



Title 21 Vacancy Announcement
U.S. Department of Health and Human Services (HHS)
Food and Drug Administration (FDA)
Center for Drug Evaluation and Research (CDER)
Office of Strategic Programs (OSP)

Application Period: March 6, 2023 – March 31, 2023

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: Business Informatics Specialist

Series: AD-0301

Location(s): Silver Spring, MD

Salary:

\$78,592 – \$103,984 (Band A)

\$94,199 – \$127,096 (Band B)

\$112,015 – \$155,978 (Band C)

Work Schedule: Full-Time

Cures Band(s): Band A/B/C

Full Performance Band Level: Band C

Travel Requirements: 25% or less

Bargaining Unit: 3591

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 compensated 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 effective.

The mission of the Center for Drug Evaluation and Research (CDER) is to perform an essential public health task by making sure that safe and effective drugs are available to improve the

health of people in the United States. CDER regulates over-the-counter (OTC) and prescription drugs, including biological therapeutics and generic drugs.

The Office of Strategic Programs (OSP) is responsible for quantitative and qualitative data analysis, program evaluation, business process modernization, decision support services to facilitate effective operations, consultation to Center Offices in developing strategic and operational plans for CDER, cross-center management and coordination of work on Center-wide governance and special initiatives, and the implementation of IT solutions to meet CDER's business needs. OSP provides essential expert support and enabling services for CDER to meet its mission objectives.

The Office of Business Informatics (OBI) supports CDER's regulatory decision-making by identifying, implementing, and managing CDER-wide informatic systems to meet business needs. OBI collaborates with CDER stakeholders to modernize and continually improve CDER's business operations with state-of-the-art tools to facilitate activities related analysis, management, performance tracking, and execution of the Center's regulatory commitments while continuing to protect public health. Additionally, OBI develops analytic approaches and conducts analyses for regulatory operations to inform CDER's strategy and policy position on emerging trends and streamline review operations.

Duties/Responsibilities

As a **Business Informatics Specialist**, the incumbent performs a variety of complex activities to include business analysis, project management, communication to understand and document business needs, develop strategies to meet those needs, and execute informatics projects. Serves as a liaison among business and technical stakeholders to manage projects involving elicitation of business processes and technical requirements.

- Determines appropriate requirements elicitation (such as, but not limited to brainstorming, interviews, and requirements gathering) and documentation techniques, determines appropriate requirements management process for assigned efforts (i.e., data analysis, workflow management, and/or data management).
- Initiates continuous improvement activities by gathering lessons learned, assessing project management effectiveness, identifying gaps, and implementing corrective measures to improve project management execution.
- Effectively communicates requirements scope and risks. Effectively communicates business and stakeholder/user requirements to enable the project team to implement an IT solution that will meet the business informatics needs of the stakeholders. Communicates technical information, in user friendly terms, to non-technical stakeholders.

Supervisory Responsibilities: N/A

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.

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:

Business Informatics Specialist, AD-0301 Series

Minimum Education Requirement: There are no Individual Occupational Requirements for this series.

For more information, please see: [OPM Occupational Series Qualification Requirements](#)

Specialized Experience: N/A

Desired Professional Experience:

Our ideal candidate will possess:

Band A & B

- Ability to apply knowledge of wide variety of technologies and/or technical concepts to facilitate the delivery of services to consumers and businesses.

Band C

- Demonstrated experience delivering agile software applications, lead requirements gathering activities, clearly translate and demonstrate a strong understand stakeholder IT business needs.
- Ability to engage in oral communications to (i) present sensitive recommendations to higher authority, (ii) obtain compliance with policies and procedures, (iii) articulate positions/policy of vast technical complexity, and (iv) represent the Center on task forces.
- Ability to apply knowledge of written and oral communication techniques required to prepare and deliver reports and presentations on study results and other critical data and information. Experience communicating with diverse audiences, which indicate an ability to be a strong and pro-active communicator, as well as a relationship builder.

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

Background Investigation/Security Clearance Requirements: Non-Sensitive/Low Risk (A/B) or Medium Risk (C)

If not previously completed, 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.

Applicants are also advised that all information concerning qualification is subject to investigation. False representation may be grounds for non-selection and/or appropriate disciplinary action.

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

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

Submit resume with cover letter and transcripts by **March 31, 2023** to: CDEROSPRecruitment@fda.hhs.gov. Candidate resumes may be shared with hiring official within the Center for Drug Evaluation and Research (CDER) with a similar job vacancy. Candidates can opt out of this process by annotating resume with “do not share”. For questions, please contact CDER OSP Recruitment Team at CDEROSPRecruitment@fda.hhs.gov. Please reference **“Business Informatics Specialist and OBI”** in the subject-line when applying or submitting questions.

Announcement Contact

For questions regarding this Cures position, please contact CDEROSPRecruitment@fda.hhs.gov.

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

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