REIMBURSABLE DETAIL
Center for Tobacco Products
Office of Science

The Center for Tobacco Products (CTP), Office of Science (OS) is offering a Detail opportunity to an Unclassified Duties (Senior Science Policy Analyst) GS-0601-14. The Detail is available immediately for a period up to 120 days. Applicants at the GS-14 are encouraged to apply. A temporary promotion will not be considered.

Bargaining Unit Status: Bargaining Unit Position

Office Location: FDA
Center for Tobacco Products
Office of Science
11785 Beltsville Drive
Beltsville, MD 20705

Duty Location: **Anywhere in the U.S. (REMOTE JOB)**

Opening Date: **April 4, 2023**

Closing Date: **April 14, 2023**

Area of Consideration: CTP-Wide

The CTP Office of Science offers a fast-paced, dynamic environment and an opportunity to work with dedicated, energetic people who really want to make a difference and improve public health. This Detail position is ideal for someone who wants to have a critical role in the organization and would enjoy the challenge.

Duties include:

The Detail will be located in the Office of Science, Immediate Office. The incumbent serves as an Unclassified Duties (Senior Science Policy Analyst). This position is responsible for in matters pertaining to the Center's policy needs and activities relating to the regulation of tobacco products and its effect on public health, particularly use and prevention. Duties for this position may include:

- Provides planning, development, administration, execution and coordination of programs, initiatives and policies in OS.
- Initiates, coordinates and participates in the development and implementation of programs (e.g., communication and process improvement initiatives); develops preliminary and final operating criteria and procedures, policy issuances, standards, and protocols to be followed throughout OS.
- Serves as a recognized expert in regulatory and health sciences for the agency with responsibility for developing policy and objectives, and monitoring program implementation for consistency with laws, regulations, and with Center policies and precedents.
- Serves as advisor for the planning, design, implementation, and analysis of regulatory science programs, including rulemaking and guidance development.
- Conducts major studies or continuing projects that represent an important segment of the center's

primary regulatory science programs.

- Provides leadership and direction in evaluating methodology of past and proposed regulatory program options for achieving Agency public health goals and assists subject-matter experts in the design of regulatory science programs conducted within the Center.
- Analyzes project implementation plans for improvements. Prepares and provides timely status reports to the supervisor and management and effective guidance to staff assisting in the review.
- Provides regulatory science guidance on special projects that are inherently complex in regard to regulations/laws and science and are high priority for the Office and Center.
- Formulates and applies new concepts, theories and methods for resolving novel regulatory science problems. Extends and modifies approaches, precedents and methods to solve a variety of regulatory problems with unprecedented and obscure aspects.
- Drafts and critically reviews documents that receive minimal review before transmittal to other Offices and the Center Director.
- Provides guidance and/or regulatory expertise to address and solve complex regulatory issues consistent with technological developments or new scientific evidence and provides innovative solutions to complex problems. This includes guiding Office staff on how to resolve particularly challenging regulatory science and policy issues.
- Provides guidance and/or training to staff in the area of regulatory science related to tobacco product policy and regulation. This includes guiding Office staff on how to resolve particularly challenging regulatory science and policy issues.
- Consults with epidemiologists, chemists, biologists, physicians, other public health professionals, and lawyers concerning on-going and established scientific studies or other projects; collates and synthesizes scientific information from subject-matter-experts in support of the development of policies and regulations to decrease the tremendous toll of disease, disability and death caused by tobacco use in the United States.
- Makes presentations at national and international conferences and professional meetings.
- Performs other duties as assigned.

Desired Knowledge and Skills:

- Expert knowledge to serve as recognized authority in regulatory and health sciences for the agency
- Expert knowledge of the analysis, design, implementation, and planning for regulatory science programs
- Ability to analyze projects and implement plans for improvements
- Mastery knowledge of regulations/laws and science to provide regulatory science guidance on complex special projects
- Ability to provide guidance and/or regulatory expertise to address and solve complex regulatory issues consistent with technological developments or new scientific evidence and provide innovative solutions to complex problems.
- Expert knowledge to serve as advisor and/or trainer for staff on regulatory science related to tobacco product policy and regulation.
- Excellent organizational skills, and effective communication skills both verbal and written.
- Ability to produce thorough, written analysis on the evaluation and assessments of IT solutions, business processes, policies, guidance,
- Ability to foster accountability and commitment to the mission of the Division.

Application Procedure:
This Detail opportunity is open to all qualified candidates at the GS-14 grade level or Commissioned Corps Officers equivalent (O-5/O-6). Supervisory concurrence is required to apply to this position. Interested applicants should submit a copy of their resume, copy of their transcripts, most recent copy of SF-50 (Notification of Personnel Action) that identifies your current pay plan, series, grade, full performance level, and time in grade, and statement indicating the reason for interest in being considered for this Detail via email to:

CTP-Recruitment@fda.hhs.gov
Center for Tobacco Products, FDA

Please enter **Detail: CTP, OS/IO – Unclassified Duties GS-0601-14** in the subject line of e-mail.

Detail is reimbursable.
Travel Expenses will not be paid.

Candidates must express interest by April 14, 2023.

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