

REIMBURSABLE DETAIL

Center for Tobacco Products

The Center for Tobacco Products, Office of Science is offering Detail opportunities for **Unclassified Duties (Management and Program Analyst, GS-0343-11)**. Applicants at the GS-11 grade level are encouraged to apply. The Detail is available immediately for a period of approximately 120 days. The incumbent serves as a Management and Program Analyst working on developing allocations, needs analysis, forecasting, and process and systems improvements that will allow the Office of Science to better forecast and manage demands for application reviews and other programmatic needs. No temporary promotions will be considered. More than one selection may be made from this detail.

Bargaining Unit Status:	Bargaining Unit Position
Position:	Unclassified Duties (Management and Program Analyst, GS-0343-11)
Office Location:	FDA Center for Tobacco Products Office of Science Beltsville, MD 20705
Duty Location:	Anywhere in the U.S. (REMOTE JOB)
Opening Date:	August 21, 2023
Closing Date:	September 01, 2023
Area of Consideration:	FDA-Wide

The Center for Tobacco Products (CTP), Office of Science (OS), Management Services Branch (MSB) 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. The position is ideal for someone who wants to have a critical role in supporting the public health mission of the organization. They should enjoy the challenge of handling a variety of assignments related to developing methods for assessing the needs of the Office and forecasting future resource (staff, budget, time, materials) allocations and needs assessment. The candidate will be able to use their project management and data analysis skills to support the Office in analyzing the data gathered from the needs assessment and for supporting the implementation of current and future resource planning and allocation as well as monitoring the progress of the implemented plan to increase the efficiency and productivity of the mission-oriented work in CTP OS.

Duties include:

The selected employee will serve as a Management and Program Analyst in MSB's, Enhanced Talent Acquisitions team that supports CTP's scientific review programs and activities, by providing business and administrative management services to the OS and advising on management administrative policies and procedures. Duties may include:

- Develop and implement Full Time Equivalent (FTE) needs analysis, allocation, and forecasting processes and systems to assist the Office Director with tracking and monitoring fluctuating needs for application review and other workload demands. The goal of these systems is to help identify current and future needs, across multi-disciplinary teams within OS, and facilitate available tasks.
- Review and analyze current skills gaps and knowledge needs regarding staff resources, availability of personnel, training, skills, and logistical needs.
- Provide guidance on the alignment of OS positions, personnel, and team resources across all programs within the (OS) by conducting studies to effectively assess the types of positions and employees needed to execute the OS mission and document the different types or kinds of program work and the skill sets necessary for meeting those program mission objectives.
- Gather data through workload analyses, work process analyses, organizational design analyses, skills assessments, program needs assessments, interest based employee studies, process improvement research, process and resource bottleneck analyses, matrixing of resources, and the ability to and potential for cross training of current staff to provide the best data possible to OS management.
- Develop and maintain the Standard Operating Procedures (SoPs) for needs assessments and analysis, ensuring standardized and consistent resource management practices across the Office.
- Serves as the system administrator of OS's internal toolkit, responsible for the continuous improvement of resource allocation processes and data tracking tools.
- Maintains frequent communication with supervisor, OS leadership, and operations teams to coordinate needed adjustments based on requests for OS current state and future forecasting assessments and analysis.
- Provide internal training and support to key internal stakeholders on the suite of OS needs assessments following changes in internal mechanisms and toolkits.
- Compares implementation of resource allocation results to forecasted analysis and identifies opportunities for improvement in OS.
- Performs other duties as assigned.

Desired Knowledge and Skills:

- Knowledge of and ability to conduct workforce planning, organizational and program management and design, data analysis, research, apply a range of qualitative and/or quantitative methods for analyzing, evaluating, and/or improving the efficiency of OS program and administrative operations, business operations, and strategic planning, to support initiatives across all OS programs.
- Knowledge of the analytical and evaluative methods for assessing and applying data management techniques and processes across multiple systems, organizations, and functions; and ability to conduct fact-finding, conduct and utilize research, and to obtain reliable data from multiple resources.
- Knowledge of FDA and OS organizations, missions, policies, project delivery business processes, and general business operations.
- Ability to recognize and use correct English grammar, punctuation, and spelling; communicate information (for example, facts, ideas, or messages) in a succinct and organized manner; and produce written information, which may include technical material that is appropriate for the intended audience.
- Ability to express information (for example, ideas or facts) to individuals or groups effectively, considering the audience and nature of the information (for example, technical,

sensitive, controversial); make clear and convincing oral presentations; listen to others, attend to nonverbal cues, and respond appropriately.

- Ability to identify problems, determine accuracy and relevance of information, and generate and evaluate alternatives and make recommendations.
- Ability to lead teams and encourage cooperation, pride, trust, and group identity, fostering commitment and team spirit; and working with others to achieve goals.
- Ability to work with clients and customers to assess their needs, provide information or assistance, research their problems or concerns, or meet their expectations and commit to providing quality products and services.
- Ability to work with, understand, and evaluate technical information related to the job, and the ability to provide basic advice to others on technical issues.
- Basic knowledge of project management principles, methods, or tools for scheduling, coordinating, and advising on projects and resources.
- Thorough knowledge and proficiency in Microsoft Office applications suite including Excel to include charts, graphs, pivot tables, formulas, and SharePoint as well as other tools (e.g., applications, data analytics) that support the development of a workforce planning toolkit and dashboards.

Application Procedure:

Supervisory concurrence should be obtained before you apply to this Detail. The Detail opportunity is open to all qualified candidates at the GS-11 grade level.

Please enter **Detail: CTP, OS, MSB Unclassified Duties (Management and Program Analyst GS-343-11) (August 2023)** in the subject line of e-mail.

Interested applicants must submit a copy of their resume, most recent copy of SF-50, a copy of supervisory concurrence, and statement of interest via email to:

CTP-Recruitment@fda.hhs.gov

Travel Expenses will not be paid.

Applications/resumes must be submitted by 09/01/2023.

This is not an official vacancy announcement under the Merit Promotion System.