**Title 21 Vacancy Announcement**
**Department of Health and Human Services (HHS)**
**Food and Drug Administration (FDA)**
**Office of the Commissioner (OC)**

**Application Period:** *10/25/2023 - 11/9/2023*

**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:** Deputy Commissioner for Strategic Initiatives

**Series:** 601 series

**Location(s):** Silver Spring, MD

**Work Schedule:** Full Time

**Salary:** Starting at $301,825

**Cures Band(s):** Band I

**Full Performance Band Level:** Band I

**Travel Requirements:** 25%

**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) is a Federal scientific law enforcement and public health agency with the legislated responsibility to protect and promote the health of the Nation's 220 million consumers through regulation of food and food additives, drugs, biological products, cosmetics, medical devices, tobacco products, and ionizing and non-ionizing and radiation emitting products and substances.

FDA's programs are national in scope and effect, and its activities directly affect and heavily impact upon multi- billion-dollar industries, in addition to protecting the health of hundreds of

millions of American consumers. The work of the Agency is carried out by a staff of more than 19,000 scientists, physicians, regulatory and other personnel stationed throughout the United States.

The Deputy Commissioner for Strategic Initiatives shares responsibility with the Commissioner of Food and Drugs for identifying opportunities to improve or modernize Agency operations, to develop innovative approaches to ongoing regulatory problems and to incubate and implement new programs and solutions to achieve the goals and mission of FDA with maximum effectiveness and efficiency.

## Functional Duties and Responsibilities

The Deputy Commissioner for Strategic Initiatives shares responsibility with the Commissioner of Food and Drugs for, identifying opportunities, developing innovative strategies, and implementing cross-Agency projects that enable achievement of the goals and mission of FDA with maximum effectiveness and efficiency. The Deputy Commissioner will be responsible for driving change and for overseeing successful change management during implementation of these strategies and projects.

Working with the Commissioner, formulates and implements Agency strategic initiatives in consonance with DHHS and Administration goals that a) create a work environment that encourages innovation, client service, and creative thinking in resolving issues; b) deal with emerging regulatory issues that do not fall under the purview of existing regulatory programs; c) foster teamwork and individual accountability; d) support achievement of goals in a cost effective manner; e) address vulnerabilities identified in the Agency's Enterprise Risk Management program; f) eliminate duplicative activities and increase automation; g) build and strengthen relationships with private and public entities in order to find common ground and develop innovative solutions to mutual problems; g) and other strategic duties as assigned.

Collaborates with the FDA senior leadership team, including the Center/Office Directors, incubates novel strategies and programs, including novel regulatory programs, forges new working relationships and synergies across the organization, and establishes greater transparency and accountability for staff carrying out the Agency's strategies and priorities. Serves as the point-person to assess whether strategic initiatives, at all levels of the organization, are in line with the Commissioner's programs and priorities within FDA.

Directs the FDA Enterprise Transformation Office; drives adoption of enterprise solutions to shared problems; accelerates use of structured data and data standardization. Ensures the alignment of the key functions of strategy planning, regulatory process improvement, and information technology.

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Serves as chief liaison to Commissioner for cross-Agency business strategies, including briefings for the Commissioner, senior management, and external stakeholders, including the Department of Health and Human Services, Office of Management and Budget, Congress, patient and consumer advocates, and regulated industry.

Represents the Commissioner and the FDA with top-level staff of the President's Executive Staff and Executive Departments in the formulation of strategic initiatives and programs. Provides analyses and recommendations on related to innovative regulatory initiatives and programs to enable maximum efficiency and effectiveness in achieving the FDA mission. Provides information and interpretations of the trends in the regulated food and drug industries and the opinions voiced by consumer and industry groups, the American public, state and local governments, and other organizations. Recognizing the divergent interests of these various groups as well as the strategic objectives of the Commissioner, the incumbent actively participates in and contributes to changes in strategic direction and the formulation of broad programs which balance the interests of the various stakeholders.

Speaks before and meets with representatives of state and local governments, industry, scientific and consumer affairs organizations to promote understanding of, and benefits to be derived from, public health programs, policies, and activities of the FDA. In these situations, creates a climate for cooperative and collaborative working relationships.

**Supervisory Responsibilities:**

The incumbent works under the immediate supervision of the Commissioner of Food and Drugs, who provides very general work assignments. With full authority to act commensurate with responsibilities assigned, the incumbent refers to the Commissioner for advice only on those matters, which in his/her judgment, are of an unusually sensitive, precedent-setting or highly consequential nature.

**Organizational Management**: Serves as a key advisor to the FDA Commissioner and works closely with senior leadership and Center/Office Directors to advance the Agency's public health mission.

**Program Management**: Shares responsibility and collaborates with the Commissioner of Food and Drugs for strategic leadership and planning for Agency activities to achieve the goals and mission of FDA with maximum effectiveness and efficiency.

**Resource Management**: Works closely with the FDA Commissioner and Center/Office Directors to ensure necessary resources are allocated to support Agency programs and priorities.

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**Personnel Performance Management**: Counsels and rates immediate subordinates.

**Human Capital Management**: Identifies organizational capabilities needed to achieve Agency mission and goals.

This position is designated as an SES Equivalent position and is covered under the FDA Title 21 Executive Performance Management System and identified as a public filing position for ethics purposes.

**EEO responsibilities:** The incumbent is responsible for furthering the goals of equal employment opportunity (EEO) by taking positive steps to assure the accomplishment of affirmative action objectives and by adhering to non-discriminatory employee practices in regard to 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. Specifically, as a manager, the incumbent initiates nondiscriminatory practices and affirmative action for the Center in the following: (1) merit promotion of employees and recruitment and hiring; (2) fair treatment of all employees; (3) encouragement and recognition of employees' achievements; (4) career development of employees; and (5) full utilization of their skills.

# Qualifications

In order to qualify for this Title 21 Cures position, the candidate(s) must meet the following 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 automatically be excluded from consideration for this position.

**Position's Required Skills, Experience and Education:**

Competitive candidates will have earned one of the following:

- a bachelor's degree with major study in an academic field related to the medical field, health sciences, or allied sciences **and** a minimum of 8 years of extensive experience in organization management, planning and implementation of initiatives, and change management.

  **OR**

- a master's degree with major study in an academic field related to the medical field, health sciences, or allied sciences **and** a minimum of 7 years of extensive experience in organization management, planning and implementation of initiatives, and change management.

  **OR**

- a Ph.D., J.D., MD, DDS, DPM, DVM, DO with major study in an academic field related to the medical field, health sciences, or allied sciences **and** a minimum of 5 years of extensive experience in organizational management, planning and implementation of initiatives or change management.

## 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.

• 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 probationary period may be required.

• Financial Disclosure is required.

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• 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.

• This position is designated as an SES Equivalent position.

## Security Clearance Requirements

Background Investigation/Security Clearance Requirements:

This position is special-sensitive and requires the incumbent to have access to highly classified data, documents, sensitive compartmented information, facilities and/or materials related to national security, thus demanding the highest degree of public trust, and requiring the incumbent to possess and maintain a Top-Secret/SCI Security clearance.

The incumbent is subject to broad policy and program direction of the FDA Commissioner. Performance is evaluated based on effectiveness of approach and the successful completion of assignments and objectives.

This is a Testing Designated Position (TDP). Incumbent must submit to and successfully pass a urinalysis drug screening prior to appointment. The Incumbent can also be subject to unannounced random drug testing for the duration of their time in this position.

## 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

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

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## 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

Submit resume or curriculum vitae with cover letter by **11:59pm on 11/9/2023** to: CuresExecutives@fda.hhs.gov. Please reference Job ID in subject line of email: **OC-DCSI-2023-03**

## Announcement Contact

For questions, please contact CuresExecutives@fda.hhs.gov. Please reference Job Reference ID in subject line of email: **OC-DCSI-2023-03.**

The Department of Health and Human Services is an equal opportunity employer with a smoke free environment.

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