



Title 21 Vacancy Announcement
Deputy Office Director, Office of Facilities Engineering and Mission Support Services
Department of Health and Human Services (HHS)
Food and Drug Administration (FDA)
Office of Operations
Office of Facilities Engineering and Mission Support Services

Application Period: June 10, 2024 – June 14, 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: Deputy Office Director, Office of Facilities Engineering and Mission Support Services **Series:** 0301

Location: Silver Spring, MD

Salary: Starting at \$176,300

Work Schedule: Full Time

Title 21 Pay Table & Band: AD- Band F

Full Performance Band Level: Band F

Travel Requirements: Up to 25%

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 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 Mission of the Office of Operations (OO) is to ensure the timely and effective delivery of high quality and cost effective mission support services across the FDA and its Centers and Offices, and coordinate emergency preparedness and response activities for incidents involving

FDA-regulated products across FDA and its stakeholders. The Office of Operations (OO) is responsible for overseeing the agency's business programs and operations across all FDA Centers, field offices, regions and the Office of the Commissioner. OO, under the leadership of the Chief Operating Officer, ensures the timely and effective implementation of operations and the high-quality delivery of services across the agency, Centers and Internationally. OO plans and manages all business operations, including the budget, human resources, information technology, facilities, security and safety, ethics, equal employment opportunity, acquisitions and grants. Within OO, the Office of Facilities Engineering and Mission Support Services (OFEMS) seeks to provide FDA employees with high quality office and laboratory facilities, and supports the agency's mission by efficiently and effectively delivering support services that serve our customers and stakeholders while maintaining cross-agency perspective.

Support functions including facilities, logistics, personal property, and safety programs are vital to enabling FDA's mission. As Deputy Office Director, Office of Facilities Engineering and Mission Support Services (OFEMS), the incumbent shares responsibility for providing leadership and guidance to Agency components for the operations and management of the wide array of functions related to all aspects of facilities engineering, real property, logistics management, and occupational safety programs for the Food and Drug Administration. As such, shares in directing and managing programs and systems involving HQ consolidation, acquisition, alteration, operations, maintenance, and utilization of leased, and owned facilities nationwide. The incumbent conducts analyses of crosscutting issues within the divisions and units of OFEMS responsibilities and between OFEMS and the FDA Centers.

As Deputy Office Director, the incumbent shares responsibility for managing and/or coordinating these agency-wide services for the program Centers and other organizations across the FDA. The incumbent is expected to support managing all human, physical, information technology and financial resources assigned to the Office and allocate these resources to achieve optimal effectiveness and efficiency. The incumbent shares responsibility for the direction of office operations, provides counsel, leadership, and managerial direction necessary for the effective accomplishment of the functional responsibilities of OFEMS.

Duties/Responsibilities

- The Deputy Office Director represents the Office Director in the complete operational and programmatic scope of policy and program matters considered by OFEMS for the FDA Headquarters consolidation, logistics and facilities operations and maintenance services.
- Develops strategies that are aligned to the needs of the customer base, ensure consistency of approach, and coordinate resource utilization.
- Shares responsibility with the Office Director for providing agency-wide safety and occupational health coordination and providing leadership and direction regarding all aspects of facilities management at the Jefferson Laboratories Complex.

- Formulates business plans for OFEMS services in response to the vision strategies, program policies and input from customers concerns and issues.
- Directs and conducts special projects and studies of concern to the Office Director or other high-level senior agency officials in matters of an administrative or operational nature which involve a joint effort between the Agency, Department, or private sector organizations.
- Identifies policy alternatives with well-documented descriptions of potential impact for each alternative.
- The Deputy Office Director acts and speaks for the Office Director during any absence with full knowledge of OFEMS administrative and regulatory policies and program priorities.

Supervisory Responsibilities:

Organizational Management: Assists in managing an Office; Program Management: Runs a program of singular discipline focus in the Center. Oversees or coordinates multiple functional activities; Resource Management: Monitors and reports on resources needed to run a Division in the Center; Personnel Performance Management: Counsels and rates immediate subordinates; Human Capital Management: Identifies employee competency gaps.

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 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 3

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.

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: Minimum of 11 years of experience is required with H.S. Diploma or Associate Degree; 7 years of experience is required with Bachelors Degree; 6 years of experience is required with Masters Degree; and 4 years of experience is required with Doctorate and/or J.D, or MD/DO/DDS/DPM/DVM Degree. You will be required to submit your education documentation/transcripts upon selection and prior to a final offer.

Desired Education: Education requirement annotated above.

Professional Experience: Must have experience providing leadership and guidance to organizational components for the operations and management of several functions to include: facilities engineering, real property, logistics management, and occupational safety programs; Developing and implementing programs, policies, standards, procedures, and guidelines in the area of administrative and operational management, program planning and evaluation, management and other related activities that support major programs.

Desired Professional Experience:

- Competitive candidates will have experience providing leadership and direction regarding agency-wide logistics services and personal property management programs to create a highly productive environment for all employees.
- Priority will be placed on candidates with relevant, recent experience providing leadership and guidance to Agency components for all aspects of facilities engineering, real property, and logistics management functions.
- A strong candidate can readily demonstrate skills providing policy oversight for agency safety and occupational health programs, procedures and plans, and ensuring compliance with applicable health and safety regulatory requirements, HHS policy and agency needs.

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: Sensitive (Moderate Risk)

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

How to Apply: Submit resume or curriculum vitae with cover letter by June 14, 2024 to: Jessica.Lacey@fda.hhs.gov. Candidate resumes may be shared with hiring official within the Office of Operations with a similar job vacancy. Candidates can opt out of this process by annotating resume with “do not share”. Please reference Job Reference ID: T21-OFEMSDeputyDirector

Announcement Contact

For questions regarding this Cures position, please contact Jessica Lacey at 301-796-7462.

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

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