



**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 Communication Outreach and Development (OCOD)**  
**Division of Manufactures Assistance and Training (DMAT)**  
**Career Development and Directed Training Branch (CDDTB)**

**Application Period:** 04/29/2024 – 05/08/2024

**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:** Training Specialist

**Series:** AD-1712

**Location(s):** White Oak Campus, Silver Spring, MD. 24145-0031.

**Salary:** Starting at \$117,962

**Work Schedule:** Full Time

**Telework Eligible:** Yes – as determined by agency policy.

**Title 21 Band(s):** 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 a Training Specialist within the Career Development and Directed Training Branch (CDDTB) in the Division of Manufacturers Assistance and Training (DMAT). The Division is responsible for developing Training programs to orient and train Center staff in the areas of professional, managerial, and scientific training and education, evaluating Center-wide training and education needs utilizing educational principles and theories of eLearning, planning, and implementing the Center's programs for management, technical training, and executive development of staff and overseeing the development of the design of training guidelines, course materials instructional methods and new training technologies. This position reports to the Branch Chief of CDDTB.

Specifically, the Training Specialist will:

- Provide advice on a variety of matters involving the Center's education, training and employee development programs.
- Provide options to center staff and the planning, presentation, and evaluation of training programs and systems.
- Utilize principles and techniques of performance problem analysis and instructional system design to: (a) identify performance problems caused by a lack of skill or knowledge; (b) develop instructional strategies to address identified problems; and (c) develop instructional materials consistent with the instructional strategy.
- Develop surveys for centers training courses and evaluates course effectiveness.
- Develop new courses and seminars which meet the specifications of the instructional strategy for solving a defined training problem including development of course objectives, course manuals, selection of instructors, and pre-course and post-course assessment tools.
- Develop Center and Agency-wide notification systems to announce the availability of courses, seminars or self-instructional programs such as videotapes, CD-ROM or other compute - based instructional programs.
- Conduct evaluation of each training event and prepares summary report to be used to revise or make necessary changes in future courses or seminars.
- Work to identify innovative approaches to instructional design by creating and testing new techniques for analysis of needs and development of instructional strategies to improve effectiveness of Center and Agency staff.
- Conduct current literature searches and research in training, education, and instructional technology to identify and apply improved methods.
- When need for outside vendors is identified, conducts market research to identify possible vendors and costs, making recommendations based on findings. When a contract is required, works with COR to identify the requirements to go into the Statement of Work.
- Manage the contracting officer representative (COR) curriculum for organizational staff.
- Perform other duties as assigned.

### 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 Title 21 (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 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 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:**

Candidates must possess the required individual occupational requirements to qualify for the appropriate series applicable to the position. Please use the following link to determine the series for which you qualify: <https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/#url=List-by-Occupational-Series>

### **Desired Education and Professional Experience:**

- Undergraduate and Graduate Education: Major study -- education or a subject area related to the position to be filled.
- OR**
- Experience that demonstrates a practical knowledge of the subject area of the position and of the methods and techniques of instruction. Examples of qualifying experience include:
    - Teaching or instructing in an adult education program, secondary school, college, military installation, or industrial establishment in the appropriate field(s).
    - Administering a training program.
    - Development or review of training/course materials, aids, devices, etc., and evaluation of training results.
    - Work in the occupation or subject-matter field of the position to be filled that required training or instructing others on a regular basis.
  - Must have or be able to obtain the Level 1 COR Certification.

## 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: 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), SF50 (if applicable), latest PMAP (if applicable), unofficial transcripts and letter of interest with **"CURES CBER/OCOD/DMAT/CDDTB Training Specialist"** in the subject line to: [CBERHumanCapital@fda.hhs.gov](mailto:CBERHumanCapital@fda.hhs.gov). Applications will be accepted through 05/05/2024.

Announcement Contact

For questions regarding this Title 21 (Cures) position, please contact [CBERHumanCapital@fda.hhs.gov](mailto:CBERHumanCapital@fda.hhs.gov).

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

*FDA is an equal opportunity employer.*

