



Title 21 Vacancy Announcement
Department of Health and Human Services (HHS)
Food and Drug Administration (FDA)
Center for Devices and Radiological Health (CDRH)
Office of Management (OM)
Division of Workforce Management (DWM)

Application Period: April 17, 2024 – April 23, 2024

Area of Consideration: **Open to Federal Government Employees.** 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: Human Capital Director

Series: 0301 **Table:** 7

Location(s): Remote Eligible

Salary: Salary is commensurate with education and experience and range is between \$176,300 - \$215,000.

Work Schedule: Full-Time

Cures Band(s): Band F

Full Performance Band Level: Band F

Travel Requirements: This position requires less than 25% travel

Supervisory: Yes

Bargaining Unit: 8888

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

Are you looking to make a difference in the lives of the American people? Your ideal position is waiting for you at the U.S. Food and Drug Administration! The FDA proudly serves as the regulatory, scientific, public health and consumer protection Agency responsible for ensuring that 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.

At the Center for Devices and Radiological Health, the medical devices regulatory arm of the FDA and the Department of Health and Human Services, we are building a diverse, inclusive, and dynamic workforce whose mission is to protect and advance public health by ensuring and facilitating medical device safety and innovation.

Duties/Responsibilities

- Serves as a liaison between the Center and the FDA's Office of Talent Solutions and Office of Human Capital Management.
- Oversees and leads the Center's recruitment and staffing, employee and labor relations and ethics programs.
- Leads the reward/recognition and performance, organizational changes, Commissioned Corps personnel services, and workforce/succession planning, analysis programs for the Center.
- Serves as a principal advisor to Agency and Center officials, as well as CDRH managers and supervisors on matters regarding human Capital management, laws, regulations, policies, and procedures.
- Builds and cultivates relationships across the Center and Agency to foster alignment around proposed and/or recommended human capital strategic priorities of the Agency and Center.
- Reviews guidance documents; participate in and leads human capital management projects; directs and supports implementation of new processes.
- Provides technical guidance to internal and external senior level officials and stakeholders.

Supervisory Responsibilities

Manages Center impacting Human Capital projects and provides leadership to a division responsible for the Human Capital and Recruitment functions for the Center. Assigns work, manages timelines, and provides team-level feedback, advises on training and professional development opportunities. Provides occupational specific technical and administrative direction to subordinate employees performing the work and functions of the team. Manages resources by considering employee expertise and workload in task assignment. 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 teams. Mentors employees and provides oversight to ensure consistency and collaboration across multiple teams. Performs actions for hiring (i.e., participates in the recruitment process; interviews applicants; participates in selection decisions). Maintains day-to-day activities and plans annual strategic priorities. Ensures team commitment to established goals with full or limited resources. Recommends employee promotions and recognition; approves leave; implements performance modifications and takes corrective actions as appropriate.

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.*

T21 Minimum Qualifications:

There are no Individual Occupational Requirements for this series.

Desired Professional Experience

- Proven Senior leader with a minimum of five (5) years of Federal Government experience managing and supervising staff or subordinate managers responsible for the administrative/operational functions of an organization. Experience managing a workforce of at least 30 staff is preferred.
- Expertise in leading and supporting a wide range of human capital programs to include ethics integrity, employee relations, and awards.
- Skill in leading, supervising, and managing a multi-disciplined and culturally diverse workforce, including fostering teamwork and high morale; attracting, retaining, motivating, and providing guidance to a diverse workforce; and implementing EEO/Affirmative Action policies and programs.
- Demonstrated ability to partner and collaborate effectively across organizational lines to build and foster strong and sustainable working relationships.
- Proven ability to develop and implement a strategic vision and facilitate organizational change to advance new initiatives.

How to Apply

To apply to this position, you **MUST** visit the announcement on USA Jobs by using this link: <https://www.usajobs.gov/GetJob/ViewDetails/786847100>. Please follow the directions in the announcement posted on USAJobs.gov to apply. Your resume **and** cover letter must be submitted by **COB Tuesday, April 23, 2024.**

PHS Commissioned Corps Officers interested in performing the duties of this position within the Commissioned Corps (CC) may apply to this announcement. Officers must follow the instructions for how to apply and include their most recent orders in addition to the required documents. If selected, candidates will be referred to CC personnel and not as candidates for a Cures appointment.

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.

Security Clearance Requirements

Background Investigation/Security Clearance Requirements: Public Trust with a risk level of **High**

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

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.

Announcement Contact

For questions regarding this Cures position, please contact Denise Padilla at denise.padilla@fda.hhs.gov or 240-402-0347.

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.

