



**Title 21 Vacancy Announcement**  
**Department of Health and Human Services (HHS)**  
**Food and Drug Administration (FDA)**  
**Office of Strategic Partnerships and Technology Innovation (OST)**  
**Division of Technology and Data Services (DTDS)**

**Position Title:** IT Program Manager-Assistant Director (DTDS)

**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.

**Application Period:** 8/28/2023 – 9/3/2023

**Series:** 2210, 1550

**Location(s):** Remote

**Salary:** Starting at \$132,368

**Work Schedule:** Full Time

**Bargaining Unit:** 8888

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

**Full Performance Band Level:** Band D

**Travel Requirements:** This position requires less than 25% of travel.

**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 ***IT Program Manager-Assistant Director (DTDS)*** in the Office of Strategic Partnerships and Technology Innovation ([OST](#)), Division of Technology and Data Services ([DTDS](#)) is responsible for the total product lifecycle (TPLC) review of orthopedic devices.

The IT Program Manager is responsible for fulfilling the day-to-day operation of CDRH IT infrastructure and application development to include strategic information technology planning and execution. The incumbent provides supervisory oversight, technical leadership, and direction for the team's activities. Works in partnership with CDRH's program offices and FDA's Office Digital Transformation (ODT) to develop, advocate for, and support CDRH's strategic and tactical information management needs..

## Duties/Responsibilities

The **IT Program Manager-Assistant Director (DTDS)** duties also include, but are not limited to the following:

- Exercises program responsibility for the formulation, development, preparation, and administration of IT systems objectives, policies, programs, information security, plans, and projects.
- Provides management oversight and direction for special projects in support of CDRH.
- Ensures effective integration of plans, programs, and operations, encompassing a wide range of information technology systems/functional components.
- Coordinates or leads major business process improvement programs, actualizes technologies for supporting CDRH and facilitates in partnership with ODT.
- Coordinates IT contract development, oversight, and performance management.
- Helps coordinate and oversees specified portions of the TDS budget.
- Represents the Center in selected Agency discussions on IT initiatives and needs as well as represents the Center on Agency-wide IT committees and boards.
- Develops and maintains the CDRH use of the technologies included in the FDA Enterprise Architecture.
- Works in coordination with ODT to ensure that the Center has an effective information security posture
- Develops and executes technical Standard Operating Procedures (SOP) when necessary
- Formulates and implements strategies necessary for hiring and developing staff to meet the Center's needs regarding knowledge/skill in information management and information technology.
- Ensures that information and records are secure, properly managed and readily accessible.

**Supervisory Responsibilities:** Manages multiple projects and provides supervision and leadership to a team of multi-disciplinary personnel. Assigns work, manages timelines, and provides team-level feedback and concurrence on premarket, post-market and compliance submissions. Manages resources by considering employee expertise and workload in task assignment. Assesses progress, provides guidance on enterprise data service issues, and advises on training and professional development. Plans work to be accomplished by subordinates, sets, and adjusts short-term priorities, and prepares schedules for completion of work; assigns work to subordinates based on priorities, selective consideration of the difficulty and requirements of assignments, and the capabilities of employees. Coach and mentor staff and help sustain a strong and dynamic culture across teams in the Division, including organizational agility, staff empowerment and mobility, and collaboration.

## 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.*

**Education Requirement:**

Candidates must meet the specific education and qualification requirements of the following applicable occupational series: [Information Technology \(IT\) Management Series \(2210\)](#); [Computer Science Series \(1550\)](#).

For more information please see: [OPM Occupational Series Qualification Requirements](#)]

## 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](#).

## Conditions of Employment

- U.S. Citizenship requirement or proof of being a U.S. National must be met by closing date.
- 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.
- All applicants born male, on (or after) 12/31/1959, must be registered with the [Selective Service System](#) OR have an approved exemption.

## Security Clearance Requirements

Background Investigation/Security Clearance Requirements: This position requires a *Public Trust* Security Clearance

## How to Apply

Prior to applying, please see the following instructions:

- Submit an electronic resume or curriculum vitae, a cover letter containing a brief summary of accomplishments and why you're interested in this position.
- Include Job Reference code "***IT Program Manager-Assistant Director (DTDS)***" in the email subject line.
- Email applicant package to [CDRHRecruitment@fda.hhs.gov](mailto:CDRHRecruitment@fda.hhs.gov).
- Visit [CDRH Jobs](#) to see additional opportunities.

## Conditions of Employment

- United States Citizenship is required.
- One-year supervisory probationary period may be required.
- Background and/or Security investigation required.
- All applicants born male, on (or after) 12/31/1959, must be registered with the [Selective Service System](#) OR have an approved exemption.

## Public Health Services Commissioned Corps Officers

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.

## 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 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 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 **Courtney Miss** at [Courtney.Miss@fda.hhs.gov](mailto:Courtney.Miss@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.

