Title 21 Vacancy Announcement
Department of Health and Human Services (HHS)
Food and Drug Administration (FDA)
Center for Food Safety & Nutrition (CFSAN)
Office of Food Additive Safety (OFAS)
Office Director, Office of Food Additive Safety

Application Period: October 25, 2023 – November 15, 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: Office Director, OFAS (Supervisory Interdisciplinary Scientist)

Series: AD-0401; 0415; 0696; 1320

Location(s): College Park, MD

Salary: Starting at $213,491

Work Schedule: Full Time

Full Performance Band Level: Band G

Cures Band(s): Band G

Travel Requirements: Up to 25%

Bargaining Unit: 8888, Nonbargaining Unit

Relocation Expenses Reimbursement: You may qualify for reimbursement of relocation expenses in accordance with agency policy.

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 safe, and effective.

The mission of the Center for Food Safety and Applied Nutrition (CFSAN) protects and promotes public health by ensuring that the nation's food supply is safe, sanitary, wholesome, and honestly labeled, and that cosmetic products and dietary supplements are safe and properly labeled.

Duties/Responsibilities

This position is located within the CFSAN's Office of Food Additive Safety (OFAS). The Center has the principal responsibility for planning, developing, and administering policies and programs for protecting and promoting the public health by ensuring that the nation's food supply is safe, secure, sanitary, wholesome, and truthfully and otherwise properly labeled, and that cosmetic products are safe and truthfully and otherwise properly labeled.

- Provides executive leadership and managerial direction to professional, technical, and support personnel engaged in a variety of activities related to the planning, development, execution, and coordination of food additive and color additives programs.
- Assists the Deputy Commissioner for Foods and the Center Director in the development and implementation of program goals to ensure consistency with expectations of the Administration, Department, and Agency.
- Serves as principal liaison in developing and implementing nationwide programs pertaining to the safe use of food additives, food contact substances, color additives, Generally Recognized as Safe (GRAS) substances, biotechnology-derived product evaluations, and prior sanctioned substances.
- Participates in, and contribute to, top level Center and Agency activities involving policy matters and issues that cross organizational lines which have a major impact on the regulated industry as it relates to biological, chemical, or toxicological food safety activities, such as establishment of targets to reduce consumption of sodium, or the safety in use of recycled materials in food packaging.
- Participates as the Agency representative or with the Center Director, agency officials and others in testifying before Congress and in meetings with Congressional staff, other Federal agencies, regulated industry, and other stakeholders.
- Coordinates the Center's review of materials prepared under the National Environmental Policy Act (NEPA) by other Federal agencies.
- Represents the Center and FDA on committees and at professional meetings, both national and international and make commitments, suggestions and provide authoritative recommendations concerning policies, programs, and the evaluation of biological, chemical, or toxicological considerations involved in the safety of ingredients added to food.
- Serves as the principal Agency liaison on safety testing methodologies and protocol standards needed to evaluate the safety of food ingredients with industry, Federal, State, foreign, and other organizations.
- Provides expert biological, chemical, or toxicological advice, legal/regulatory guidance,

interpretations, consultations, recommendations and assistance to the Center Director, key Agency and top level departmental officials, senior field and program directors, scientific and professional personnel, industry representatives, intra/inter-governmental counterparts and others concerning food additives, color additives, food contact substances, generally recognized as safe (GRAS) substances, and food processing equipment, including sources of radiation used to treat or inspect food, and foods derived from new plant varieties.

- As principal advisor to the Center Director, analyzes and provides authoritative evaluation and recommendations concerning the initiation, curtailment, consolidation, or decentralization of programs and in the efficient deployment of allocated resources. Assist in the organizational structuring of functional responsibilities and work assignments to ensure the effective, efficient, and economical use of personnel and resources. Identify staff needs and assist in recruiting and retaining high quality managers and personnel. Evaluate budget estimates and justifications and make appropriate recommendations to the CFSAN Center Director and Deputy Commissioner for Foods.
- Represents the Agency and establish and maintain effective relationships in meetings and conferences with top level FDA and HHS officials, national/international industry representatives, Members of Congress, counterparts from other Federal, State, and local government agencies, foreign government representatives, academia, and consumer and other groups to: secure, exchange and provide information concerning critical issues; discuss questions, problems and issues involving policy and program considerations; present authoritative recommendations and conclusions reflecting the Agency's position on matters related to existing and proposed policies, programs, regulations, and proposed legislation; and to make decisions and commitments concerning programs, policies and evaluation of activities.
- Keeps the Commissioner, Deputy Commissioner for Foods, Center Director, Deputy Director, Executive Officer, and other CFSAN Office Directors fully informed of programs, resources, and related considerations that would bear on planning, development, administration, and management of the Center's review processes for food additives and color additives, food contact substances, and foods derived from new plant varieties.
- Performs other duties as assigned.

Supervisory Responsibilities:

Supervisor provides occupational specific technical and administrative direction 25 percent or more of the time to three or more subordinate employees performing the work and functions of the organization. * Obtains resources and identifies strategic objectives for the organization. * 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; and presents and defends organization and employees work to senior management and other offices. * Recommends employee promotions and recognition;

approves leave; implements performance modifications and takes corrective actions as appropriate. * Provides equal opportunity in all Federal human capital and employment programs regardless of race, color, gender, national origin, religion, age, disability, genetic information, sexual orientation, affiliation or non-affiliation with a labor organization, political affiliation, status as a parent or gender identity. * Provides employees resources and information that insures a safe and healthy work environment.

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.

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:

Biological Science, 0401

Degree: biological sciences, agriculture, natural resource management, chemistry, or related disciplines appropriate to the position; OR Combination of education and experience: Courses equivalent to a major, as shown in A above, plus appropriate experience or additional education.

Toxicological Science, 0415

Degree: toxicology; or an appropriate discipline of the biological, medical, or veterinary sciences that included at least 30 semester hours in chemistry, biochemistry, or physiology, and 12 semester hours in toxicology.

Consumer Safety Series, 0696

A bachelor's or graduate/higher level degree in quality assurance or a related degree that included at least 30 semester hours in one or a combination of the following: consumer laws, biological sciences, food science, chemistry, pharmacy, physical sciences, food technology, nutrition, medical science, engineering, epidemiology, veterinary medical science, legal investigations, law enforcement, or related scientific fields that provided knowledge directly related to consumer safety officer work. The 30 semester hours may include up to 8 semester hours in statistics, or course work that included the principles, theory, or practical application of computers or computer programming; OR Combination of education and experience--courses consisting of at least 30 semester hours in the fields of study described in paragraph A above, plus appropriate experience or additional education.

Chemistry Series, 1320

Degree: physical sciences, life sciences, or engineering that included 30 semester hours in chemistry, supplemented by course work in mathematics through differential and integral calculus, and at least 6 semester hours of physics; OR Combination of education and experience -- course work equivalent to a major as shown in A above, including at least 30 semester hours in chemistry, supplemented by mathematics through differential and integral calculus, and at least 6 semester hours of physics, plus appropriate experience or additional education.

For more information please visit: General Schedule Qualification Standards (opm.gov)

Desired Education: The ideal candidate would have a food and environmental law or advanced science degree.

Professional Experience: Experience effectively reviewing, evaluating, and advising on complex topics requiring a consideration of scientific and regulatory significant aspects within area of expertise; problem solving and negotiating solutions that are constrained by both food and drug law and scientific limitations; and experience intersecting and communicating with Senior Government Officials on high profile legal, regulatory or policy matters.

Desired Professional Experience:

- Experience communicating highly technical information is a clear way and work with staff at all levels of the organization and varying levels of domain expertise; excellent listening skills and a commitment to communicate in a timely manner.
- Ability to lead an organization, end-to-end task for major projects, and facilities.
- Experience leading a scientific and technical staff.
- Good time management and organizational skills to effectively determine priorities and move work forward.
- Demonstrated ability to develop networks and build alliances; collaborates across boundaries to build strategic relationships and achieve common goals.
- Identifies internal and external politics that impact the work of the organization. Perceives organizational and political reality and acts accordingly.
- Identifies and analyze problems; weighs relevance and accuracy of information; generates and evaluates alternative solution; make recommendations.

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: Background Investigation/Security Clearance Requirements: A background investigation is required. All employees must pass a security background 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.

Please refer to the Ethics Clearance Requirements section. 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.

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Equal Employment Opportunity

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

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

Applications will be accepted from all qualified internal and external applicants. Please send a cover letter, resume that clearly addresses your experience applicable to this job posting, SF-50 for current federal employees only, and copy of all transcripts (with foreign credentials evaluation, if applicable) to CFSAN-CURES@fda.hhs.gov by the closing date of the announcement (as indicated within this posting and located at the top of this job announcement under application period). Please reference Job ID: ***"OFAS Office Director"*** when applying.

Announcement Contact

For questions regarding this Cures position, please contact CFSAN-CURES@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.