



**Title 21 Vacancy Announcement**  
**Department of Health and Human Services (HHS)**  
**Food and Drug Administration (FDA)**  
**Office of Regulatory Affairs (ORA)**  
**Office of Associate Commissioner for Regulatory Affairs (OACRA)**  
**Data Analytics and Evaluation Staff (DAES)**  
**Statistician**

**Application Period:** May 12 – June 12, 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:** Statistician

**Series:** [AD-1530](#)

**Location(s):** Remote eligible (Anywhere in the U.S)

**Salary:** Starting at \$112,015

**Work Schedule:** Full Time

**Title 21 Band(s):** Band C (Table 2)

**Full Performance Band Level:** Band C

**Travel Requirements:** Up to 25%

**Bargaining Unit:** Non-bargaining unit position

**Hiring Incentives:** Incentives may be authorized; however, this is contingent upon funds availability. 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 of the United States Code (21 US Code 379d-3a) as amended by the 21st Century Cures Act of 2016, section 3072 and the Consolidated Appropriations Act of 2023, Section 3624. 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 animal, tobacco, 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 multibillion 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.

The mission of the Office of Regulatory Affairs is to protect consumers/patients and enhance public health by ensuring timely access to safe, quality FDA-regulated products. To view our ORA Vision, Mission, and Values please visit: <https://www.fda.gov/about-fda/fda-organization/office-regulatory-affairs>

The FDA's 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 12 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.

The incumbent serves as a statistician and data analyst on the Data Analytics and Evaluation Staff (DAES) within the Office of the Associate Commissioner for Regulatory Affairs (OACRA). DAES is the primary group within ORA responsible for developing performance metrics and conducting crosscutting assessments on a variety of operational, financial, enforcement and compliance activities. Our analysis and reports are used by both internal and external stakeholders to assess ORA's progress and proficiency in accomplishing our regulatory objectives.

## Duties/Responsibilities

Serve as a technical expert with respect to all phases of statistical planning and evaluation analyses relating to topics under consideration.

Develops and delivers analytical dashboards to display critical data by meeting with users and stakeholders to gather requirements, map process flows and understand project or program objectives. Utilizes existing technological tools to extract, transform, load (ETL) data to make large data sets usable for further analysis and dashboard creation. Develops new methods and systems to assist, automate and improved regular and accurate data collection. Assist in the development of metrics and goals to measure on-going activities and ad-hoc initiatives.

Serves as an expert on data management and governance principles and best practices. Advise strategic IT and data system upgrades to ensure that changes enhance reporting, compliance, and oversight ability. Recommends study design, execution, and data collection to ensure standard research and analysis protocols are maintained.

Deploys a variety of mathematical and statistical methods to create novel approaches, including optimization methods, forecasting and estimation, economic and decision analysis, probability and statistics, and operations research. Leverage programming languages and code when and where necessary to extract information from unstructured data to build structured data sets for further analysis.

Mentors and provides instructions to ORA staff in various research disciplines, study design and mathematical approaches. Prepares papers, reports, or other documents for presentation to professional groups, senior FDA Management, Program Directors, Field Committees, or for publications in professional journals.

Analyze assessments of operational, policy and resource issues or concerns. Leverage theoretical concepts and practical applications to inform the approach, analysis, and conclusions. Explain critical and significant statistical concepts, establish methodologies, procedures, guidelines, and policies.

**Supervisory Responsibilities:** This is not a supervisory role.

## 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 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 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 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 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 link to: [OPM Occupational Series Qualification Requirements](#)

Candidates must possess the required individual occupation requirements to qualify for the appropriate series applicable to the position. Please use the following link to determine if you qualify for this series: [Statistics Series 1530.](#)

**Desired Education:** Graduate or higher-level degree

**Desired Professional Experience:**

- Demonstrated experience:
  - data visualizations tools: Tableau, PowerBI, GIS
  - database and reporting packages: BusinessObjects, SQL
  - statistical software/programs: SAS, SPSS, Excel
  - automation tools: MS PowerApps, Python
  - programming: XML, JavaScript, ETL
- In-depth knowledge of analysis tools and techniques to analyze and evaluate the efficiency and effectiveness of agency programs; select appropriate qualitative and quantitative techniques for a specific situation; and develop and apply new approaches for conducting complex, comprehensive studies which deal with major issues affecting program management.

- Expert knowledge of information technology principles sufficient to lead projects to automate processes and procedures and to disseminate programmatic information
- Mastery of and skill in applying advanced, analytical, mathematical, or statistical theories, principles, concepts, methods, and techniques related to statistical analysis; parametric and non-parametric analysis; computer modeling; decision theory; mathematical programming; regression analysis; business intelligence; data analytics; and economic analysis in order to design and develop the most appropriate techniques that enable the incumbent to solve problems, enhance performance, and/or increase efficiency and effectiveness
- Highly skilled to develop, implement, evaluate, and improve processes and procedures concerning ORA special studies and analyses.
- Expert knowledge of management and administrative goals, objectives, systems, regulations, guidelines, and processes of an HHS organization or major organizational unit.
- Comprehensive professional knowledge in conducting research to recommend improvements in study design and data collection and contributes to the plan and preparation of research protocols.
- Skill in verbal communication to make clear, convincing presentation; influence managers and other officials to adopt and implement recommendations; to gain cooperation and input from others on broad studies and projects; to lead presentations to high-ranking officials; to represent the organization at meetings, conferences, and on workgroups, and to provide technical assistance to Federal and non-Federal parties concerning programmatic activities.
- Expert written communication skills to prepare complex reports, briefings, position papers, policies, procedures, and guidelines.

## 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: 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

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

Applications will be accepted from all qualified internal and external applicants. Please send letter of interest addressing your experience in the major duties and responsibilities of the position and preferred location(s), detailed resume and bibliography, redacted SF-50 (for federal employees only), and transcript (with foreign credentials evaluation, if applicable) to the ORA Executive Recruitment and Scientific Staffing Committee, [ORAExecutiveandScientificRecruitment@fda.hhs.gov](mailto:ORAExecutiveandScientificRecruitment@fda.hhs.gov). Applications will be accepted through June 12, 2023. Please reference **DAES Statistician (Band C)** in the subject line.

## Announcement Contact

For questions regarding this Title 21 position, please contact [ORAExecutiveandScientificRecruitment@fda.hhs.gov](mailto:ORAExecutiveandScientificRecruitment@fda.hhs.gov).

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

*FDA is an equal opportunity employer.*

