



**Title 21 Detail Vacancy Announcement
Department of Health and Human Services (HHS)
Food and Drug Administration (FDA)
Center for Veterinary Medicine (CVM)
Office of Management (OM)
Business Informatics Staff (BIS)**

Application Period: February 20, 2024 –
February 29, 2024

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: IT Specialist

Series: AD-2210

Location(s): remote

Salary: Starting at \$117,962

Work Schedule: Full-Time

Cures Band(s): Band C

Full Performance Band Level: Band C

Travel Requirements: 25% or less

Bargaining Unit: 3591

Relocation Expenses Reimbursement: N/A

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 is the regulatory, scientific, public health, and consumer protection agency responsible for ensuring that all human and animal drugs, and medical devices are safe and effective, that cosmetics, foods, food additives, drugs and medicated feeds for food producing animals, and radiation emitting devices are safe, and that all such products marketed in

the United States are adequately, truthfully and informatively labeled and safely and properly stored, transported, manufactured packaged and regulated. FDA's programs are national in scope and effect, and the agency's activities have a direct and significant impact on multi-billion-dollar industries, in addition to protecting the health and safety of American Consumers. The work of the Agency is carried out by a staff of more than 18,000 scientists, physicians, regulatory and other personnel stationed throughout the United States.

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

Supervisory Responsibilities: N/A

Knowledge:

Qualifications: Master of occupational specialty. Skilled in applying knowledge to all occupation-related duties and responsibilities. May specialize in one or more aspects of occupational specialty.

Breadth of Knowledge: Increasing. Abilities in current primary skillsets of occupational specialty.

Depth of Knowledge: Medium. Knowledge of current primary skills of occupational specialty.

Complexity of work:

Problem Solving: Solves challenging problems in support of achieving one or more tasks. Is able to identify and describe problems.

Decision Making: Decisions are focused on choosing the right methodologies to accomplish the tasks. Decides or develops appropriate methodologies for scientific, technical, or professional tasks requiring innovative approaches.

Statement Making: May be called upon to conduct research in support of development of official statements.

Administrative Responsibilities:

Resource Management: Typically, accountable for organizational assets (not including

facilities, enterprise IT, or enterprise communications equipment) used for the normal course of scientific, technical, or professional work. Typically documents work-related expenses when using organizational supplies.

Personnel Performance Management: Performs expected duties for personnel performance management.

Organizational and Human Capital Management: Maintains and improves individual employee competencies. Seeks and obtains additional employee competencies as necessary. May be a technical leader of a temporary grouping of employees for special collaborations between employees or organizations.

Coalition building:

Coordination: Coordinates own work across tasks to ensure successful completion of the tasks in an initiative or project.

Thought Leadership: May mentor others. Implements best practices. Facilitates sharing of best practices.

Impact:

Impact on Work Being Performed: Work impacts one or more tasks on one or more projects. Work quality typically affects own task outputs with minimal effect on the outputs of other tasks.

Level of Autonomy: Works with little supervision on loosely defined tasks.

Impact on Organization: Works on multiple-focus project activities aligned to goals of two or more organizations. May advise management on project activities to achieve organizational goals.

Risk Management: Provides subject matter expertise on identifying risks to quality of activity outputs.

Qualifications

To be placed into a Title 21 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 Title 21 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 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 or Educational Experience:

A bachelor's degree or higher in a computer science, cybersecurity, information science, information systems management, technology, engineering field. The degree must be from an accredited program or institution.

OR

- Skills and experience demonstrate knowledge of general software design, development, and testing lifecycle.
- Experience that demonstrates knowledge of enterprise architecture, systems architecture, service-oriented architecture, or data architecture.
- Experience that demonstrates knowledge of customer relationship management and/or IT service desk support, and basic understanding IT contract management.
- Experience that demonstrates basic knowledge of technology and data processing functions, data extraction, transformation, loading, automation, or other aspects of data management.
- Experience that demonstrates knowledge of the user experience design, development, and testing lifecycle.
- Experience may have been gained in work such as IT services manager, systems integrator, systems administrator, or other position that required the management of, use, or adaptation of computer programs and systems.

Priority will be placed on candidates with relevant experiences in IT systems development, implementations, deployments and customer relationship management. A strong candidate can readily demonstrate skills in managing IT in an environment that requires adherence to Federal IT policies, practices and regulations.

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 may be required.
- Background Investigation/Security Clearance is required.

Security Clearance Requirements

Background Investigation/Security Clearance Requirements: Non-Sensitive/Moderate Risk.

A background security investigation will be required for all appointees. Appointment will be subject to the applicant's successful completion of a background security investigation and favorable adjudication. Failure to successfully meet the requirements may be grounds for appropriate personnel action. In addition, if hired, a background security investigation or supplemental investigation may be required later.

Applicants are also advised that all information concerning qualification is subject to investigation. False representation may be grounds for non-selection and/or appropriate disciplinary action.

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

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

Submit resume or curriculum vitae with cover letter by **February 29, 2024**, to: CVMOpportunities@fda.hhs.gov. Candidate resumes may be shared with hiring officials within CVM with a similar job vacancy. Candidates can opt out of this process by annotating resume with “do not share”.

How I Will Be Evaluated

Candidates may be evaluated based on an interview, review of requested work samples, writing samples, most recent performance evaluation(s), professional references, results of an oral presentation or work-related test. Failure to comply with any of the additional assessment requirements will result in removal from further consideration.

Announcement Contact

For questions regarding this Title 21 position, please contact CVMOpportunities@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.

