Title 21 Vacancy Announcement
Department of Health and Human Services (HHS)
Food and Drug Administration (FDA)
Office of Regulatory Affairs (ORA)
Office of Regulatory Science (ORS)
Office of Human & Animal Food Laboratory Operations (OHAFLO)
Arkansas Human & Animal Food Laboratory (ARLHAF)
Laboratory Director

Application Period: April 12, 2023 – May 11, 2023

Area of Consideration: Open to all qualified applicants. 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: Laboratory Director

Series: AD-0401 0403 0414 1320

Location(s): Jefferson, Arkansas

Salary: Starting at $177,123

Work Schedule: Full Time

Full Performance Band Level: Band F

Title 21 Band(s): F, Pay Table 1

Travel Requirements: Up to 10% travel

Bargaining Unit: This is a non-bargaining unit position

Incentives: Incentives may be authorized; however, this is contingent upon availability of funds. If authorized, certain incentives will require you to sign a service agreement to remain in the Federal government for a period of up to 4 years. Note: This statement does not imply nor guarantee an incentive will be offered and paid. Incentives may include recruitment or relocation incentives in accordance with FDA, Title 21 Policy.

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) is the regulatory, scientific, public health, and consumer protection agency responsible for ensuring that all human and animal drugs, and medical devices are safe and effective, that cosmetics, foods, food additives, drugs and medicated feeds for food producing animals, and radiation emitting devices are safe, and that all such products marketed in the United

States are adequately, truthfully and informatively labeled and safely and properly stored, transported, manufactured, packaged and regulated. FDA's programs are national in scope and effect, and the agency's activities have a direct and significant impact on multi-billion-dollar industries, in addition to protecting the health and safety of American Consumers. The work of the Agency is carried out by a staff of more than 18,000 scientists, physicians, regulatory and other personnel stationed throughout the United States and abroad.

The Office of Regulatory Affairs (ORA) is at the forefront of building a public health safety net for today's complex, global regulatory environment. ORA professionals work in a range of program areas and locations, with 227 offices and 13 laboratories throughout the United States. As the lead office for all FDA field activities, ORA serves as the agency's direct connection with regulated industry through a) inspections of firms and plants producing FDA-regulated products, b) investigations of consumer complaints, emergencies and criminal activity, c) enforcement of FDA regulations, d) sample collection and analysis, and e) review of imported products.
To view our ORA Vision, Mission, and Values please visit: https://www.fda.gov/about-fda/office-regulatory-affairs/ora-vision-mission-and-values.

The Office of Regulatory Science (ORS) provides strategic leadership, coordination, and expertise to the Associate Commissioner for Regulatory Affairs (ACRA), Deputy Associate Commissioner for Regulatory Affairs (DACRA) and other ORA senior leaders on scientific issues related to policy and regulations.

The Office of Human & Animal Food Laboratory Operations (OHAFLO) advises the ORS on scientific issues related to human and animal food laboratory operations and provides strategic leadership and support for high quality, collaborative, scientific activities that advance regulatory science and address important public health issues concerning the Food and Drug Administration (FDA) regulated products, including their evaluation, quality, safety, and effectiveness.

The Arkansas Human & Animal Food Laboratory (ARLHAF) serves the ORS, the ORA and its field organization based on ORA's scientific program needs and capabilities. The laboratory conducts laboratory testing and analysis of samples to assess their compliance with applicable laws and regulations enforced by the FDA and to determine the extent to which findings provide evidence of violative conditions and practices.

Duties/Responsibilities:

- The Laboratory Director manages all phases of the multi-disciplinary Human and Animal Food laboratory programs and analyses aimed at effective accomplishment of the Agency's consumer protection mission. The Laboratory Director is responsible for planning, organizing, staffing, directing, controlling, and budgeting of resources and operations to attain maximum accomplishment of the ORS, ORA, and FDA Human and Animal Food programmatic objectives.

- Participates fully in formal and informal policy and planning activities to formulate the overall program operating goals, objectives, and milestones for the ARLHAF in support of Southwest region and the FDA. Reviews short and long-range operations, workplans and programs, as well as makes substantive recommendations on changes that will improve laboratory services and the quality of customer services.

- Develops, approves, and modifies operating procedures and practices within the ARLHAF, ensuring the most effective application, while recommending required revisions of multi-regional and nationwide operating procedures and policies aimed at enhancing the quality of customer service so that work products are fit for the intended use of the customers and stakeholders.

- Ensures that program evaluation review techniques, quality assurance and quality management systems, strategies, measures, and economical operating practices are in place to promote the effective execution of work plans, conformance to policy and safe working practices.

- Programmatic responsibilities include analysis of regulatory samples, development of analytical methods, providing scientists for consumer protection mission, including determining compliance of regulated products and enterprises with the Federal Food, Drug, and Cosmetic Act, related regulations, and legislation, and advancing FDA science.

Supervisory Responsibilities:
The Laboratory Director manages all phases of the multi-disciplinary food and feed laboratory programs and analyses aimed at effective accomplishment of the Agency's consumer protection mission. Supervision and oversight of personnel and resources requires extensive and significant coordination and integration of scientific and technical programmatic work. The Laboratory Director regularly makes determinations or major recommendations in a number of areas such as:

- Exercises full and final supervisory authority on most personnel actions and recommends major organization redesign or expert position proposals to the Associate Director, OHAFLO.
- Functions at the expert scientific level of authority at the ARLHAF and, as such, maintains a state-of-the-art knowledge of laboratory/scientific endeavors and initiatives.
- Provides assistance and training to State and local Agency scientists, as well as scientists from foreign countries, represents the Agency in conferences with international visitors, and with representatives of the scientific community, explaining to them the operation and purpose of scientific programs implemented by FDA in regard to the analyses of regulatory samples and the development of new analytical methods and systems.

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.
- This position requires the incumbent have the following: current Driver's License.
- This position requires up to 10% travel.

Qualifications

To be placed into a Title 21 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 Title 21 appointments. The FDA Office of Talent Solutions 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 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: The education must have been obtained at a college, university, or an accrediting body recognized by the Secretary, U.S. Department of Education at the time the degree was obtained. For more information please see the: OPM Qualification Requirements for each occupational series of interest below.

Biological Sciences: 0401 Microbiology: 0403 Entomology: 0414 Chemistry: 1320

Professional Experience:

- Experience directly related to the position which has equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position.
- Desired experience includes directing food laboratory operations, developing, implementing, and providing guidance on laboratory operational science policies and procedures.
- Experience coordinating and monitoring a science laboratory workload and product relative to a broad/complex science and consumer protection mission with a focus on food safety.
- Advanced Degree at a doctorate level is valued.
- Demonstrated supervisory leadership and organizational management skills are valued.
- Skill in oral and written communications to make clear, convincing presentations; represent the Agency at meetings and conferences; interact with high level officials and representatives from public and private public health organizations.

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: Background Investigation/Security Clearance Requirements: 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.

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

How to Apply: Applications will be accepted from all qualified applicants. Please send letter of interest addressing your experience in the major duties and responsibilities of the position, resume/CV and bibliography, SF-50 if a current federal employee, transcript (with foreign credentials evaluation, if applicable) to the ORA Executive Recruitment and Scientific Staffing Committee, oraexecutiveandscientificrecruitment@fda.hhs.gov. Applications will be accepted through May 11, 2023. Candidate resumes may be shared with hiring official within the ORS with a similar job vacancy. Candidates can opt out of this process by annotating resume with "do not share". Please reference Job Reference ID: **Arkansas Human & Animal Food Laboratory Director (ARLHAF) in the subject line of your email**

Announcement Contact

For questions regarding this Title 21 position, please contact oraexecutiveandscientificrecruitment@fda.hhs.gov.

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

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