



**Title 21 Vacancy Announcement**  
**Department of Health and Human Services (HHS)**  
**Food and Drug Administration (FDA)**  
**Center for Veterinary Medicine (CVM)**  
**Office of Management (OM)**  
**Human Capital Management Staff (HCMS)**

**Application Period:** 8/31 – 9/23

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

**Position:** Recruitment Team Lead, non-supervisory

**Series:** 0343

**Location:** Rockville, MD

**Salary:** Starting at \$126,233

**Work Schedule:** Full Time

**Cures Band:** Band D

**Full Performance Band Level:** Band D

**Travel Requirements:** None

**Bargaining Unit:** 8888

**Relocation Expenses Reimbursement:** Relocation expenses will not be paid.

**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 from a One Health perspective. 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 and manufacturing quality; monitors animal drugs, animal foods, and animal devices for safety and takes appropriate action to mitigate unsafe or violative products on the market; evaluates animal food additives for safety and utility; conducts applied research to further scientific understanding and support data-based decision making to protect human and animal health; works to prevent and respond to human and animal health emergencies; and develops and implements policies to combat antimicrobial resistance. 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 Management's (OM) primary responsibility is to provide leadership and direction for CVM's management and administrative functions to include aligned interactions with Center, Agency, Department, and other Federal agencies to assure compliance with statutes, executive orders, and administrative directives. Additionally, it performs management and program analyses, program assessments, and special studies of key issues relative to policy review and oversight. This position serves as a Program Analyst in OM's Human Capital Management Staff (HCMS). The incumbent serves as a technical expert for recruitment and staffing issues.

### Duties/Responsibilities

As the Recruitment Team Lead in CVM/OM, you will:

Perform day-to-day recruitment activities to ensure that CVM can meet annual hiring goals. Provides guidance to Hiring Managers on recruitment, classification, outreach, and other recruitment-related issues, utilizing expert knowledge of policy, guidance, and best practices.

Serve as the initial point of contact for recruitment cases and questions within the CVM recruitment team. Meet weekly with the team to ensure progress and consistency, address questions, and monitor special projects. Mentor and coach team members in technical skills as they develop.

Oversees outreach activities to ensure that positions reach a diverse, well-qualified audience, and can be filled quickly.

Independently serve as CVM's expert in providing technical advice, counsel, and assistance to the CVM Recruitment Team, HCMS Director, OM Director/Executive Officer, management officers (MOs), and CVM supervisors on CVM's Recruitment programs, policy, guidance, and/or initiatives.

Work closely with and provide input to the CVM Recruitment Team and HCMS Director to ensure that programs under the incumbent's purview are effective in supporting the Center's scientific and regulatory mission. Develop and initiate recruitment strategic planning activities (mid-to-long range) as they relate to the mission and vision of CVM. Identify anomalies or issues of concern and ensures the HCMS Director, OM Director/Executive Officer are aware of particularly controversial issues or problems. Develop implementation plans and conducts follow-up activities as appropriate to ensure that program commitments are fulfilled, and deadlines are met.

Ensure that recruitment procedures are used consistently within the team, developing and updating SOPs, guides, checklists, and SharePoint sites as needed.

Serves as the liaison with CVM employees, management officers (MOs), supervisors, senior-level executives, the Agency's Office of Talent Solutions (OTS), and other FDA centers/offices to ensure CVM recruitment priorities are recognized and addressed and to identify policies and practices needed to enhance the quality of OM HCMS services.

Represents the Center in Agency, Departmental, and Interdepartmental organizational meetings and committees with full knowledge of policy and Center/Agency program priorities.

Develops correspondence, communications, reports, and/or briefings on various recruitment matters for technical reference.

Identifies training opportunities for hiring managers and the recruitment team. Ensures training needs are met.

### 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.
- 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

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

1. Scientific, Technical, and Professional Fields
2. 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.*

### **Professional Experience:**

- Experience independently serving as an expert in addressing employee hiring, pay, and retention in order to effectively administer, address, and triage a wide array of recruitment programmatic issues and requests.
- Experience with all types of Federal recruitment programs (Title 5, Title 21, Title 42, Pathways, SBRS+, etc).

### **Desired Professional Experience:**

- Priority will be placed on candidates with relevant and recent experience and comprehensive knowledge of human resources/human capital management policies, concepts, principles, and methods, procedures, and regulations from OPM, HHS, and FDA.
- Ability to provide technical expertise to holistically and effectively support highly sensitive and/or complex recruitment policy matters.
- Experience developing the charge for work teams, assigns tasks to members, and establishes time frames for completion of tasks.

### 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

**Please submit your resume by Friday, September 23, 2022** to: [Shahida.Lingard@fda.hhs.gov](mailto:Shahida.Lingard@fda.hhs.gov) with the subject line of "Cures Recruitment Team Lead – OM."

## Announcement Contact

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

