



Title 21 Vacancy Announcement
Department of Health and Human Services (HHS)
Food and Drug Administration (FDA)
Center for Devices and Radiological Health (CDRH)
Planning and Program Analysis Staff (PPAS)
Office of Management (OM)

Application Period: September 13, 2023, through October 11, 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: Staff Director

Series: [0301](#)

Location(s): Remote Local

Salary: Salary is commensurate with education and experience and starts at \$155,700.00

Work Schedule: Full Time

Cures Band(s): Band E

Full Performance Band Level: Band E

Travel Requirements: This position requires up to 25% 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 U.S. 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 Devices and Radiological Health ([CDRH or Center](#)) is to protect and promote the public health by performing essential public health tasks by making sure that medical devices and radiological health products are safe for people in the United States. The Office of Management ([OM](#)) plans, develops, and executes Center-wide management operations and administrative services, programs, and policies to advance the public health mission of the Center. The Planning and Program Analysis Staff ([PPAS](#)) provides cross-

functional program and project management support for a wide variety of Center-wide and OM strategic initiatives.

Duties/Responsibilities

The Staff Director reports directly to the OM Office Director and is responsible for directing the development, coordination, and management of a wide variety of Center and Office-wide strategic management, program development, and analytical activities including, employee engagement, employee wellness, customer satisfaction, Employee Viewpoint Survey, succession planning, quality assurance and program reviews and audits. The incumbent will serve as a senior advisor, analyst and consultant to the Director and Deputy Director as well as senior Center staff and lead staff in addressing the effectiveness and productivity of CDRH management or program functions, their operational and administrative relationships, functional areas of responsibility, operational methods and procedures, cost reductions, and utilization of resources, that is key in accomplishing CDRH, FDA, and DHHS objectives to reshape workforce and work plans to meet the needs of the future, both short- and long- term.

The Staff Director also performs the following duties:

- Direct and oversee program initiatives and evaluations carried out by staff which include designing, developing, and performing management studies, analyses, surveys, reports, and related activities to improve management efficiencies, resource allocations, and policy compliance.
- Develop policies, practices, and procedures, and monitor implementation of management and administrative policies for the Center; prepare staff papers and reports on management and administrative issues at the request of Center leadership and in response to requirements from FDA and DHHS.
- Make program decisions and exercise leadership to implement and ensures that the CDRH mission and strategic vision are reflected in the management of its people.
- Advise on ways to meet Centers needs and on the implications of planned actions.
- Develop briefing papers providing the probable consequences of the various courses of action along with recommendations, covering all issues involving or affecting the Center and Office for presentation by the Center Director or Director for Management.
- Perform special assignments on the behalf of the Director and Deputy Director for Management that are often on an emergent basis and of complex nature and may be initiated by special problems or needs of various operating components of the Center and Office.

Supervisory Responsibilities: The The incumbent supervises and provides occupational specific technical and administrative direction. They recommend reallocation of manpower recourses where indicated, reducing bottlenecks. The incumbent examines current organizational acquisition manpower assignments in terms of program changes to identify overlaps or the need for consolidated functions to achieve maximum utilization of resources

and effective procurement for program needs. The incumbent obtains resources and identifies strategic objectives for the organization as well as defines jobs, selects employees, and assigns work, defines technical work requirements and milestones; evaluates the organization and employee accomplishments by accepting or rejecting work products; presents and defends organization and employees work to senior management and other offices. The incumbent recommends employee promotions and recognition; approves leave; implements performance modifications and takes corrective actions as appropriate. They review and approve serious disciplinary actions as well as, provides equal opportunity in all Federal human capital and employment programs. The incumbent provides employee 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
 - 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.*

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:

- Administrative Management expertise related in Employee Engagement.
- Advising, training, and guiding a staff responsible for addressing the effectiveness and productivity of management or program functions.
- Expert in interpreting data and performance measurements.
- Ability to analyze the effects of changes in management and administrative policies and procedures.

Desired Professional Experience:

- 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 with cover letter by **October 11, 2023**, to 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/PPAS Staff Director**

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 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 CDRHRecruitment@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.

