



Title 21 Vacancy Announcement
Deputy Office Director
Department of Health and Human Services (HHS)
Food and Drug Administration (FDA)
Center for Biologics Evaluation and Research (CBER)
Office of Management (OM)

Summary:

The position is located in the Department of Health and Human Services (DHHS), Food and Drug Administration (FDA), Center for Biologics Evaluation and Research (CBER), Office of Management (OM). This position is being filled under a streamlined hiring authority, 21 US Code 379d-3a, as amended by the 21st Century Cures Act of 2016, § 3072 and the Consolidated Appropriations Act of 2023, § 3624.

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.

Overview

Opening & Closing Dates: July 16 – 29, 2024
Salary: \$176,300 - \$235,109
Pay Scale & Band: Title 21 & Band F
Location: White Oak Campus, Silver Spring, MD
Remote Job: No
Telework Eligible: Yes
Travel Required: 25% or less
Relocation Expenses Reimbursed: No

Application Period: July 16 – 29, 2024

Area of Consideration: HHS-Wide

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

Series: 0341

Location(s): White Oak Campus, Silver Spring, MD

Work Schedule: Full Time

Salary Range: \$176,300 - \$235,109 and is set to commensurate with education and experience.

Cures Band(s): Band F

Bargaining Unit: 8888

Full Performance Band Level: Band F

Telework Eligible: Yes – as determined by agency policy.

Travel Requirements: 25% or less

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 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 public health through the regulation of biological and related products including blood, vaccines, allergenics, human tissues, and cellular and gene therapies. CBER protects and advances the public health by helping to ensure that biological products are safe, pure, and potent. CBER also provides the public with information to promote the safe and appropriate use of biological products.

Duties/Responsibilities

The Deputy Office Director for OM represents the Director in the complete range of policy and program matters considered by the office. Shares with the Director primary responsibility for the application of management methods and techniques in analyzing Center programs and issues, appraising the degree to which the Center mission is accomplished and developing Center operational plan and resource implementation. Works with the Office Director in the provision of advice and counsel to the Center Director, Deputy Center Directors, and Associate Directors for program coordination on administrative policies and guidelines, information management and data services. Provides executive leadership to Office Directors on the effective utilization of management resources and shares with the Director direction of staff functions in areas of administrative management, program planning and evaluation, information management and data systems necessary in support of Center's substantive programs and functions.

The Division of Veterinarian Services (DVS) reports directly to the Office of Management and is responsible for support of all aspects of FDA's laboratory animal care and use program on the White Oak campus. DVS administers a comprehensive set of animal-related services, providing for the humane care and health of research animals. Routine services include animal procurement, quarantine, transportation, housing, provision of diet, water, and enrichment, daily observation of animals with reporting of abnormal health conditions, as well as sanitization of rooms, cages, racks, and other equipment.

Specifically, the Deputy Office Director will:

- Represent the Office Director in his/her absence with full knowledge of office policy and Center program priorities.
- Represent the Office Director in Center, Agency, Departmental and Interdepartmental meetings and committees.
- Make commitments in recommendations concerning OM policies and activities. Acts with full authority and exercises freedom of action in areas of activity as delegated by the Office Director.
- Plan and define OM work programs, policies and procedures. Such activities require interpretation and adaptation of Center program and policy objectives, making a variety of policy decisions impacting broadly on the conduct, coordination and interrelationships of Center programs and administrative operations.
- Represent the Office Director in his/her absence with full knowledge and has oversight of the entire CBER animal laboratory administrative and budget activities; and provides a variety of services to support animal-based research in the CBER intramural research program.
- Supervise the development and implementation of Center policies and procedures.
- Implement programs pertaining to management operations in areas of budget formulation and execution, program evaluation, employee development, general administration, organization development, management studies and office services.

Supervisory responsibilities: Provides leadership and direction to a multidisciplinary staff of 130 employees engaged in the execution of critical Center programs. The incumbent plans, assigns, oversees, and directs the work to be accomplished, ensuring timely performance of a satisfactory amount and quality of work; sets and adjusts priorities and timeframes for completion of the work; provides advice and guidance to staff members; reviews work products and accepts, amends or rejects work; develops performance standards and serves as rating official on employee evaluations; serves as a hiring manager or approves selection for positions; hears and resolves group and individual grievances and serious complaints; effects various disciplinary actions; approves leave and compensatory time, awards, reassignments, and other personnel actions; promotes team building; identifies and implements ways to streamline operations and increase workload productivity.

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.
- All applicants born male, on (or after) 12/31/1959, must be registered with the Selective Service System OR have an approved exemption. Visit www.SSS.gov for more info.
- 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.

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: No education requirements.

Desired Professional Experience: Ideally the candidate would possess a minimum of 10 years of experience related to the duties of position including financial management and/or human resources and operations.

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, in addition to describing duties performed during that time period), SF50 (if applicable), latest PMAP (if applicable), and letter of interest with **“CURES CBER/OM Deputy Office Director”** in the subject line to: CBERHumanCapital@fda.hhs.gov. Applications will be accepted through **July 29, 2024**.

Announcement Contact

For questions regarding this Cures position, please contact 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.

