ways to improve productivity to increase the quality of work of the Branch.

Qualifying specialized experience includes:

- Ability to advise others in the application of Agency rules, regulations, and procedures.
- Skill in identifying problems, gathering information, drawing conclusions, recommending solutions, preparing reports, and negotiating acceptance and implementation of recommendations.
- Solid foundation in regulatory review work.
- Excellent oral and written communication skills.

This series has an Individual Occupational Requirement (IOR)/**positive education requirement**. See link below for the requirements.

<https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/0600/consumer-safety-series-0696/>

Applicants with one year of specialized experience at the GS-13 level who meet the basic qualifications of the position may be eligible for temporary promotion.

#### **Application Procedure:**

Supervisory concurrence is required to accept a detail; it is **NOT** required to apply.

This Detail opportunity is open to:

- Qualified candidates at the GS-14 grade level
- Qualified candidates at the GS-13 grade level that have not previously held a temporary promotion position within the last 12 months
- Public Health Service Commissioned Corps Officers.

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

Miranda Jones and Michele Quander  
Office of Management  
Center for Tobacco Products, FDA  
[Miranda.Jones@fda.hhs.gov](mailto:Miranda.Jones@fda.hhs.gov) | [Michele.quander@fda.hhs.gov](mailto:Michele.quander@fda.hhs.gov)

If you do not currently hold a Consumer Safety Officer position, please include a copy of your transcripts with your application.

\*If you previously held a position as a Consumer Safety Officer, please submit a copy of your SF-50 that reflects this series in addition to a SF-50 reflecting your current position.

Questions about the position, please contact Olga Morales, 240-402-4472

**Travel Expenses will not be paid.**

**Applications/resumes must be submitted by June 1, 2021.**

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