



**Title 21 Vacancy Announcement**  
**Department of Health and Human Services (HHS)**  
**Food and Drug Administration (FDA)**  
**Center for Devices and Radiological Health (CDRH)**  
**Office of Management (OM)**  
**Division of Workforce Management (DWM)**

**Application Period:** May 1, 2023 – May 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:** Assistant Director for Ethics

**Series:** 0301

**Location(s):** Remote Eligible position

**Salary:** Salary is commensurate with experience and starts at \$132,368.

**Work Schedule:** Full Time

**Cures Band(s):** Band D

**Full Performance Band Level:** Band D

**Travel Requirements:** This position requires up to 10% travel.

**Bargaining Unit:** 8888

**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 Center for Devices and Radiological Health ([CDRH](#)), a major regulatory component of the Food and Drug Administration ([FDA](#)) and the Department of Health and Human Services ([HHS](#)), is inviting applications for **Assistant Director (DWM-Ethics)** in the Office of Management ([OM](#)), Division of Workforce Management ([DWM](#)). OM plans, develops, and executes Center-wide management operations and administrative services, programs, and policies to advance the public health mission of the Center. DWM provides leadership and direction for CDRH's Human Capital programs, Commissioned Corps personnel services, position management, organizational changes, recruitment, and workforce planning, analysis, and reporting.

## Duties/Responsibilities

The incumbent serves as a key member of the DWM Leadership team who collaborates with the Director and Deputy Director, to provide leadership and direction over Center-wide workforce management programs. This position manages the Ethics program for CDRH.

### Major Duties:

- The incumbent supervises, leads, guides, and directs, assigns the day-to-day activities for the Ethics team while performing overall work planning, establishing work schedules and priorities and assigns and reviews work.
- The incumbent serves as the technical expert for the dissemination, collection, and review of confidential financial disclosure reports, outside activities, post-employment and other related ethics matters for CDRH employees.
- Serves as an advisor to the CDRH Ethics team on issues pertaining to the review and analysis of financial disclosure reports to help ensure that the filed reports required by the confidential filers are free of conflicts of interest in accordance with the application of FDA's supplemental regulations and the Standards of Ethical Conduct for Employees.
- The incumbent interprets and applies laws, statutes, executive orders, regulations, Office of Government Ethics and Department of Health and Human Services guidance as it pertains to requests from employees, for financial and conflict of interest advice and guidance.
- Prepares written guidance concerning sensitive and high-profile issues and advises management accordingly. Conducts ethics training, and other ethics briefings as needed and is involved in the development of the training.

### Supervisory responsibilities:

- Assigns work, manages timelines, and provides team feedback, advises on training and professional development opportunities.
- Provides technical and administrative guidance to subordinate employees performing the work and functions of the team.
- Manages resources by considering employee expertise and workload in task assignment. Obtains resources and identifies strategic objectives for the organization.
- Evaluates the employee accomplishments by accepting or rejecting work products; and presents and defends organization and employees work to senior management and other offices. Recommends employee promotions and recognition; approves leave; implements performance modifications and takes corrective actions as appropriate. Provides employees resources and information that insures a safe and healthy work environment.

## 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 2

- 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:** OPM Occupational Series Qualification Requirements

**Professional Experience:** To qualify for this position, you must demonstrate in your resume the necessary qualifying experience for this position, which is equivalent to the following:

- Advising, training, and guiding a multi-disciplinary staff responsibility for ethics.
- Expert in interpreting and presenting complex information, in both written and oral formats for a variety of audiences.
- Professional knowledge and understanding of current FDA regulations, policies, and procedures.
- Ability to build collaborative and mutually beneficial working relationships with a diverse cadre of customers and stakeholders.

**Desired Professional Experience:** Our ideal candidate will possess.

- Excellent leadership and communication skills.
- Ability to work collaboratively with a diverse cadre of customers and stakeholders.
- Ability to build and work effectively within teams.
- Ability to prioritize and make critical decisions.

## How to Apply

How to Apply: Submit resume or curriculum vitae, transcripts with cover letter by **May 31, 2023** to [CDRHRecruitment@fda.hhs.gov](mailto:CDRHRecruitment@fda.hhs.gov). Compile all applicant documents into one combined document (i.e., Adobe PDF). Candidate resumes may be shared with hiring official within the CDRH with a similar job vacancy. Candidates can opt out of this process by annotating resume with “do not share”. Please include the following Job Reference ID in the subject line of your email submission: **OM/DWM Assistant Director for Ethics PBM-4859**

PHS Commissioned Corps Officers interested in performing the duties of this position within the Commissioned Corps may apply to this announcement. Officers must follow the instructions for how to apply and include their most recent orders in addition to the required documents. If selected, candidates will be referred to (CC) personnel and not as candidates for a Cures appointment.

## 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.

## Security Clearance Requirements

Background Investigation/Security Clearance Requirements: This position requires a Public Trust/Moderate Risk security clearance.

## 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.

## Announcement Contact

For questions regarding this Cures position, please contact Tiffany Bray.

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

*FDA is an equal opportunity employer.*

