



**Title 21 Vacancy Announcement**  
**Department of Health and Human Services (HHS)**  
**Food and Drug Administration (FDA)**  
**Center for Biologics Evaluation and Research (CBER)**  
**Office of Management (OM)**  
**Division of Human Capital (DHC)**  
**Immediate Office (IO)**

**Application Period:** March 28 – April 10, 2024

**Area of Consideration:** The Public  
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:** Lead Management Analyst

**Series:** 0343

**Location(s):** Remote (Various Locations)

**Salary:** Starting at \$117,962 and is set commensurate with education and experience.

**Work Schedule:** Full Time

**Cures Band:** Band C

**Full Performance Band Level:** Band C

**Travel Requirements:** 25% or less

**Bargaining Unit:** 3591

**Note:** Incentives may be authorized; however, this is contingent upon funds availability. If authorized, certain incentives will require you to sign a service agreement to remain in the Federal government for a period of up to 3 years. Note: This statement does not imply nor guarantee an incentive will be offered and paid. Incentives include the following: moving expenses, recruitment, or relocation incentive; student loan repayment, superior qualifications appointment, creditable service for annual leave for prior non-federal work experience or prior uniformed military service, etc.

**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 Center for Biologics Evaluation and Research (CBER) is a Center within FDA that regulates biological products for human use under applicable federal laws, including the Public Health Service Act and the Federal Food, Drug, and Cosmetic Act. CBER’s mission is to protect and enhance the public health through the regulation of biological and related products including blood, vaccines, allergenics, tissues, and cellular and gene therapies. CBER protects and advances the public health by ensuring that biological products are safe, effective, and available to those who need them. CBER also provides the public with information to promote the safe and appropriate use of biological products.

**Duties/Responsibilities**

The incumbent serves as the Lead Management Analyst for the Immediate Office of the Director (IOD) within the Division of Human Capital (DHC) under the Office of Management (OM). This position reports to the DHC Division Director. DHC provides liaison services between the Center and the Office of Talent Solutions (OTS). The incumbent serves as the Title 21 Team Lead in the IOD, providing guidance and direction to technical human capital management consultants in the areas of Title 21 recruitment

and personnel actions; advises on manpower utilization, productivity management, workflow, and paperwork management; and organizes and delivers briefings to present findings, solutions, and recommendations to managers.

The Lead Management Analyst serves as a Team Lead and communicates to the team assignments, projects and deadlines and time frames for completion to a group of employees performing work at the GS-13 level and below. The incumbent provides administrative and technical direction needed to accomplish the work of the team. The incumbent assists in obtaining resources and identifying strategic objectives for the organization, assigns work, tracks, and monitors technical work requirements and milestones, and reports out to the DHC Director. In the absence of the Division Director, the incumbent represents CBER in FDA working groups and councils regarding Human Capital matters, guidelines, and policies.

Specifically, the Lead Management Analyst will:

- Establish guidelines and performance expectations for staff members.
- Provide input on employees' work performance and evaluates and reviews employee accomplishments by providing input on whether to accept or reject work products.
- Identify and assess emerging, standing, complex or precedent issues impacting CBER's human capital management procedures, policies, activities, and resources.
- Advise the DHC Director of potential policy issues and the need to be formulated with respect to human capital program reporting and responses in support of new initiatives.
- Interpret and provide authoritative guidance, advice, assistance, and recommendations to CBER on management policies, programs, and activities.
- Provide expertise on awards and incentives issues, prepares recommendations, and makes presentations to appropriate officials.
- Collaborate with the DHC Director to develop and implement programs, policies, standards, procedures, and guidelines in the areas of human capital operational activities such as administration, management, and program guidance in support of the organization's mission.
- Use technical knowledge of FDA/CBER priorities to improve policies and to complete a variety of administrative assignments.
- Participate in developing plans for implementation and conducting follow-up activities to ensure that program commitments are timely completed.
- Articulate and communicate to the DHC Director regarding any employee assignments, projects, problems to resolve, actionable events, milestones, and/or program issues under review, and deadlines and timeframes to complete.

### 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 below Education/Graduate Training Requirements 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 Requirements:** There are no positive education requirements for occupational series “0343”.

### Security Clearance Requirements

Background Investigation/Security Clearance Requirements: 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.

### 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

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

Please submit electronic resume or curriculum vitae (please be sure to clearly define the number of years using month and year training completed, in addition to describing duties performed during that time period), SF-50 (if applicable), latest signed PMAP (if applicable), and letter of interest with **“CURES CBER/OM/DHC/IO Lead Management Analyst”** in the subject line to: [Rebecca.Lackey@fda.hhs.gov](mailto:Rebecca.Lackey@fda.hhs.gov). Applications will be accepted through **April 10, 2024**.

### Announcement Contact

For questions regarding this Cures position, please contact [CBERHumanCapital@fda.hhs.gov](mailto:CBERHumanCapital@fda.hhs.gov).

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*FDA is an equal opportunity employer.*

