



Title 21 Vacancy Announcement
Department of Health and Human Services (HHS)
Food and Drug Administration (FDA)
Center for Food Safety and Applied Nutrition (CFSAN)
Office of Management (OM)
Budget Formulation Branch (BFB)
Branch Chief, Budget Formulation Branch

Application Period: July 3rd, 2023 – July 18th, 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: Branch Chief, Budget Formulation Branch **Series:** 0343

Location(s): Remote **Salary:** Starting at \$132,368

Work Schedule: Full Time

Cures Band(s): Band D **Full Performance Band Level:** Band D

Travel Requirements: up to 25%

Bargaining Unit: 8888, Non-Bargaining Unit

Relocation Expenses Reimbursement: You may qualify for reimbursement of relocation expenses in accordance with agency 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 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 animals, tobacco and radiation emitting devices safe, and effective.

The mission of the Center for Food Safety and Applied Nutrition is to plan, develop, and administer policies and programs for protecting and promoting the public health by ensuring

that the nation's food supply is safe, secure, sanitary, wholesome, and truthfully and otherwise properly labeled, and that cosmetics products are safe and truthfully and otherwise properly labeled.

Duties/Responsibilities

The position serves as the Budget Formulation Branch Chief within CFSAN Office of Management's Division of Budget and Planning (DBP). The CFSAN Division of Budget and Planning's mission is to partner with partner with CFSAN offices to ensure that the Center's resources are used efficiently and effectively in support of the Center's public health mission. DBP does this by overseeing all aspects of acquisition and financial management for CFSAN, including budget execution, budget formulation, performance measurement, and acquisition liaison functions; developing and implementing CFSAN's resource planning, prioritization, and resource allocation processes while ensuring that all funds are obligated and expended in conformance with applicable laws, regulations, and policies; serving as a liaison between the Center and FDA's Finance, Budget, Performance, and Acquisitions programs and providing guidance related to financial inquiries from the public and external stakeholders; managing the full lifecycle of CFSAN's acquisition activities, including managing acquisition packages, developing and reviewing contract and grant proposals, overseeing the Center's Contracting Officer's Representatives (COR) community, and providing advice to Center management on acquisition strategy; and providing day-to-day support for all phases of budget and acquisition management and develops IT solutions to streamline business processes and automate workflows.

The Branch Chief of the Budget Formulation Branch supervises a team of budget and management analysts who conduct budget formulation and planning, financial analysis and reporting, strategic planning, and program performance metric analysis responsibilities within the Center, including overseeing management functions such as employee performance reviews, workload management, and ensuring appropriate engagement with customers and stakeholders. The Branch Chief oversees all phases of the budget formulation process including preparing the FDA, HHS, OMB, and Congressional Budget Justifications including all related analysis and exhibits. The position requires advising senior FDA leadership on appropriations strategy and how to effectively advocate for resources at all stages of the federal budget process. It also requires the ability to oversee the analysis of existing and proposed legislation such as appropriations bills, authorization legislation, and House, Senate and Conference reports. This official also leads CFSAN's processes to develop, manage and review performance metrics for FDA TRACK, the Agency's centralized performance management system, and the creation of performance metrics for publication in the Congressional Budget Justification.

The Branch Chief, BFB, performs the following duties:

1. Supervise, mentor and rate the performance of employees within the FDA Center for Food Safety and Applied Nutrition/Office of Management/Budget Formulation Branch.

2. Directs and monitors research work within the Branch to assure that progress is made on individual projects or that appropriate modifications are made to ensure timely completion of the work and provide guidance when necessary; guides the planning of the work in accordance with CFSAN, Office, and Division priorities.
3. Oversees the preparation and review of the FDA, HHS, OMB and Congressional budget justifications including all qualitative and quantitative exhibits, charts, crosscuts and budget tables
4. Manages the budget formulation process to accurately capture organizational funding needs and ensure that resource allocations are aligned with and driven by strategic priorities
5. Serves as a key advisor to senior leadership on analysis of appropriations bills, Continuing Resolutions, and House, Senate and Conference reports, authorization bills, and recommend resource allocation based on these proposals and projections while also keeping senior leadership abreast of all developments in the appropriations process
6. Liaises with DBP's Budget Execution Branch to translate Congressional and Administration direction into executable expenditure plans incorporating data from the budget formulation process
7. Oversee the preparation of executive briefing materials and analysis on the resource and staffing necessary for effective rulemaking and policy implementation.
8. Engages with HHS, OMB, Congress and other stakeholders including industry and consumer groups on resource and policy issues
9. Manages the development of cost models, financial projections and other materials to analyze the costs associated with implementation of new programs and legislation
10. Coordinates the creation, analysis and oversight of performance metrics for publication in the Congressional Budget Justification and FDA TRACK, FDA's respository of program performance data
11. Leads responses and briefings for external stakeholders related to budgetary and resource matters, including; Congressional Testimony, Questions for the Record, Technical Assistance, Reports to Congress, and media inquiries, among others
12. Oversees the Center's Activity Time Reporting System, RSVP, and coordinate related quality assurance and financial analysis of activity time reporting data

Supervisory Responsibilities:

The Branch Chief serves as supervisor of record for the Budget Formulation Branch. The supervisor provides specific technical and administrative direction 25% or more of the time to 8 or more highly subordinate employees, who are experts in budget formulation and performance analysis, in performing the work and functions of the organization. The Branch Chief provides sound leadership and managerial guidance in performing the work and functions of the organization, including overseeing budget analysts, management and program analysts, and technical/support personnel in the areas of budget formulation, human resource management and general administrative management. This position is responsible for supervising the Center's overarching budget formulation efforts and building an effective and efficient team that can continuously address the Agency's strategic priorities and skillfully oversee the Center's efforts to secure additional resources to perform said work. The Branch

Chief has review authority on work problems presented by Branch Staff and exercises significant responsibilities in advising on technical, financial, analytical, and appropriations policy issues pertinent to the Center's resource needs for food safety and nutrition. The Branch Chief is responsible for managing budget and human resources within the Branch, ensuring quality of work-life issues are addressed in a timely and effective manner for all Branch employees, meeting employee needs to ensure a productive, positive work environment, and addressing and adjudicating interpersonal conflicts in a fair and judicious way. The Branch Chief conducts performance evaluation of staff, including resolving serious employee complaints and approving disciplinary actions and makes hiring selections for all positions within the Branch, as well as recommends awards or bonuses and changes in position classification. The Branch Chief also identifies and eliminates barriers to efficient completion of work product, improves business practices, and promotes team building and unit cohesiveness both within the Branch, between Branches in the Division, and the Office overall.

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.

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.*

Desired Professional Experience:

Our ideal candidate will possess,

- Experience communicating highly technical information in a clear way and working with staff at all levels of the organization and varying levels of domain expertise; excellent listening skills and a commitment to communicate in a timely manner.
- Experience working independently and also as a contributing, collaborative team member.
- Good time management and organizational skills to effectively determine priorities and move work forward.
- Demonstrated ability to develop networks and build alliances; collaborates across boundaries to build strategic relationships and achieve common goals.
- Identifies internal and external politics that impact the work of the organization. Perceives organizational and political reality and acts accordingly.
- Identifies and analyze problems; weighs relevance and accuracy of information;
- generates and evaluates alternative solution; make recommendations.
- Demonstrated expertise in budget formulation, performance analysis, and the appropriations process
- Demonstrated experience in managing a branch or staff.

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: All employees must pass a security investigation. Failing to pass the background check may be grounds for removal or legal actions. If hired, you may be subject to additional investigations at a later time.

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

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, resume, SF-50 for current federal employees only, transcripts (with foreign credentials evaluation, if applicable) to CFSAN-CURES@fda.hhs.gov by July 18th, 2023. For questions, please contact CFSAN-CURES@fda.hhs.gov. Please reference Job Reference ID: **“OM Branch Chief, Budget Formulation Branch”**

Announcement Contact

For questions regarding this Cures position, please contact CFSAN-CURES@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.

