



Title 21 Vacancy Announcement
Department of Health and Human Services (HHS)
Food and Drug Administration (FDA)
Center for Veterinary Medicine (CVM)
Office of Minor Use Minor Species (OMUMS)

Application Period: 11/25-12/09

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: Director, Office of Minor Use and Minor Species (OMUMS)

Series: 0401, 0403, 0487,0701, 1320

Location(s): Rockville, MD

Salary: Starting at \$144,128

Work Schedule: Full Time

Cures Band(s): Band E

Full Performance Band Level: Band E

Travel Requirements: 25% or less

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 Center for Veterinary Medicine (CVM) mission is to protect the public health of the nation, as it may be impaired by veterinary drugs, feed additives, and animal devices. CVM's regulatory functions are geared to ensure that veterinary drugs, feed additives and animal devices are safe and effective, honestly and informatively labeled and packaged. This position is located in the Office of Minor Use and Minor Species Animal Drug Development (OMUMS), Center for Veterinary Medicine.

The Office of Minor Use and Minor Species was established in response to the Minor Use and Minor Species (MUMS) Animal Health Act of 2004. The MUMS Animal Health Act creates incentives to help make more animal drugs legally available to veterinarians and animal owners for use in minor animal species or for minor uses (rare diseases) in major species. The Office grants MUMS Designations for new animal drugs and manages the associated grants program. It also handles the Index of Legally Marketed Unapproved New Animal Drugs for Minor Species (the Index) to allow legal

marketing of products for non-food minor species such as pet birds, zoo animals, and ornamental fish. It also supports the USDA's Minor Use Animal Drug Program (MUADP) through the efforts of the FDA Liaison to that program.

Duties/Responsibilities:

The Supervisory Veterinary Medical Officer, Office Director ensures the appropriate evaluation of requests for designation of new animal drugs intended for minor use or minor species in accordance with Section 573 of the Federal Food, Drug, and Cosmetic Act (FFDCA) including initial requests, modification, termination, and annual reports.

Specifically, the Supervisory Veterinary Medical Officer will:

- Ensure appropriate handling of applications for grants subsequent to designation.
- Oversee the activities of the FDA Liaison to the USDA's Minor Use Animal Drug Program (MUADP) in support of new animal drug approval.
- Oversee the assessment of requests for minor use status for the purposes of user fee waivers, eligibility for conditional approval, and designation.
- Ensure appropriate indexing of new animal drugs for use in minor species in accordance with Section 572 of the FFDCA.
- Coordinate the development and implementation of regulations and policies, including development of Guidance for Industry, pertaining to the assessment of minor use status, indexing or designation of new animal drugs intended for minor use or minor species.
- Evaluate Office activities to ensure compliance with the National Environmental Policy Act (NEPA).
- Provide technical support and expert testimony in legal proceedings relative to the indexing or designation of new animal drugs intended for minor use or minor species.
- Participate in international activities intended to harmonize the process of conditionally approving, indexing or designating new animal drugs intended for minor use or minor species.
- Represents the Office at Center Executive Board (CEB) meeting and other working groups in the Center.
- Leads communications with stakeholders – OMUMS Newsletter, answers AskCVM questions about minor use & minor species.
- Works with Management Officer to create and manage budget and to document quarterly accomplishments.
- Clears presentations and articles at Office level for presentation/publication.

Supervisory Responsibilities:

- Performs all supervisory functions for the Office – assigns work, approves leave & timecards, establishes performance plans/goals (PMAPs) for all OMUMS employees, conducts OMUMS employees' mid-year and end-of-year performance reviews, and works with the Office of Management (OM) to accomplish all hiring.
- Plans and sets long-range plans and schedules for the work of the Office, assures implementation by subordinates of the goals and objectives of the Office, determines goals and objectives that need additional emphasis, determines the best approach and solution for resolving budget problems, and plans for long range staffing needs.

Desired Education – One of the following:

- **Series 0401-** Doctorate degree in biological sciences, agriculture, natural resource management, chemistry, or related disciplines appropriate to the position.
- **Series 0403-** Doctorate degree in microbiology, or specific area of study such as bacteriology, virology, mycology, algology, protozoology, parasitology, immunology, serology, microbial genetics, or soil microbiology; or specific applied fields of microbiology such as clinical and public health microbiology, food technology, production processes, industrial fermentation, pollution.

- **Series 0487**- Doctorate degree animal science, dairy science, poultry science; or a related discipline or field of animal science.
- **Series 0701** - Doctor of Veterinary Medicine (DVM) or equivalent degree, i.e., Veterinary Medical Doctor (VMD), obtained at a school or college of veterinary medicine accredited by the American Veterinary Medical Association Council on Education (AVMA).
- **Series 1320** - Doctorate degree in physical sciences, life sciences, or engineering.

Professional Experience

Qualified candidates will have:

- Experience managing broad complex programs that are critical to the organization or field and to external stakeholders.
- Experience directing the analysis of the impact of proposed changes to Agency laws and regulations which affect the functions, programs, and activities of the Office.
- A strong understanding of the new animal drug approval process as managed by the Office of New Animal Drug Evaluation and the details of the programs in the Office of Minor Use and Minor Species Animal Drug Development (OMUMS) is paramount.

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.

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.*

Education Requirement:

Candidates must possess the required individual occupational requirements to qualify for the appropriate series applicable to the position. Please use the following link to determine the series for which you qualify: <https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/#url=List-by-Occupational-Series>

Education Transcripts

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

This position requires a security clearance and the incumbent has access to documents and facilities related to national security. Drug usage could impair the reliability, stability, and judgment of the incumbent which could undermine public confidence in the agency. Drug dependency would create the possibility of coercion and irresponsible actions leading to the disclosure of *highly sensitive, top secret* information. Therefore, this is a Testing Designated Position, and the incumbent is subject to testing for drug usage in accordance with the HHS plan for a Drug Free Workplace.

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 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. 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

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

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 or curriculum vitae and letter of interest with **“Cures Supervisory Veterinary Medical Officer/Office Director – OMUMS”** in the subject line to: CVMCareerOpportunities@fda.hhs.gov. Applications will be accepted through **12/09/22**.

Announcement Contact

For questions regarding this announcement, please contact CVMCareerOpportunities@fda.hhs.gov using the subject line of **“CURES Supervisory Veterinary Medical Officer/Office Director - OMUMS.”**

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

FDA is an equal opportunity employer.

