

CENTER FOR FOOD SAFETY AND APPLIED NUTRITION

Voluntary Reassignment Announcement

Office: CFSAN/ODSP/DPRI/PCB

Information: Voluntary Reassignment opportunity for qualifying employees that hold or have held the GS – 11/12/13 grade level on a permanent basis.

This voluntary reassignment opportunity is located within the Office of Dietary Supplement Programs, Division of Policy and Regulations Implementation, Policy and Communications Branch.

Position/Series/Grade: Policy Analyst; GS-0301 - 11/12 /13

Area of Consideration: FDA-Wide

Open Period: September 16, 2022 – September 29,2022

Duty Location: Remote Work-Anywhere in the U.S.

BUS: 3591

Relocation Expenses: Travel expenses will not be paid.

Duties of the Position:

Prepares, reviews, and analyzes memoranda and policy strategy documents to assure that issues have been clearly identified and explained.

Collaborates with Senior Staff to resolve policy issues and to develop legislative proposals related to dietary supplement program.

data infrastructure methodologies, opportunities to work with other center officials to assess dietary supplement partnership opportunities.

Reviews and analyzes communications to ensure they are accurate and positively reflect Agency policy.

Qualifications:

Qualified applicants must demonstrate specialized experience at the same grade as this posting to be considered for this voluntary reassignment. In order to qualify, resumes must clearly demonstrate experience as identified below.

The position of Policy Analyst falls under the 0301 occupational series. To qualify for this position, you must meet Time-in-Grade requirements by 11:59 pm EST on 09/29/2022.

You may qualify at the GS-0301-11 level, if you fulfill one of the following qualifications:

At least one year of full-time specialized experience at or equivalent to the grade GS-09 in the federal service performing duties which include the following:

Compiling, reviewing, and analyzing report data for completeness and accuracy.

OR

Education: Ph.D. or equivalent doctoral degree or 3 full years of progressively higher-level graduate education leading to such a degree in a field which demonstrates the knowledge, skills, and abilities necessary to do the work of the position, such as: Business Administration or Finance. **(Note: You must attach a copy of your transcript).**

OR

Combination of Education and Experience: A combination of education and experience may be used to qualify for this position as long as the computed percentage of the requirements is at least 100%. To compute the percentage of the requirements, divide your total months of experience by 12. Then divide the total number of completed graduate semester hours (or equivalent) beyond the second year (total graduate semester hours minus 36) by 18. Add the two percentages.

In order to qualify for Policy Analyst, GS-0301-12, you must meet the following:

Specialized Experience: Applicants must possess one year of specialized

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experience, equivalent in complexity to the GS-11 grade level in the Federal service:

Leading or coordinating government programs to include working with internal and external stakeholders.

In order to qualify for Policy Analyst, GS-0301-13, you must meet the following:

Specialized Experience: Applicants must possess one year of specialized experience, equivalent in complexity to the GS-12 grade level in the Federal service:

- Leading or coordinating programs to include working with multiple internal and external stakeholders or customers; **AND**
- Analyzing policies, regulatory laws, new legislation, new interpretations of laws, and significant developments that currently exist.

Application Procedures: To be considered for this voluntary reassignment opportunity, candidates must submit a resume demonstrating the specialized experience. Must be submitted **by 11:59 p.m. (EST) on September 29, 2022, to:**

McQuail Price, Management Analyst applytocfsan-odsp@fda.hhs.gov

Reasonable Accommodations

FDA provides reasonable accommodations to applicants/employees with disabilities. If you need accommodations for any part of the application process, please visit the FDA Reasonable Accommodations & Accessibility page.

The decision to grant reasonable accommodations is made on a case-by-case basis. The FDA actively encourages people with disabilities to apply for vacancies/developmental assignments with FDA.

Vaccination Mandate

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 on 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.

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Expanded/Maximum telework Posture

Due to COVID-19, the agency is currently in a maximum telework posture. If selected, you may be expected to telework upon your appointment. As employees are permitted to return to the office, you may be required to report to the duty station listed on this announcement within 30 calendar days of receiving notice to do so, even if your home/temporary telework site is located outside the local commuting area. Your position may be eligible for workplace flexibilities which may include remote work or telework options, and/or flexible work scheduling. These flexibilities may be requested in accordance with the HHS Workplace Flexibilities policy.

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.

To learn more, please consult the following resources:

- Equal Employment Opportunity (EEO) office at OPM
- Office of Equal Opportunity