

REIMBURSABLE DETAIL OPPORTUNITY

CENTER FOR TOBACCO PRODUCTS

The Center for Tobacco Products (CTP), Office of the Center Director (OCD) is offering a reimbursable detail opportunity for a Public Health Analyst, GS-0685-13. Applicants at the GS-12 and GS-13 level are encouraged to apply. The Detail is available immediately for a period not to exceed 120 days. U.S. Public Health Service Commissioned Corps Officers are encouraged to apply. A temporary promotion may be considered.

Position: Public Health Analyst, GS-0685-13

Bargaining Unit Status: Bargaining Unit Position

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

Center for Tobacco Products
Office of the Center Director
10903 New Hampshire Ave, Bldg. 75
Silver Spring, MD 20993

Opening Date: March 27, 2024

Closing Date: April 9, 2024

Area of Consideration: FDA-Wide

On June 22, 2009, the President signed into law the Family Smoking Prevention and Tobacco Control Act (the Tobacco Control Act) (Public Law 111-31). The Tobacco Control Act granted FDA important new authority to regulate the manufacture, marketing, and distribution of tobacco products to protect the public health generally and to reduce tobacco use by minors. To carry out this responsibility, the FDA established CTP.

This position is part of Stakeholder Relations, which is responsible for the development and management of the Centers relationships, manages both the Executive Secretariat and congressional functions of the Center.

This position serves as Public Health Analyst and subject-matter expert supporting policy development and public-health driven planning and execution of CTP activities. The incumbent participates in liaison activities within CTP, FDA, the Department of Health and Human Services (DHHS), and other Federal and State agencies related to tobacco. The incumbent is a consultant in public health, tobacco product regulation, policy and legislative analysis, and interacts and communicates with representatives from regulated businesses and industry-focused organizations.

Major Duties:

The selected candidate will serve the OCD. Some duties may include:

- Knowledge of organizational, operational, and programmatic concepts and practices applied by public, private, or nonprofit agencies and organizations engaged in public health or other health-related activities.
- Knowledge of the methods, processes, and techniques used to develop and deliver public health or health-related programs in State and local settings.
- Knowledge of a specialized public health program.
- Knowledge of, and skill in, the application of administrative or analytical methods and techniques necessary for working within the framework of a public health or related organization and carrying out specific program functions.
- Skill in oral and written communications, gathering and conveying information, making oral presentations, and preparing reports, correspondence, and other written materials. Serves as consultant in public health, tobacco product regulation, and policy legislative analysis interacting and communicating with representatives from regulated businesses and industry-focused organizations.
- Participate fully in a variety of Center workgroups responsible for bringing public health evaluation perspective as well as OCD and CTP perspectives to the workgroups.
- Develops timely and complete responses to DHHS and others to ensure consistency with organizational policies.
- Coordinate with the Center of Tobacco Products, Offices of Science, Office of Regulation, and Office of Health Communication and Education to ease communication to stakeholders on the Center of Tobacco Products policy, programs, and resources.

Desired Knowledge and Skills:

- Understanding of tobacco regulatory work, including legal, policy, and communications facets.
- Experience supporting and collaborating with cross-office staff and senior leadership as well as skill in working collaboratively in a team environment.
- Skill in identifying problems, gathering information, drawing conclusions, and recommending solutions.
- Expert knowledge in methods to develop data collection tools and data review.
- Excellent organizational skills and experience in developing, improving upon, and following processes.
- Excellent written communication skills, including for a variety of audiences.

Application Procedure:

Supervisory concurrence should be obtained before you apply to this Detail. Interested applicants should submit a resume or CV, a copy of your most recent SF-50 (Notification of Personnel Action) that identifies your current pay plan, series, grade, full performance level, and time in grade. Within grade increases or promotion SF-50s are preferred. Commissioned Corps Officers are also encouraged to apply and should submit a resume or CV. The Detail opportunity is open

to all candidates qualified at the GS-12/13 grade level or Commissioned Corps Officers (O-3/O-4).

Please enter **Detail: Public Health Analyst GS-0685-13 (March)** in the subject line of e-mail.

Interested applicants should submit their documents via email to:
CTP-Recruitment@fda.hhs.gov.

Travel Expenses will not be paid.

Applications/resumes must be submitted by April 9, 2024.

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