



**Title 21 Vacancy Announcement**  
**U.S. Department of Health and Human Services (HHS)**  
**Food and Drug Administration (FDA)**  
**Center for Drug Evaluation and Research (CDER)**  
**Office of Translational Sciences (OTS)**  
**Office of Computational Sciences (OCS)**

**Application Period:** April 8, 2024 – April 19, 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:** Division Director, (Supervisory Computer Scientist)      **Series:** AD-1550

**Location(s):** Silver Spring, MD      **Salary:** \$181,551 - \$260,823

**Work Schedule:** Full Time

**Cures Band(s):** Band F      **Full Performance Band Level:** Band F

**Travel Requirements:** 25% or less

**Bargaining Unit:** 8888

**Relocation Expenses Reimbursement:** You may qualify for reimbursement of relocation expenses in accordance with agency policy.

**This position is being filled under a streamlined 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) 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 are safe and effective.

The mission of the Center for Drug Evaluation and Research (CDER) is to perform an essential

public health task by making sure that safe and effective drugs are available to improve the health of people in the United States. CDER regulates over the counter and prescription drugs, including biological therapeutics and generic drugs.

The mission of the Office of Translational Sciences (OTS) is to empower a diverse, collaborative, and high performing workforce to champion innovation and advance global human drug development.

The mission of the Office of Computational Sciences (OCS) is to provide CDER reviewers innovative and reliable solutions that improve and strengthen the scientific review process by integrating data, tools, and training.

## Duties/Responsibilities

As **Division Director (Supervisory Computer Scientist)**, the incumbent serves as the Division Director for the Division of Tools, Technology and Innovation (DTTI) in the Office of Computational Science and provides professional leadership, scientific and technological direction to the staff and oversee IT operations in OCS.

- Provides comprehensive support for computational tools and technologies used by regulatory reviewers for the assessment and review of medical products in CDER.
- Serves as technical adviser to the Office Director and shares the responsibility for planning, managing, and providing overall direction necessary for the achievement of the Office of Computational Science programs across the Center and specifically as related to tools, technologies, and systems. Serves as an expert technical consultant for scientists and users in scientific computing and information technology.
- Oversees the solution delivery that includes development, maintenance, and management of tools, technologies, and computer systems in support of regulatory review activities. The incumbent oversees the technology approach unit within the office and provides oversight to scientific, IT program management, and regulatory staff.
- Leads a multi-disciplinary team that applies foundations and concepts of computer science to address complex scientific data or management needs using experimental computer technologies, products, and prototype systems (e.g., macro- and microprogramming, search systems, distributed computing, cloud computing, data analytics and visualization, human computer interface, and advance Artificial Intelligence and Machine Learning programming).
- Assists the OCS leadership in the development of business partnerships within the FDA and with external stakeholders to achieve organizational goals and objectives. Responds to requests for information pertaining to the Division's programs from the Commissioner's office, Center Director's office, Congress, or others.

- Provide leadership support to the develop, manage, and track the OCS's annual budget forecasting, and contract management by evaluating business needs, solution delivery scoping and expected timelines. Also coordinating with enterprise solution delivery team to use available resources during the program execution.

**Supervisory Responsibilities:** Manages functional discipline, providing leadership and management oversight to subordinate staff. Supervise and evaluate staff who serve as experts in their field. Provides occupational specific technical and administrative direction and supervision 25 percent or more of the time to subordinate supervisors and staff performing the work and functions of the organizational unit. Obtains resources and identifies strategic objectives for the organization.

## 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.
- 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.

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 Requirement:**

**Education:** A bachelor’s degree or higher in mathematics, statistics, computer science, data science, information systems, software engineering, or computer engineering. The degree must be from an accredited program or institution.

**OR**

**Experience:** Relevant work in designing, analyzing, or developing computer systems, may also include the application of mathematical and statistical sciences to computer system design and development.

**Desired Education:**

Our ideal candidate will possess:

Bachelor's degree in computer science **or** bachelor's degree with 30 semester hours in a combination of mathematics, statistics, and computer science. At least 15 of the 30 semester hours must have included any combination of statistics and mathematics that included differential and integral calculus. All academic degrees and course work must be from accredited or pre-accredited institutions.

**Desired Professional Experience:**

Our ideal candidate will possess:

- Demonstrated skill in leading a multi-disciplinary team that includes business analysts, IT program managers, regulatory information specialists, data scientists, and computer scientists.
- Demonstrated successful experience and skill with agile development methods, scrum experience desirable.
- Ability to develop an intimate understanding of one or several complex technology programs.
- Demonstrated skill in organization strategy, business process effectiveness, and staff development.
- Ability to lead and organize end-to-end tasks for major projects.
- Ability to constructively interact with a wide variety of stakeholders, including senior leadership and external contractors; able to balance competing priorities.
- Strong verbal and written communication skills; ability to modulate communication approach depending on audience.

- Ability and willingness to adjust to Center and program-specific context.

## 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

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

Applicants should submit a letter of interest (cover letter) and current resume by **April 19, 2024**, to [CDEROTSHires@fda.hhs.gov](mailto:CDEROTSHires@fda.hhs.gov). Please adhere to the following submission protocol:

- **Cover letter and resume should be one combined PDF document with the following naming convention: Last Name, First Name Reference 'OCS Division Director (Supervisory Computer Scientist) in the subject line of the email.**

Candidate resumes may be shared with hiring officials within the Center for Drug Evaluation and Research with a similar job vacancy. Candidates can opt out of this process by annotating resume or email with "do not share".

### How I Will Be Evaluated

Candidates may be evaluated based on an interview, experience described in resume, 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 Cures position, please contact [CDEROTSHires@fda.hhs.gov](mailto:CDEROTSHires@fda.hhs.gov)

The U.S. Department of Health and Human Services is an equal opportunity employer with a smoke free environment.

*FDA is an equal opportunity employer.*

