

REIMBURSABLE DETAIL
Center for Tobacco Products
Office of Science

The Center for Tobacco Products is offering Detail opportunities for a **Supervisory Chemist (Branch Chief) GS-1320-15**. Applicants and current employees at the GS-14 level are encouraged to apply. PHS Commissioned Corps Officers may apply. The Detail is available immediately for a period of 120 days, no extension options. A temporary promotion will be considered.

Bargaining Unit Status: Non-Bargaining Unit Position

Position: Supervisory Chemist (Branch Chief)

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

Opening Date: **June 21, 2021**

Closing Date: **June 25, 2021**

Area of Consideration: **FDA-Wide**

Created in 2009, the Center for Tobacco Products (CTP) is responsible for implementing the Family Smoking Prevention and Tobacco Control Act. This law gives FDA authority over tobacco products by adding a new chapter to the Food, Drug and Cosmetic Act. The Tobacco Control Act gives FDA the authority to regulate tobacco products and manufacturers of those tobacco products based on the best available science, and CTP is responsible for both assessing and fostering that science-base. CTP's actions have significant public health and consumer protection impact and are among the most important issues faced by FDA in its long and distinguished history. CTP is seeking motivated, creative people to continue building up the Center. If you are seeking to join a dynamic workplace in a relatively new organization, then bring your talents to CTP!

Duties include:

The incumbent performs Supervisory Chemist duties and is responsible for overseeing policies and procedures related to tobacco product chemistry, including direction and long-range program goals. The incumbent performs the following duties:

- Plans, organizes, and directs studies to isolate and define the product science aspects contributing to public health issues and problems and the development of strategies and programs to understand and address the population

component of public health issues, including assessment of risk and protective factors for health outcomes.

- Provides authoritative advice, guidance, assistance, interpretations and recommendations to Division Director and Deputy Director.
- On a continuing basis, meets and collaborates with scientists with expertise related to tobacco science. These collaborations will focus on the FDA roles in regulating tobacco products with the goal of assuring all branch activities are of the highest scientific caliber. These collaborations should also allow FDA to catalyze and lead the development of scientific standards related to tobacco products.
- Reviews and evaluates the operating policies and procedures within area of responsibility. Assures uniformity in these areas and modifies these operating policies and procedures in order to obtain the most efficient operations.
- Coordinates the design and conduct of studies to isolate and define the chemistry aspects contributing to public health issues and problems.
- Leads the development of strategies and programs to understand and address the chemical component of public health issues, including assessment of risk and protective factors for health outcomes.
- Compiles research data to prepare presentations to support the Agency's recommendations and decisions on regulatory and other public health issues.
- Collaborates with other Center for Tobacco Products (CTP) staff in the design of public health programs, to understand and incorporate chemistry aspects in an integrated approach to disease or injury prevention.
- Develops and presents workshops and seminars and represents CTP at conferences and meetings sponsored by other government agencies, private organizations and professional associations.
- Coach the branch staff in the selection and application of appropriate problem-solving methods and techniques, provide advice on work methods, practices, and procedures, and assist the team and/or individual members in identifying the parameters of a viable solution.
- Lead the branch in identifying, distributing and balancing workload and tasks among employees in accordance with established work flow, skill level and/or occupational specialization; making adjustments to accomplish the workload in accordance with established priorities to ensure timely accomplishment of assigned team tasks; and ensuring that each employee has an integral role in developing the final team product.
- Monitor and report on the status and progress of work, checking on work in progress and reviewing completed work to see that the Division Director and Deputy Director's instructions on work priorities, methods, deadlines, and quality have been met.
- Maintain program and administrative reference materials, project files and relevant background documents and make available policies, procedures, and written instructions from the supervisor; maintain current knowledge to answer questions from branch members on procedures, policies, directives, etc.
- Prepare reports and maintain records of work accomplishments and administrative information, as required, and coordinate the preparation, presentation, and communication of work-related information to the Division Director and Deputy Director.

- Represent the branch in dealings with the Division Director and Deputy Director for the purpose of securing needed resources, information, or decisions from the Division Director and Deputy Director on major work problems and issues that arise.
- Report to the Division Director and Deputy Director periodically on branch and individual work accomplishments, problems, progress in mastering tasks and work processes, and individual and branch training needs.
- Estimate and report to the branch on progress in meeting established milestones and deadlines for completion of assignments, projects, and tasks, and ensure that all branch members are aware of and participate in planning for achievement of branch goals and objectives.

Desired Knowledge and Skills:

- Mastery of and skill in applying advanced theories, principles, concepts, practices, standards, and methods of chemistry, is required in order to provide technical expertise and leadership to the team and to collaborating scientists in the development of these reagent products.
- Mastery of chemistry processes, and an ability to apply this knowledge to the development of new products and the accomplishment of the goals of the team.
- Ability to manage and assess the work of chemistry reviewers.
- Ability to evaluate work products provided by chemistry reviewers to ensure they are scientifically valid.
- Understand how to plan and establish long- and short-range policies for team members.
- Excellent organizational skills.
- Skill in working collaboratively.
- Excellent oral and written communication skills.

Application Procedure:

Supervisory concurrence should be obtained before you apply to this Detail. The Detail opportunity is open to all qualified candidates at the GS-14 grade level or Commissioned Corps Officers (O5, O6).

Interested applicants should submit a copy of their resume, most recent copy of SF-50, a copy of your transcripts, and statement of interest via email. Please enter **Detail: CTP, OS Supervisory Chemist GS-15 (June)** in the subject line of e-mail.

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Detail is reimbursable.
Travel Expenses will not be paid.

Candidates must express interest by June 25, 2021

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