

**REIMBURSABLE DETAIL
Center for Tobacco Products**

The Center for Tobacco Products (CTP), Office of Science (OS) is offering a Detail opportunity for a **Program Analyst GS-0343-12**. Applicants at the GS-11 and GS-12 levels are encouraged to apply. The Detail is available immediately for a period of 120 days. PHS Commissioned Corps Officers may apply. A temporary promotion may be considered.

Bargaining Unit Status: Bargaining Unit

Position: Program Analyst

Office Location: FDA
Center for Tobacco Products
Calverton Tower
Beltsville, MD

Opening Date: **March 8th, 2022**
Closing Date: **March 14th, 2022**

Area of Consideration: **FDA-Wide**

The Center for Tobacco Products offers a fast-paced, dynamic environment and an opportunity to work with dedicated, energetic people who really want to make a difference and improve public health. The position is ideal for someone who wants to have a critical role in the organization and would enjoy the challenge of handling a variety of assignments related to the regulation of tobacco products.

Duties include:

The selected employee will serve as a Program Analyst in the Division of Regulatory Project Management (DRPM) in the Office of Science (OS). Administrative staff perform analysis assignments where the employee applies qualitative and quantitative methods for the analysis and evaluation of internal, organizational program operations, as well as performs analysis and advisory assignments related to the effectiveness of Regulatory Science and Management programs and/or the efficiency of management operations. The incumbent performs a number of duties as described in the following:

- Reviews and evaluates the efficiency of established program policies and procedures to identify any problems.
- Identifies and proposes additional policies or procedures, or resolutions and modifications to improve the efficiency and effectiveness of current program operations.
- Consistently and independently develops, adapts, and employs appropriate qualitative and quantitative methods, procedures and systems for assessing the efficiency and effectiveness of programs; program policies, practices and procedures; and program-level administrative operations, processes and mechanisms.
- Works with information technology staff to design and develop systems.
- Prepares recommendations to management and program officials on routine aspects of programmatic related policies and procedures to include research programs.

- Works with managers and program officials in determining steps or actions to be taken to accomplish work in adherence to requirements.
- Consistently demonstrates strong working technical knowledge and competencies in areas of basic principles and limitations of biological and physical science, manufacturing, public health policies, and regulation of tobacco products.
- Sufficiently demonstrate knowledge of and skills in written and oral communications, presenting information in a concise, clear, organized, professional, and coherent manner.
- Performs other duties as assigned.

Desired Knowledge and Skills:

- Knowledge of a range of qualitative and/or quantitative methods for assessment and improvement of complex program effectiveness.
- Skill with analyzing and evaluating the efficiency and effectiveness of agency programs; select appropriate qualitative and quantitative techniques for a specific situation; and develop and apply new approaches for conducting complex, comprehensive studies which deal with major issues affecting program management.
- Ability to develop studies that address specific problems, issues, and challenges that confront program managers in the organization.
- Skill in working collaboratively.
- Excellent oral and written communication skills.

Applicants with one year of specialized experience at the GS-11 level who meet the basic qualifications of the position may be eligible for temporary promotion.

Application Procedure:

Supervisory concurrence must be obtained before you apply to this Detail. The Detail opportunity is open to all candidates at the GS-11 and GS-12 grade level or Commissioned Corps Officers.

Please enter **Detail: CTP, OS Program Analyst (March)** in the subject line of e-mail.

Interested applicants should submit a copy of their resume, copy of your transcripts, most recent copy of SF-50, statement of interest, and supervisory concurrence via email to:

Rachel Bartlebaugh
Program Analyst
Office of Management, Center for Tobacco Products, FDA
Rachel.Bartlebaugh@fda.hhs.gov

Detail is reimbursable.
Travel Expenses will not be paid.

Candidates must express interest by March 14th, 2022

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