



**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: March 28, 2024 – April 5, 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: Commensurate with education and experience and starts 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

- Reporting directly to the Staff Director, you will serve as the PV Works Technical Lead with responsibility for providing direction and support for the general functional and technical analysis of the software design, development, and testing lifecycle.
- Manages the implementation of PV works deployments and testing in accordance to agency IT lifecycle and federal requirements.
- Serves as an expert and technical authority on the development and implementation of PV Works activities and collaborating with the project management and contracting officer representative.
- Trains or arranges for the training of team members in methods and techniques of team building and working in teams to accomplish tasks and complete projects.
- Collaborates with business users to understand requirements and ensure solutions meet business needs.

Supervisory Responsibilities: None

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.
- 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 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.*

Education Requirement:

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.

Professional Experience Requirement:

Experience Requirements include at least one of the following:

- 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.

Desired Professional Experience:

Our ideal candidate will possess 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. Additionally, our ideal candidate will have:

- Experience that demonstrates knowledge of general software 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.
- Experience with comparable work in technical analysis, data analysis, developing information systems that support the collection, sharing, standardization or integration of program related data.

Skills:

- Ability to adapt to changing working conditions and work assignments, motivated to learn and adapt new ideas and concepts, and to work independently or as part of the team to work on multiple tasks.
- Capable of clear and sound reasoning, with a demonstrated ability to use sound judgement in practical matters.
- Ability to multi-task and provide deliverables within fixed timelines, as well as the ability to work well in a dynamic environment and meet overall object
- Ability to maintain detailed project plans that include milestones, tasks, and target/actual dates of completion.
- Ability to create technical and business documentation including white papers, knowledgebase articles, system diagrams, workflow diagrams, and present

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: 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.

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](#)

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 **April 5, 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.

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