



Title 21 Vacancy Announcement
Department of Health and Human Services (HHS)
Food and Drug Administration (FDA)
Center for Food Safety and Applied Nutrition (CFSAN)
Office of Management
Division of Workforce Management, Staff College

Application Period: 02/27/2024 – 3/15/2024

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: Branch Chief, Staff College

Series: 1712, Training Specialist

Location(s): Remote

Salary: Starting at \$139,395

Work Schedule: Full Time

Full Performance Band Level: Band D

Cures Band(s): Band D

Travel Requirements: Up to 25% travel

Bargaining Unit: 8888, Non-bargaining

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) is to protect and promote 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

The incumbent serves as the Branch Chief within the Office of Management, Division of Workforce Management, Staff College. The Supervisory Training Specialist plans, organizes, and develops comprehensive training and educational programs and strategies for CFSAN staff and also performs the following duties:

- Designs and oversees a nationwide training initiative aimed at enhancing inspection and regulatory compliance, refining decision making skills, and boosting the proficiency of professional personnel across FDA/CFSAN, FDA/OHAFO, state and other stakeholders.
- Serves as the agency's authoritative consultant and focal point for education and training for of CFSAN personnel and designs, develops, and implements investigational and regulatory compliance training to FDA foods program, state, and other stakeholders in planning and implementing necessary training programs. Training programs include a variety of courses in broad areas of food, dietary supplement, and cosmetic inspection, chemistry, microbiology, food technology, food and drug law, compliance work, computer operations, administrative operations, and others.
- Attends top level policy and planning meetings as a technical expert in development in human resources. Advises on training needs of both agency and state personnel for nationwide programs to be implemented by agency and state counterparts.
- Integrates the training process into CFSAN's priorities with a focused effort towards the most critical training courses for both center, field and state personnel considering changing program goals. Coordinates the development, conduct and evaluation of unscheduled training and educational programs to meet special requirements or emergency situations in the scientific, compliance, investigational, administrative, and clerical areas.
- Responsible for the coordination of training for regulatory personnel of foreign countries.
- Attends special FDA, government, and other national scientific, technical, and educational conferences. Leads the development of the CFSAN leadership and technical capabilities succession plan. Champions the implementation of the plan throughout CFSAN.
- Serves as technical expert and represents CFSAN interests as lead, co-lead, and participant on agency committees, workgroups, and temporary functional teams that set policy for a broad range of emerging, standing, complex, or precedent-setting issues impacting leadership development, mentoring, coaching, training, education, professional development, internships, recruitment diversity (e.g. STEM), and instructional technology.

- 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:

Undergraduate and Graduate Education: Major study -- education or a subject area related to the position to be filled; **OR**

Experience:

Specialized Experience (for positions above GS-5): Experience that demonstrated a practical knowledge of the subject area of the position and of the methods and techniques of instruction. Examples of qualifying specialized experience include:

- Teaching or instructing in an adult education program, secondary school, college, military installation, or industrial establishment in the appropriate field(s).
- Supervising or administering a training program.
- Development or review of training/course materials, aids, devices, etc., and evaluation of training results.
- Work in the occupation or subject-matter field of the position to be filled that required training or instructing others on a regular basis.

For more information please see: [OPM Occupational Series Qualification Requirements](#).

Positions Desired Professional Skills, Experience or Education:

- Proficient experience in leading training teams, adapting to evolving methodologies to enhance learning outcomes, and experienced in managing a staff of adult education professionals, guiding their development and fostering a collaborative and effective team environment.
- Demonstrated skill in designing and delivering tailored training programs, including sessions, workshops, and courses, meeting organizational needs and diverse audiences.

- Proven experience in conducting needs assessments, evaluating effectiveness using performance metrics and feedback mechanisms.
- Experience in developing networks, collaborating across boundaries and building strategic relationships to achieve common goals.
- Skill in identifying and navigating internal and external politics to act accordingly within the organizational and political reality.
- Experience with learning management systems, e-learning platforms, and educational technologies.

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: 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.

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

Equal Employment Opportunity Policy

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, cover letter, and copy of all college transcripts and/or foreign education evaluation (if applicable) by the closing date as identified above to CFSAN-CURES@fda.hhs.gov and include the job reference ID: Staff College, Branch Chief. Candidate resumes may be shared with hiring official within the CFSAN with a similar job vacancy. Candidates can opt out of this process by annotating resume with “do not share”. For questions, please contact CFSAN-CURES@fda.hhs.gov and include the job reference ID: Staff College, Branch Chief.

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.

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