



# U.S. FOOD & DRUG ADMINISTRATION

## Title 21 Vacancy Announcement

Department of Health and Human Services (HHS)  
Food and Drug Administration (FDA)  
Office of the Commissioner  
Office of Digital Transformation  
Office of Data, Analytics and Research

**Application Period:** August 23, 2022 – September 13, 2022

**Area of Consideration:** United States Citizenship is required. You must be a U.S. Citizen or U.S. National. Foreign nationals or legal US permanent residents are not eligible for consideration.

**Position:** Data Curation Lead

**Series:** 2210

**Location(s):** North Bethesda, MD

**Salary:** \$168,914-\$242,667

**Work Schedule:** Full Time

**Cures Band(s):** F

**Full Performance Band Level:** F

**Travel Requirements:** 25%

**Relocation Expenses Reimbursement:** None

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) 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 are safe, and that all such products marketed in the United States are adequately, truthfully and informatively labeled and safely and properly stored, transported, manufactured packaged and regulated. FDA's programs are national in scope and effect, and the agency's

activities have a direct and significant impact on multi-billion-dollar industries, in addition to protecting the health and safety of American Consumers. The work of the Agency is carried out by a staff of more than 18,000 scientist, physicians, regulatory and other personnel stationed throughout the United States.

The mission of the Office of Digital Transformation (ODT) is to provide high quality, secure, and efficient IT and data solutions that enable the FDA to promote and protect the public health. This position is located in the Office of Data, Analytics, and Research (ODAR), which is responsible for enterprise data and AI strategy and implementation.

## Duties/Responsibilities

- Advance the agency's strategic vision for applying data curation, strategy, and services, ensuring data quality, managing data life cycles, developing project plans, and guiding execution teams, and serving as an expert consultant to the Chief Data Officer (CDO) and agency's leadership. In addition, you will provide input on policy issues regarding data strategy and services in the Department of Health and Human Services (DHHS).
- Influence and Partner closely with data, technology, and process leaders from the centers to understand and implement outcome driven solutions
- Work closely with key functions of Office of Digital Transformation (ODT), such as Office of Information Management and Technology (OIMT), Office of Information Security (OIS), and the Executive Office, to create and implement processes that will advance data curation, strategy, and services.
- Lead appropriate procurement and contracting efforts by working closely with ODT and agency procurement teams.
- Lead the CDO scaling effort by providing appropriate strategic and tactical leadership towards the success of the program
- Lead the design of products and services to meet the goals of the Data Modernization Action Plan (DMAP) and help implement a 'visible and valuable' CDO function
- Lead initiatives related to collecting data from diverse sources and integrating into repositories.
- Advance applied use of data curation, strategy, and services broadly, including but not limited to capabilities, such as piloting and implementing data governance, data quality plans, data life cycle guidance, and concierge services, across the agency.
- Provide strategic leadership and supervision for a growing data curation, strategy, and services staff and driver projects to address high value enterprise needs
- Promote and execute the adoption of best practices through teaching, coaching, establishment of governance, knowledge collation and delivery of data curation, strategy, quality, life cycle, and services.
- Practice a product mindset when prioritizing collaborative and user-centered development leading to sustainable solutions in data strategy and services projects
- Serve as a member of the Senior Leadership Team, providing back-end operations thought leadership spanning the entire enterprise

- Other duties as assigned

**Supervisory Responsibilities:** Manages a staff or division. Supervises and evaluates technical staff and/or branch chiefs, who serve as experts in their field. Mentors, teaches, and coaches other technical staff. Performs administrative and human resources management functions relative to the staff supervised. This position exercises delegated managerial authority to set a series of long-range work plans, goals, and broadly defined missions of the agency.

#### 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 supervisory 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.

A Statement of Understanding is required to be signed by the selected candidate indicating they understand the terms and conditions of this appointment.

## Qualifications

To be placed into a Cures position, candidates must meet the following criteria:

- Scientific, Technical, and Professional Fields
- Qualified and Outstanding Candidates
  - a. **Qualified** applies to all candidates for Cures appointments. The FDA OTS will use the basic requirements defined in the [OPM Qualification Standards](#) as a baseline for comparing experience levels and other candidate attributes for relevant positions.
  - b. **Outstanding** candidates can be defined by existing outstanding work experience, outstanding performance rating, or both.

In order to qualify for this Title 21 Cures position, the candidate(s) must meet the following required qualifications. *Please note: Additional education and experience listed that is not indicated as required is preferable and desired. Candidates who do not meet the "desired" criteria will not be excluded from consideration for this position.*

**Education Requirement:** A combination of degree in computer science, engineering, information science, information systems management, mathematics, operations research, statistics, or technology management or degree that provided a minimum of 24 semester hours in one or more of the fields identified above and required the development or adaptation of applications, systems, or networks.

1. **Attention to Detail**- is thorough when performing work and conscientious about attending to detail.
2. **Customer Service**- Works with clients and customers (that is, any individual who use or receive the services or products that your work unit produces, including the general public, individuals who work in the agency, other agencies, or organizations outside the Government) to assess their needs, provide information or assistance, resolve their problems, or satisfy their expectations; knows about available products and services; is committed to providing quality products and services.
3. **Oral Communication**- Expresses information (for example, ideas or facts) to individuals or groups effectively, taking into account the audience and nature of the information (for example, technical, sensitive, controversial); makes clear and convincing oral presentations; listens to others, attends to nonverbal cues, and responds appropriately.
4. **Problem Solving**- Identifies problems; determines accuracy and relevance of information; uses sound judgement to generate and evaluate alternatives, and to make recommendations.

**OR**

Experience in Information Technology demonstrated by paid or unpaid experience and/or completion of specific of intensive training (for example, accredited IT certification in data curation, data strategy, or data services) as appropriate.

**Desired Education:** A Bachelor's or advanced degree (preferred) in computer science, engineering, information science, information systems management, mathematics, operations research, statistics, or technology management. Accredited certification in data curation, data strategy, or data services will be desirable.

**Professional Experience:** Incumbent must have required IT related specialized experience such as developing and leading adoption of enterprise data curation, strategy, or services, including data quality and data life cycle plans, in large and complex government, private, or NGO organizations; providing operations; utilizing technical expertise to establish information technology-based policy guidance; and managing or implementing budget strategies to meet program priorities.

**Desired Professional Experience:**

- The ideal candidate will have previously served in a leadership capacity for a minimum of 3 years in the use of advanced analytics or process automation; be experienced in stakeholder management with technical and non-technical audiences; and will have leadership experience in the healthcare, public health, or biomedical research field to apply to the business of the FDA
- Experience in leadership for and supervision of a data curation, data strategy, or data services staff and delivering enterprise level data products for high-value enterprise needs; Experience in leading executive briefings and stakeholder workshops focused on data strategy, data quality, data life cycle, and/or data services and roadmap development
- Demonstration of data curation, strategy, or data services, including data quality and data life cycle, domain knowledge through publications or presentations in recognized data management journals or conferences. Ability to collaborate with cross-functional teams to drive adoption of data strategy/data services solutions that leverage data management best practices.
- Leading cross-functional stakeholders to meet strategic objectives; Garnering support for the team by persuading others to provide approval, funding, or resources; and/or Adjusting strategy based on qualitative or quantitative strategy
- Building end-to-end software pipelines to execute data integration and data solutions, preferably in the cloud environment (e.g., AWS stack, Apache Kafka, Logstash, etc.)
- Analyzing the advantages and disadvantages of applying new technologies and workflows, and articulating the tradeoffs to technical and non-technical audiences
- Implementation and conceptual knowledge of various technologies and framework to achieve business solutions
- Building successful data management strategies to improve data and analytic capabilities,

including platform and engineering, and data curation

- Implementing best practices for data curation, to include data quality and data life cycle, efforts.
- Ability to analyze and recommend “fit for purpose” data quality and curation based on the criticality and complexity of decisions.
- Implementing successful data-centric products to support process driven rule definition and organization

## Education

### Education

**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.](#)

## Security Clearance Requirements

### Background Investigation/Security Clearance Requirements: Non- Sensitive

A background security investigation will be required for all Appointees. Appointment will be subject to the applicant's successful completion of a background security investigation and favorable adjudication. Failure to successfully meet these requirements may be grounds for appropriate personnel action. In addition, if hired, a background security investigation or supplemental investigation may be required later.

## Vaccination Requirements

To ensure compliance with an applicable preliminary nationwide injunction, which may be supplemented, modified, or vacated, depending on the course of ongoing litigation, the Federal Government will take no action to implement or enforce the COVID-19 vaccination requirement pursuant to executive Order 14043 or Requiring Coronavirus Disease 2019 Vaccination for Federal Employees. Therefore, to the extent a Federal Job announcement includes the requirement that applicants must be fully vaccinated against COVID-19 pursuant to Executive Order 14043, that requirement does not currently apply. Federal agencies may request information regarding the vaccination status of selected applicants for the purposes of implementing other workplace safety protocols, such as protocols related to masking, physical distancing, testing, travel and quarantine.

## 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

### Equal Employment Opportunity Policy

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

### 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

How to Apply: Submit resume and supporting documents (i.e. cover letter, unofficial transcripts) by 11:59 pm EST on September 13, 2022 to: [nakia.stewart@fda.hhs.gov](mailto:nakia.stewart@fda.hhs.gov). Candidate resumes may be shared with hiring official within the Officer of the Commissioner/Office of Digital Transformation with a similar job vacancy. Candidates can opt out of this process by annotating resume with “do not share”.

## Announcement Contact

For questions, please contact Nakia Stewart at 240-401-4889.

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

*FDA is an equal opportunity employer.*

