

**REIMBURSABLE DETAIL**  
**Center for Tobacco Products**

The Center for Tobacco Products (CTP), Office of Science (OS) is offering a Detail opportunity for a **Program Analyst GS-0343-13**. Applicants at the GS-12 and GS-13 levels are encouraged to apply. The Detail is available immediately for a period of 120 days. PHS Commissioned Corps Officers may apply. A temporary promotion may be considered.

**Bargaining Unit Status:** Bargaining Unit

**Position:** Program Analyst

**Office Location:** **Remote (Anywhere in the U.S.)**

FDA  
Center for Tobacco Products  
Calverton Tower  
Beltsville, MD

**Opening Date:** **November 15<sup>th</sup>, 2023**

**Closing Date:** **November 28<sup>th</sup>, 2023**

**Area of Consideration:** **CTP-Wide**

The Center for Tobacco Products offers a fast-paced, dynamic environment and an opportunity to work with dedicated, energetic people who really want to make a difference and improve public health. The position is ideal for someone who wants to have a critical role in the organization and would enjoy the challenge of handling a variety of assignments related to the regulation of tobacco products.

**Duties include:**

The selected employee will serve as a Program Analyst in within the Division of Regulatory Product Management (DRPM) Immediate Office (IO) in the Office of Science (OS). The purpose of this position is to perform program analysis assignments where the employee applies qualitative and quantitative methods for the analysis and evaluation of internal organizational program operations to determine their efficiency and effectiveness. The incumbent performs several duties as described in the following:

- Plans, analyzes, and evaluates the efficiency and effectiveness of health regulatory programs within OS.
- Identifies and analyzes issues, problems, and challenges facing the program; formulates and evaluates possible courses of action for resolving them; draws conclusions based on relevant facts; and recommends solutions to organizational leadership.
- Uses qualitative and quantitative methods to assess progress toward program goals and objectives.
- Leads efforts to automate program functions and processes and to develop information systems which track and disseminate information about the program.

- Develops new policies, procedures, and guidance materials and/or adapts existing guidance in response to new regulatory requirements to promote efficiencies in program operations.
- Compiles and analyzes data which addresses issues such as workforce and productivity, management controls, and implementation plans in response to Executive Orders emanating from the White House and Congress.
- Prepares special reports for and briefs program managers or higher-level leaders which convey study results and recommendations.
- Performs other duties as assigned.

**Desired Knowledge and Skills:**

- Mastery of and skill in a wide range of qualitative and quantitative methods for the assessment and improvement of complex programs.
- In depth knowledge of analysis tools and techniques.
- Expert knowledge of management and administrative goals, objectives, systems, regulations, guidelines, and processes of an OS organization to understand the management policies of the organization and the context for program management and to develop studies that fully address specific problems, issues, and challenges that confront program managers in the organization.
- Knowledge of information technology principles sufficient to lead projects to automate processes and procedures and to disseminate programmatic information.
- Skilled in working collaboratively.
- Excellent oral and written communication skills.

Applicants with one year of specialized experience at the GS-12 level who meet the basic qualifications of the position may be eligible for temporary promotion.

**Application Procedure:**

Supervisory concurrence should be obtained before you apply to this Detail. The Detail opportunity is open to all candidates at the GS-12 and GS-13 grade level or Commissioned Corps Officers.

Please enter **Detail: CTP, Program Analyst, GS-0343-13 (November)** in the subject line of e-mail.

Interested applicants should submit a copy of their resume, most recent copy of SF-50, and statement of interest via email to: [CTP-Recruitment@fda.hhs.gov](mailto:CTP-Recruitment@fda.hhs.gov)

For questions, please contact Rachel Bartlebaugh [Rachel.Bartlebaugh@fda.hhs.gov](mailto:Rachel.Bartlebaugh@fda.hhs.gov)

Please submit a copy of your transcripts if you are in a different series.

Detail is reimbursable.

Travel Expenses will not be paid.

**Candidates must express interest by November 28<sup>th</sup>, 2023**

**\*This is not an official vacancy announcement under the Merit Promotion System**