



**Title 21 Vacancy Announcement**  
**Department of Health and Human Services (HHS)**  
**Food and Drug Administration (FDA)**  
**CVM/Office of Management**

**Application Period:** 09/21/23 – 10/02/23

**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, Business Informatics Staff      **Series:** 0301

**Location(s):** Remote      **Salary:** \$155,700 - \$219,523

**Work Schedule:** Full-time

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

**Travel Requirements:** <10%

**Bargaining Unit:** 8888 Ineligible to join

**Relocation Expenses Reimbursement:** Relocation expenses will not be paid

**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 are safe and effective.

The mission of the Center for Veterinary Medicine (CVM) is to protect and promote human and animal health from a One Health perspective. CVM ensures the safety of the American food supply, the safety of animal food and devices, and the safety and effectiveness of animal drugs. Specifically, CVM evaluates new animal drug applications for safety and effectiveness and manufacturing quality; monitors animal drugs, animal foods, and animal devices for safety and takes appropriate action to mitigate unsafe or violative products on the market; evaluates

animal food additives for safety and utility; conducts applied research to further scientific understanding and support data-based decision making to protect human and animal health; works to prevent and respond to human and animal health emergencies; and develops and implements policies to combat antimicrobial resistance. As a high-performance organization within the FDA, CVM strives for excellence, innovation, and leadership across all operations, occupations, and grade levels.

## Duties/Responsibilities

As the BIS Director, the incumbent is knowledgeable in the management policies and guidelines for supervising professionals providing information technology, audio visual, and property, and customer support services. Represents CVM in activities involving management and interacts with all levels of management in the FDA, CVM, other Agencies, and Industries.

As a key member of CVM's Office of Management, provides the CVM Director, Deputy Director, Executive Officer, CVM Office Directors, and FDA officials advice and consultation on BIS services and policies in compliance with federal, HHS and Agency informatics policies, guidelines, and directives.

Working with CVM Leadership, ensures that the BIS informatics planning and policy supports the Center's IT goals and objectives. This includes the development and approval of IT related guidance and specifications and working with the business units to ensure CVM document management systems (paper and electronic) accommodate the new, or amended, policies and procedures as defined, or required, by the Center's user fee programs, as well as the federal e-Gov program. Coordinates IT projects to ensure alignment with CVM and Agency business processes and follow Agency reporting policies. Provides leadership on Center and Agency's evolving IT landscape in support of changing workforce needs. Serves as a customer relationship manager, conducts surveys to capture customer feedback and make improvements on areas of concerns. Works with FDA 's Office of Digital Transformation (ODT) to build and strengthen partnerships and coalitions across CVM and FDA as a leader in the field of IT and CVM business processes.

The Business Informatics Staff (BIS) Director serves as the liaison between CVM IT programs and ODT by strategizing, reviewing, and prioritizing the information technology needs of the Center. He/she promotes the Agency's information technology (IT) guidelines and policies with the Center and helps prepare business artifacts and funding justifications for the IT needs in support of the Center's business programs. BIS manages the Center's IT Portfolio and completes and reports Capital Planning and Investment Control (CPIC) functions to the Department; leads and provides governance and oversight to the Center's IT investments. The BIS Director also serves as the liaison between the Center and the Agency for all asset management activities, including property policy, compliance, and surplus. Duties will include:

- Oversee operations and maintenance of CVM applications.
- Liaison to ODT on IT initiatives.

- Supports the Center’s User Fee processes and works with Office of Financial Management (OFM) on annual user fee billing programs.
- Manages the purchase/refresh for PCs and Wireless Mobility Devices
- Oversees and manages the Center’s Accountable Property program.
- Oversees and leads the Center’s Audio-Visual program.

**Supervisory Responsibilities:** The Business Informatics Staff (BIS) Director supervises a professional staff that provides information technology, audio visual, property, and customer support services.

## 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 is 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: A strong candidate can readily demonstrate skills as an expert analyst that are well known and acknowledged by officials elsewhere in the FDA and other federal agencies. These skills include mastery of advanced management and organizational principles and practices. The incumbent understands and interprets the application of information technology (IT) policies and guidelines for use of IT in improving and enabling the regulations. The incumbent also has a comprehensive knowledge of planning, programming, and/or budgeting regulations, guidelines, and processes. Familiarity with Service Now or related call tracking and incident management tools, customer support concepts, and strong communication skills for IT and Business Management environments. A strong candidate will also possess experience developing/building and managing contact, call, or help desk support environments.

## 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 action. If hired, you may be subject to additional investigations at a later time.

## Vaccination Requirements

To ensure compliance with an applicable preliminary nationwide injunction, which may be supplemented, modified, or vacated, depending on the course of ongoing litigation, the Federal Government will take no action to implement or enforce the COVID-19 vaccination requirement pursuant to Executive Order 14043 on Requiring Coronavirus Disease 2019 Vaccination for Federal Employees. Therefore, to the extent a Federal job announcement includes the

requirement that applicants must be fully vaccinated against COVID-19 pursuant to Executive Order 14043, that requirement does not currently apply. Federal agencies may request information regarding the vaccination status of selected applicants for the purposes of implementing other workplace safety protocols, such as protocols related to masking, physical distancing, testing, travel, and quarantine.

## 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.

## How to Apply

How to Apply: Submit resume or curriculum vitae with cover letter by **09/29/23** to [CVMOpportunities@fda.hhs.gov](mailto:CVMOpportunities@fda.hhs.gov). Candidate resumes may be shared with hiring official within the CVM with a similar job vacancy. Candidates can opt out of this process by annotating resume with “do not share”. Please use email subject: **“Title 21 – CVM BIS Staff Director”**

## Announcement Contact

For questions regarding this Cures position, please contact Faith Zeff [Faith.Zeff@fda.hhs.gov](mailto:Faith.Zeff@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.*

