U.S. FOOD & DRUG ADMINISTRATION

OFFICE OF REGULATORY AFFAIRS

Careers with the FDA Office of Regulatory Affairs

Special Placement Information

FDA SPECIAL PLACEMENT PROGRAM STAFF
SCHEDULE A CANDIDATES

The Special Placement Program Staff (SPPS) within the Office of Talent Solutions (OTS) would like to thank you for your interest in employment with the Food and Drug Administration (FDA). Our team is committed to standing up for our persons with disabilities to support and promote diversity in the workplace, provide strong work values and strengthen FDA's mission of public service to advance public health for all Americans. The Food and Drug Administration (FDA) manages and maintains a resume repository.

SCHEDULE A HIRING AUTHORITY

Under the Schedule A hiring authority, 5 CFR 213.3102(u), qualified individuals with disabilities can be hired non-competitively without going through the open competitive recruitment process, advertising vacant positions, clearance of the FDA priorities, and going through the traditional competitive process. Resumes of eligible applicants can be forwarded for consideration anytime until a selection has been made. Please note that your resume will remain on file for 1-year and then will be archived. There is no limit to how many times you may submit your documentation to our program after a 1-year period. For more information, please visit The ABC's Of Schedule A.

APPLYING TO A JOB OPPORTUNITY ANNOUNCEMENT

If you wish to be considered for open job opportunity announcements using the Schedule A hiring authority, you will need to access the USAJobs website, open an account; select your hiring path under the top filter option (on right side of announcement) ; choose **Excepted Service,** click on the announcement and then apply directly to the position(s) that meets your specific qualifications, education, and experience. Any questions regarding the announcement can be directed to the point of contact (located at the bottom of the first page) in the vacancy announcement. You may visit the USAJobs Website at https://www.usajobs.gov/ to apply for available positions of interest in Federal service.

FDA RESUME REPOSITORY

FDA maintains a resume repository for persons with disabilities, Veterans and Peace Corps applicants. This management tool is used to facilitate the hiring of aforementioned job seekers in the Federal workforce. The repository can be viewed by hiring managers who are seeking to place eligible candidates in vacant positions non-competitively. Resumes in the repository will be active for 1-year with no limit on the number of times an applicant can be referred. If you are interested in being considered for FDA Resume Repository, please continue to read the "What To Submit" section.

WHAT TO SUBMIT

In order for us to assist you with the application process and inclusion in our resume repository, we will need the documents cited below. (***Please note that your documentation will be handled in the strictest of confidence by our professional team members. All documentation submitted becomes part of our official records; therefore, redacted information and photo copies of documents are not accepted.)***

Required Documents for all applicants:

- **Resume**
- **Schedule A letter** from a licensed medical professional (must be signed with a wet or electronic signature), licensed rehabilitation professional or any federal or state agency that issues or provides disability benefits. See Sample Schedule A Letter
- **Self-Identification of Disability Form (SF-256)**: SF-256 Form.
- **Transcripts (***Applicable if the occupation has an educational requirement or if using education to qualify*). Education must be accredited by an accrediting institution recognized by the U.S. Department of Education. Education completed in foreign colleges or universities may be used to meet the requirements. You must show proof that the educational credentials have been deemed to be at least equivalent to that gained in conventional U.S. education program. For more information on the evaluation of international/foreign education, refer to the U.S. Department of Education's Frequently Asked Question web site at https://www.ed.gov/answers/

ADDITIONAL INFORMATION

- **Provide the Occupational Series** (up to 4 selections) of positions you are interested in. A complete list of occupations with corresponding series numbers may be found on the Office of Personnel Management (OPM) website at https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/#url=List-by-Title;
- **Provide the lowest grade you will accept**

This will aid us in placing you in the desired occupation based on skill set and interest.

Please send all applicable documents and communication to the Special Placement Program Staff email box: SpecialPlacementPrograms@fda.hhs.gov.

Non Competitive Hiring Authorities

Agencies may utilize various special hiring authorities to appoint, without competition, specific groups of individuals who meet the respective eligibility requirements to positions in the Federal Government. Utilizing a non competitive authority can save time and resources, as well as create a larger and more diverse applicant pool. These authorizes can be useful when soliciting for a variety of career levels and specialized fields.

NSEP

- Eligibility-National Security Education Program (NSEP) award recipients may be appointed to Federal Government positions under the Schedule A Excepted Service Appointing Authority – 5 CFR 213.3102 (r)
- No Grade Restriction
- After two years of satisfactory service, may convert the individual from excepted to competitive service
- Find candidates by posting announcement on the NSEP job board

VRA

- Eligibility-Under the Veterans Recruitment Appointment (VRA) Disabled veterans; or Veterans who served on active duty in the Armed Forces during a war, or in a campaign or expedition for which a campaign badge has been authorized, Veterans who possess an Armed Forces Service Medal, and recently separated veterans
- Restricts initial appointment to GS-11 or below, can have higher Full Potential Level
- After two years of satisfactory service, the agency must convert the veteran to career or career-conditional appointment
- Find candidates through the Indianapolis Hiring Center

30% Disabled Veterans

- Eligibility-Veterans with compensable service-connected disability of 30 percent or more
- No grade restriction
- Can be converted from excepted to competitive service the pay period after placement
- Find candidates through the Indianapolis Hiring Center

Schedule A

- Eligibility-Qualified individuals with severe disabilities including severe physical, psychiatric, or intellectual disabilities
- No grade restriction
- After two years of satisfactory service, may convert the individual from excepted to competitive service
- Find candidates through the Indianapolis Hiring Center or through the WRP.gov database

Peace Corps

- Eligibility-Under Executive Order 11103, Returned Peace Corps Volunteers (RPCV) receive one year of noncompetitive eligibility (NCE) hiring status upon successful completion of Peace Corps service.
- No grade restriction
- 1 year probationary period
- Find candidates by posting announcement on the Peace Corp job board

U.S. Food and Drug Administration
Office of Operations

REASONABLE ACCOMMODATIONS PROGRAM

What is a Reasonable Accommodation?

A reasonable accommodation is any change or adjustment in the work environment or in the way that things are customarily done that would enable a qualified individual with a disability to enjoy equal employment opportunities.

What Types of Reasonable Accommodations may be requested?

Types of reasonable accommodations can include, but are not limited to:

- Accessible facilities/parking
- Assistive devices
- Interpreters/readers
- Flexi-place
- Flexi-time

What is the Difference between Accommodation and Accessibility?

Accessibility can be defined as a systematic approach to creating an environment that enables all people to access the environment. Under federal law, this would include everything from handicap parking to handicap stalls in restrooms. However, if an employee needed a workplace modification above and beyond current accessibility standards, such as a push button door opener into a restroom, this would be considered a request for reasonable accommodation.

Who may make a Request for Reasonable Accommodations?

- An employee can request reasonable accommodation from his/her supervisor; another supervisor or manager in the immediate chain of command; the Office Director; or be referred to a Reasonable Accommodation Specialist (RAS) in the Reasonable Accommodation Office by calling (301) 796-9406.

- An applicant can request reasonable accommodation from any FDA employee with whom he/she has contact in connection with the application process.

- Employee or applicant's legal representative, medical provider, or family member may request a reasonable accommodation on behalf of the employee or applicant.

For record keeping purposes, an oral request should be followed by completion of FDA Form 3526 - Confirmation of Request for Reasonable Accommodation, or by confirming the request in writing (including E-mail) either to the immediate supervisor or to a Reasonable Accommodation Specialist (RAS) in located at WO32, 10903 New Hampshire Ave., Silver Spring, MD 20993. To speak to a RAS, please call 301-796-9406.

Once FDA Form 3526 is completed, it should be submitted either to the requester's immediate supervisor, or directly to Reasonable Accommodation email box ReasonableAccommodation@fda.hhs.gov. If provided to immediate supervisor, the supervisor may choose to respond directly to the employee's request and begin processing it or forward the form to Reasonable Accommodation Office for processing. In some instances, management may want to consider providing an interim accommodation while a request is being processed.

FDA Form 3526 and the Authorization for Disclosure of Information form can be obtained on-line under the Reasonable Accommodation section of the OEEO website, or by contacting Reasonable Accommodation Office directly.

While written confirmation should be made as soon as possible following the initial request, it is not required before the request can be processed. Managers and supervisors should begin addressing the request as soon as they are made aware of it.

The supervisor or manager that receives the request from the employee or through the Reasonable Accommodation Office must determine who the decision-maker will be as soon as possible but in no more than five business days. The individuals designated to process requests for reasonable accommodations are: A Personnel Management Specialist (for applicants); an employee's supervisor; the Office Director or appropriate management official; the FDA Reasonable Accommodation Specialist or other designated official.

What are the Time Frames for Processing Requests and Providing Reasonable Accommodation?

Following an interactive dialogue with the employee, the Decision-Maker shall make a decision on the request for reasonable accommodation within 15 business days after receiving the request directly from the employee or receiving the analyst from Reasonable Accommodation Specialist, sooner if

Federal Jobs by College Major

To help you choose the right career field, we have prepared the following table that groups Federal jobs that are often filled by college graduates with appropriate academic majors. As you study the table, please keep these facts in mind: (1) The jobs listed under each major are usually **examples**, not an all-inclusive list. (2) Many jobs **do not require** a college degree; job-related experience is just as good. And (3), you can qualify for a large number of administrative jobs with a degree **in any academic major**. To illustrate this third point, we are leading off the table with a list of some of the most popular jobs for which **any major** is qualifying.

ANY MAJOR
Environmental Protection
Civil Rights Analyst
Personnel occupations
Administrative Officer
Management Analyst
Logistics Management
Paralegal Specialist
Contract Representative
Claims Examining
Public Affairs
Writing and Editing
Internal Revenue Officer
Contract Administration
General Investigator
Air Traffic Controller
Supply Management

ACCOUNTING
Accountants
Auditors
Contract Specialists
Financial Managers
Financial Administrators
Financial Institution Examiners
GAO Financial Auditors
Intelligence Specialists
Internal Revenue Agents

AGRICULTURE
Soil Conservationists
Agricultural Commodity Graders
Agricultural Engineers
Agricultural Mgmt. Spec.
Agricultural Program Spec.
Agricultural Market Reporters
Agricultural Marketing Spec.
Foreign Agriculture Affairs Specialists
Soil Scientists

AGRONOMY
Agronomists
Agricultural Mgmt. Spec.
Soil Conservationists
Soil Scientists

ANTHROPOLOGY
Anthropologists
Museum Curators
Museum Specialists
Program Analysts
Management Analysts

ARCHEOLOGY
Archaeologists
Museum Curators
Museum Specialists

ARCHITECTURE
Architects
Construction Analysts
Construction Control Inspector.
Landscape Architects
Naval Architects
Program Analysts

ARTS, FINE AND APPLIED
Arts Specialists
Audio-Visual Production Specialists
Recreation and Creative Arts Therapists
Exhibits Specialists
General Arts and Information Specialists
Illustrators
Photographers
Visual Information Specialists

ASTRONOMY
Astronomers and Space Scientists
Geodesists

AVIATION
Air Safety Investigators
Air Traffic Controllers
Aircraft Operators
Aviation Safety Inspectors
Air Navigators
Aircrew Technicians

BIOLOGY
General Biological Scientists
Entomologists
Fishery Biologists
Microbiologists
Range Conservationists
Wildlife Biologists
Zoologists

BOTANY
Agronomists
Botanists
Forestry Technicians
Geneticists
Horticulturists
Plant Pathologists
Plant Physiologists
Plant Protection and Quarantine Specialists
Range Conservationists

BUSINESS
Budget Analysts
Business and Industry Spec.
Commissary Store Managers
GAO Analyst
Import Specialists
Internal Revenue Officers
Miscellaneous Administrative and Programs Specialists
Quality Assurance Specialists
Trade Specialists
Contract Specialists

CARTOGRAPHY
Cartographers
Cartographic Technicians
Geodetic Technicians

CHEMISTRY
Chemical Engineers
Chemists
Consumer Safety Officers
Environmental Engineers

Food Technologists
Health Physicists
Intelligence Specialists
Toxicologists

COMMUNICATIONS
Telecommunications Managers
Communications Specialists
Public Affairs Specialists
Technical Writers and Editors
Writers and Editors

CORRECTIONS
Correctional Institution Administrators
Correctional Officers
Program Analysts

COUNSELING
Chaplains
Educ. and Vocational Training Specialists
Personnel Specialists
Psychologists
Psychology Aids and Technicians
Social Service Aids and Assistants
Social Service Reps.
Vocational Rehab Spec.
Equal Opportunity Compliance Specialists
Educational Services Specialists

CRIMINAL JUSTICE/LAW ENFORCEMENT
Border Patrol Agents
Criminal Investigators
Game Law Enfc. Agents
GAO Analyst
Internal Revenue Officers
Police Officers
United States Marshals

DIETETICS AND NUTRITION
Dietitians
Food Technologists
Nutritionists

ECONOMICS
Actuaries
Budget Analysts
Contract Specialists
Economists
Financial Analysts
Financial Instit. Examiners
GAO Analyst
Loan Specialists
Trade Specialists
Transportation Industrial Analysts

EDUCATION
Education and Training Specialists
Educ. and Vocational Training Specialists
Vocational Rehab. Specialists
Educational Program Specialists
Employee Dev. Specialists
Public Health Educators
Training Instructors
Instructional Systems Specialists
Educational Services Specialists

ELECTRONICS TECHNOLOGY
Communications Specialists
Electronics Technicians
Patent Examiners
Electronics Mechanics

EMPLOYEE/LABOR RELATIONS
Contractor Industrial Rel. Specialists
Employee Relations Specialists
Hearing and Appeals Specialists
Labor Management Relations Examiners
Labor Relations Specialists
Mediators
Salary and Wage Admin.
Workers Compensation Claims Examiners

ENGINEERING (ANY SPECIALTY)
General Engineers
Civil Engineers
Mechanical Engineers
Electrical Engineers
Electronics Engineers
Aerospace Engineers
Industrial Engineers
Nuclear Engineers
Computer Engineers
Biomedical Engineers
(11 other Engineering fields)

ENGLISH AND LITERATURE
Editorial Assistants
Printing Specialists
Public Affairs Specialists
Technical Writers and Editors
Writers and Editors
Misc. Admin. and Programs Specialists
Program Analysts
Program Managers
Management Analysts

ENVIRONMENTAL STUDIES
Ecologists
Environmental Health Technicians
Environmental Protection Assistants
Environmental Protection Specialists
GAO Analyst
Gen. Fish and Wildlife Administrators
Fish and Wildlife Refuge Management
Misc. Admin. and Programs Specialists
Toxicologists

EPIDEMIOLOGY
Environmental Health Technicians
Gen. Health Scientists
Industrial Hygienists
Microbiologists

FINANCE
Appraisers and Assessors
Budget Analysts
Financial Administrators
Financial Analysts
Financial Institution Examiners
GAO Analyst
Securities Compliance Examiners
Tax Examiners
Trade Specialists

FISH, GAME, AND WILDLIFE MANAGEMENT
Gen. Fish and Wildlife Administrators
Fish and Wildlife Refuge Management
Fishery Biologists
Game Law Enforcement Agents
Soil Conservationists
Wildlife Biologists
Wildlife Rescue Managers
General Biological

Scientists

FOOD TECHNOLOGY AND SAFETY
Consumer Safety Inspectors
Consumer Safety Officers
Dietitian and Nutritionists
Food Assistance Program Specialists
Food Technologists
Toxicologists

FOREIGN LANGUAGE
Air Safety Investigators
Border Patrol Agents
Customs Inspectors
Language Specialists
Equal Employment Opportunity Specialists
Foreign Affairs Specialists
Foreign Agricultural Affairs Specialists
Intelligence Specialists

FORESTRY
Foresters
Soil Conservationists
Management Analysts
Program Analysts
Gen. Fish and Wildlife Administrators
Fish and Wildlife Refuge Management

GEOGRAPHY
Cartographers
Geographers

GEOLOGY
Geodesists
Geologists
Hydrologists
Oceanographers
Gen. Physical Scientists

GEOPHYSICS
Geophysicists
Gen. Physical Scientists

HEALTH
Environmental Health Technicians
GAO Analyst
Gen. Health Scientists
Health Physicists
Health System Admin.
Health System Spec.
Industrial Hygienists
Public Health Programs Specialists
Safety and Occup. Health Management Specialists

HISTORY
Archives Technicians
Archivists
Exhibits Specialists
Historians
Intelligence Specialists
Museum Curators
Misc. Admin. and Programs Specialists
Management Analysts
Program Analysts

HOME ECONOMICS
Consumer Safety Officers
Food Technologists

HORTICULTURE
Agricultural Mgt. Specialist
Gen. Biological Scientists
Horticulturists
Plant Protection and Quaran. Specialists
Plant Physiologists Specialists
Misc. Admin. and Programs Specialists

HOSPITAL ADMINISTRATION
Administrative Officers
Health System Administrators
Health System Specialists
Hospital Housekeepers
Gen. Health Scientists
Public Health Programs Specialists

HUMAN RESOURCE MANAGEMENT
Apprenticeship and Training Representatives
Employee Dev. Specialists
Equal Employment Opportunity Specialists
Human Resource Specialist
Military Pers. Mgmt. Spec.
Personnel Staffing Spec.
Position Classification Specialists

HYDROLOGY
Environmental Engineers
Environmental Protection Specialists
Hydrologists
Gen. Fish and Wildlife Administrators
Fish and Wildlife Refuge Management
Program Analysts

INDUSTRIAL MANAGEMENT
Business and Ind. Specialists
Equipment Specialists
Industrial Hygienists
Industrial Property Managers
Industrial Specialists
Management Analysts
Production Controllers
Program Analysts
Property Disposal Specialists
Quality Assurance Specialists

INFORMATION TECHNOLOGY
Information Technology Specialists
Computer Specialists
Program Managers
Management Analysts
Computer Programmers

INSURANCE
Crop Insurance Administrators
Social Insurance Admin.
Social Insurance Claims Examiner
Unemployment Insurance Specialists
Misc. Admin. and Programs Specialists
Program Analysts

INTERNATIONAL RELATIONS
Foreign Affairs Specialists
Foreign Agricult. Affairs Specialists
Intelligence Specialists
Language Specialists
Public Affairs Specialists
Trade Specialists
International Relations Workers

JOURNALISM
Agricult. Market Reporters
Printing Specialists
Public Affairs Specialists
Writers and Editors
Technical Writers and Editors
Program Analysts

LAW
Administrative Law Judges
Attorneys
Hearing and Appeals Specialists
Legal Instruments Examiners
Paralegal Specialists
Patent Attorneys

Tax Law Specialists

LAW ENFORCEMENT
Alcohol, Tobacco, and Firearms Inspectors
Border Patrol Agents
Criminal Investigators
Customs Inspectors
Game Law Enforcement Agents
Immigration Inspectors
Inspec., Invest. and Compliance Specialists
Police Officers
United States Marshals

LIBERAL ARTS/HUMANITIES
Contact Representatives
Customs Inspectors
Equal Opportunity Compliance Spec.
Management Analysts
Pers. Management Spec.
Program Analysts
Social Insurance Claims Examiners
Veterans Claims Exam.
Educ. Services Spec.

LIBRARY SCIENCE
Librarians
Library Technicians
Medical Record Librarians
Technical Info. Services

MGT. INFO. SYSTEMS
Computer Science Specialists
Computer Specialists
Financial Managers
Logistics Mgt. Specialists
Management Analysts
Misc. Admin. and Programs Specialists
Operations Research Analysts
Program Analysts
Program Managers

MANAGEMENT, FACILITIES
Commissary Store Managers
Correctional Institution Administrators
Distrib. Facility and Storage Managers
Equipment Specialists
Facility Managers
Gen. Facilities and Equip. Manager
Housing Managers
Industrial Property Managers
Production Controllers

MANAGEMENT
Administrative Officers
Logistics Mgt. Specialists
Management Analysts
Manpower Dev. Specialists
Misc. Admin. and Program Specialists
Program Analysts
Support Svcs. Administrators

MARKETING
Agric. Marketing Specialists
Bond Sales Promotion Representatives
Contract Specialists
Inventory Mgt. Specialists
Packaging Specialists
Property Disposal Spec.
Supply Specialists
Trade Specialists
Business and Industry Specialists

MATHEMATICS
Actuaries
Cartographers
Computer Science Mathematical Statisticians
Mathematicians
Operations Research Analysts
Statisticians

MEDICAL SUPPORT
Diagnostic Radiological Technicians
Medical Instrument Technicians
Medical Record Technicians
Medical Technicians
Nuclear Medicine Technicians
Pathology Technicians
Therapeutic Radiological Technicians

METEOROLOGY
Meteorologists
Gen. Physical Scientists

NATURAL RESOURCE MANAGEMENT
Fish and Wildlife Admin.
Gen. Biological Scientists
Program Analysts
Wildlife Biologists
Wildlife Refuge Management

NURSING
Nurses
Physician's Assistants

PARK AND RECREATION MANAGEMENT
Foresters
Outdoor Recreation Planners
Park Rangers
Recreation Specialists
Rec. and Creative Arts Therapists
Management Analysts

PHARMACY
Consumer Safety Inspectors
Consumer Safety Officers
Pharmacists
Pharmacologists

PHYSICAL EDUCATION
Corrective Therapists
Outdoor Recreation Planners
Rec. and Creative Arts Therapists
Recreation Specialists
Recreation Aids & Assistants
Sports Specialists
Program Analysts

PHYSICAL SCIENCE
Gen. Physical Scientists
Metallurgists
Physicists

PHYSICS
Astronomers and Space Scientists
Geodesists
Geophysicists
Health Physicists
Hydrologists
Oceanographers
Patent Examiners
Physicists
Gen. Physical Scientists

POLITICAL SCIENCE/GOVT
Archivists
Budget Analysts
Historians
Foreign Affairs Specialists
GAO Analyst
Misc. Admin. and Programs Specialists
Program Analysts
Public Affairs Specialists
Social Scientists

PSYCHOLOGY
Rec. and Creative Arts Therapists
Employee Dev. Specialists

GAO Analyst
Personnel Management Spec.
Psychologists
Personnel Staffing Spec.
Position Class. Specialists
Educational Svcs. Specialists

PUBLIC HEALTH
Environmental Health Technicians
Food Assistance Program Specialists
Food Inspectors
Health System Administrators
Health System Specialists
Industrial Hygienists
Public Health Programs Specialists
Public Health Educators
Social Insurance Admin.
Veterans Claims Examiners

PUBLIC ADMIN.
Budget Analysts
Employee Dev. Specialists
Employee Relations Specialists
GAO Analyst
Housing Managers
Management Analysts
Manpower Dev. Specialists
Misc. Admin and Programs Specialists
Program Analysts
Public Utilities Spec.

PUBLIC RELATIONS
Contact Representatives
Foreign Affairs Specialists
Foreign Agricult. Affairs Specialists
Public Affairs Specialists

PURCHASING
Commissary Store Managers
Contract Specialists
Purchasing Specialists
Business and Industry Specialists

REAL ESTATE
Building Managers
Housing Managers
Realtors
Business and Industry Specialists
Contract Specialists

REHABILITATION THERAPY
Corrective Therapists
Manual Arts Therapists
Occupational Therapists
Physical Therapists
Prosthetic Reps.
Rehabilitation Therapy Assistants

SOCIAL WORK
Food Assistance Program Specialists
Psychology Aids and Technicians
Social Science Aids and Technicians
Social Scientists
Social Service Aids and Assistants
Social Service Reps.
Social Workers
Recreation Specialists

SOCIOLOGY
GAO Analyst
Social Science Aids and Technicians
Social Scientists
Social Service Aids and Assistants
Social Service Reps.
Program Analysts
Sociologists

STATISTICS
Actuaries
Computer Science Spec.
Mathematical Statisticians
Operations Research Analysts
Program Analysts
Statisticians
Transportation Industry Analysts

SURVEYING
Geodesists
Land Surveyors

SYSTEMS ANALYSIS
Computer Science Specialists
Computer Specialists
GAO IT Analyst
Misc. Administrative and Programs Specialists
Management Analysts
Program Analysts

THEOLOGY
Chaplains
Social Workers
Program Analysts

TRANSPORTATION
Cargo Schedulers
Highway Safety Specialists
Marine Cargo Specialists
Traffic Mgt. Specialists
Transportation Industry Analysts
Transportation Loss/Damage Claims Examiners
Transportation Operators
Transportation Specialists
Travel Assistants

ZOOLOGY
Animal Scientists
Zoologists
Physiologists

Office of Regulatory Affairs

JOIN OUR TEAM!

ACCOUNTABILITY • COMMITMENT • COMMUNICATIONS
DIVERSITY AND INCLUSION • INTEGRITY AND RESPECT • QUALITY

At the Food & Drug Administration (FDA), Office of Regulatory Affairs (ORA), you can make a difference in protecting the health of the American people. ORA has an ongoing need for qualified individuals with backgrounds in health-related sciences, engineering, regulatory policy, information technology, and many more!

ORA inspects regulated products and manufacturers of foods, drugs, and medical products, conducts sample analyses of regulated products, and reviews imported products offered for entry into the United States. ORA serves as the eyes and ears of the agency through its network of consumer safety officers and laboratory analysts and occupies virtually all agency field offices and a significant presence in headquarters.

INCENTIVES

While your service will make a significant public health impact, at ORA, employees may also enjoy benefits that include: student loan repayment, paid federal holidays, paid annual leave, sick leave, flexible work from home schedules, affordable healthcare and insurance, an inclusive and diverse culture, reasonable accommodations, merit system principles, attractive retirement programs, mentoring programs, paid training, and professional development tools and resources.

GENERAL TIMEFRAME TO SUBMIT AN APPLICATION

Most job announcements only allow for a limited timeframe of five days and may allow for a limited number of applicants; therefore, it is important for applicants to visit USAjobs regularly for the latest job announcements.

ORA HIGHLY SOUGHT POSITIONS

- Consumer Safety Officers
- Chemists
- Biologists
- Microbiologists
- Criminal Investigators
- Recall Coordinators
- Emergency Response Coordinators
- Project Specialists
- Management Analysts
- Program Support Specialists
- *and many more!*

Check www.fda.gov/orajobs for current vacancies

HOW TO FIND JOBS AND APPLY

Visit **www.USAjobs.gov/help** to learn how to:

1. Create a profile
2. Search for jobs by agency (FDA ORA) or title (e.g., consumer safety officer, GS-0696)
3. Save your job search
4. Have USAjobs.gov notify you of jobs matching your saved search

Developed by ORA / Office of Communications and Project Management / Division of Communications - 5/2021

ORA Program Areas

Under ORA's new program-based management model, there are seven key programs for operations Each program has a unique number of program divisions for a total of 28 operational divisions.

1. **Biological Products**
   The Office of Biological Products Operations (OBPO) conducts inspections, investigations, and compliance activities for blood and tissue products as well as vaccines and other biological products covers a wide range of products such as allergenics, somatic cells, gene therapy, tissues and recombinant therapeutic proteins

2. **Bioresearch Monitoring**
   The Office of Bioresearch Monitoring (BIMO) Operations is responsible for cross- center activities ensuring the protection of subjects involved in clinical research for FDA-regulated products and that non-clinical research is conducted according to Good Laboratory Practices (GLP) requirements.

3. **Human and Animal Food**
   The Office of Human and Animal Food Operations (OHAFO) oversees all field inspection and compliance operations related to human and animal food and other products regulated by Center for Food Safety and Nutrition and the Center for Veterinary Medicine.

4. **Medical Devices and Radiological Health**
   The Office of Medical Device and Radiological Health Operations (OMDRHO) coordinates, directs and assists with medical device and radiological health inspectional activities, including conducting inspections of medical devices and radiation-emitting products, as well as providing technical assistance regarding medical devices and radiological health inspectional operations.

5. **Pharmaceutical Quality**
   The Office of Pharmaceutical Quality Operations (OPQO) coordinates domestic and foreign inspectional, quality and investigational activities of pharmaceutical products, as well as providing technical assistance regarding pharmaceutical investigational operations.

6. **Tobacco**
   Tobacco Operations, a program within the Office of Regulatory Affairs' (ORA) Office of Medical Products and Tobacco Operations (OMPTO), is a rigorous compliance and enforcement program aiming to ensure that the tobacco industry follows the law and regulations designed to reduce the health burden of tobacco use.

7. **Import Program**
   The Office of Enforcement and Import Operations (OEIO) provides direction, assistance, management and oversight of field import operations, including investigational and compliance activities and serves as the agency focal point for headquarters/field relationships on all import programs, operations, and problems.

Office of Regulatory Affairs (ORA)
Management Analyst GS-343-7/12

Providing Analytical Advisory Services to ORA Leaders and Managers to Protect Public Health

Management Analyst

- ORA's Management Analysts evaluate and analyze the effectiveness of FDA's program operations to ensure FDA's mission and goals are met.
- Positions are available in various ORA offices including Office of Management (OM), Office of Partnerships and Operational Policy (OP), Office of Communication and Project Management (OCPM).
- Perform a vast variety of analytical and advisory services for ORA management relative to administrative policies and procedures in accordance with established FDA/ORA guidelines and policies.
- Handle a vast array of analytical duties to evaluate the management practices and methods, and administrative operations of an organizational unit. They identify and analyze issues, problems, and challenges facing management.
- Interpret findings that result from studies and drafts possible courses of action for resolving challenges; draw tentative conclusions based on relevant facts and propose solutions to management.
- Compile data and prepare administrative status reports for review at all levels.

FDA Management Analysts Add Value By:

- Supporting the FDA mission across all major administrative programs. Without Management Analysts, managers could not succeed in focusing on the importance of protecting public health.

Desired Experience

- There are no formal educational requirements for the position of Management Analyst.
- Successful candidates will be able to utilize standardized analytical tools when applying fundamental administrative principles and practices to evaluate complex, noncontroversial, and factual issues for which there are one or more readily apparent solutions.
- Candidates will also be able to analyze and evaluate (on a quantitative or qualitative basis) the effectiveness of line program operations in meeting established goals and objectives.
- At the full performance level (GS-12), Management Analysts are flexible toward the changing needs of the office and can develop life cycle cost analyses of projects or perform cost benefit or economic evaluations of current or projected programs.

Management Analyst Salary (Grade) Levels

At full performance level, (GS-12), Management Analysts are flexible toward the changing needs of the office and can develop life cycle cost analyses of projects or are able to perform cost benefit and economic evaluations of current and projected programs. Management Analyst positions are most commonly filled at the federal General Schedule (GS) grade levels. To qualify for higher-graded positions, candidates must have additional specialized experience or directly related education. The amount of additional experience or education required depends on the grade of the position. For a list of GS-grade salaries go to www.OPM.gov.

Department of Health and Human Services (DHHS)

Become a part of the Department that touches the lives of every American. At the Department of Health and Human Services (HHS) you can give back to your community, state, and country, by making a difference in the lives of Americans everywhere!

US Food and Drug Administration (FDA)

The HHS Food and Drug Administration (FDA) has been recognized as one of the Federal Government's best places to work**.** The FDA is responsible for protecting the public health by ensuring the safety, efficacy, and security of human and veterinary drugs, biological products, and medical devices; and by ensuring the safety of our nation's food supply, cosmetics, and products that emit radiation.

FDA Work Life Balance

While making an impact at ORA, additional benefits include: ten paid federal holidays, paid annual leave, sick leave, flexible work schedules, affordable healthcare and insurance, attractive retirement programs, mentoring programs, paid training and professional development tools and resources.

Office of Regulatory Affairs (ORA)

The Office of Regulatory Affairs, which includes virtually all the field offices of FDA as well as a significant presence in the Washington DC Metropolitan area, serves as the traditional eyes and ears of the agency through its network of investigators and laboratory analysts. ORA works closely with each of the FDA Centers and with other components of the agency to enforce the laws that protect and advance the public health. ORA protects consumers by maximizing compliance of FDA-regulated products and minimizing risk associated with those products. More than 5,000 ORA professionals work in a range of program areas and locations in 227 offices and 13 laboratories throughout the United States every day to maximize compliance of regulated products and to minimize public health risk. ORA regulates more than 135,000 business establishments that annually produce, warehouse, import, and transport $1 trillion worth of consumer goods.

Where to Find Jobs & How to Apply

Go to www.USAJobs.gov and create a profile to upload or build your resume. Type “FDA ORA” in the search bar and your preferred job location (city and state). Apply for available Management Analyst positions and submit your application. Your resume will be reviewed by our Human Resources Specialists. This review process could take up to 60 days or longer. You can check the Status of your applications at www.USAJobs.gov after signing in to your account and clicking on “My Applications.”

Find more information about ORA job openings and updates at www.fda.gov/orajobs.

@FDAJobs and @FDA_ORA **@FDA**

JOB APPLICATION ROADMAP

You've submitted an application on USA Jobs, now what?

STEP 1
Announcement closes. HR Specialist reviews resumes and supporting documentation.

STEP 2
HR Specialist rates and ranks applications against pre-determined criteria.

STEP 3
HR Specialist refers applicants with the highest rating as best-qualified, then notifies all the candidates of their referral/non-referral status.

STEP 4
Hiring manager reviews application and determines who they would like to interview.

STEP 5
Hiring manager conducts interviews and checks candidates' references.

STEP 6
Hiring manager makes a selection and returns list to the HR Specialist.

STEP 7
HR Specialist makes the tentative job offer to the candidate. The candidate accepts or declines the position and provides desired start date.

STEP 8
Selected candidate completes required security documents in e-Quip system.

STEP 9
FDA Security Office completes background investigation of selected candidate.

STEP 10
Employee enters on duty (EOD) and begins their rewarding career with FDA.

IMPORTANT REMINDERS

- It is extremely important to carefully read the entire job announcement and ensure all required documentation is submitted.
- Be patient, the job application and hiring process has many steps and can be lengthy.
- Ensure your resume has up-to-date contact information on it so hiring managers & HR can easily reach you.
- HR should be your first point of contact for questions, and are the only authorized personnel to formally offer you an official position and provide you details about on-boarding.

@FDAJobs FDA