Title 21 Vacancy Announcement
Department of Health and Human Services (HHS)
Food and Drug Administration (FDA)
Human Foods Program (HFP)
Office of Food Chemical Safety, Dietary Supplements and Innovation (OFCSDSI)
Supervisory Science/Regulatory Policy Analyst
Super Office Director

Application Period: August 1, 2024 – August 30, 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: Super Office Director (Supervisory Science/Regulatory Policy Analyst)

Series: 0301 Science/Regulatory Policy Analyst

Title 21 Band(s): Pay Table 4, Band G

Full Performance Band Level: Band G

Location(s): College Park, MD

Work Schedule: Full Time

Salary: Starting at $213,491

Travel Requirements: Up to 25%

Bargaining Unit: 8888, Non-bargaining Unit

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 is the regulatory, scientific, public health, and consumer protection agency responsible for ensuring that all human and animal drugs, and medical devices are safe and effective; that cosmetics, foods, food additives, drugs and medicated feeds for food producing animals, and radiation emitting devices are safe; and that all such products marketed in the U.S. are adequately, truthfully and informatively labeled and safely and properly stored, transported, manufactured packaged and regulated.

The mission of the Human Foods Program (HFP) is to protect and promote the health and wellness of all people through science-based approaches to prevent foodborne illness, reduce diet-related chronic disease, and ensure chemicals in food are safe.

Duties/Responsibilities

The Office of Food Chemical Safety, Dietary Supplements and Innovation (OFCSDSI) serves as the FDA's lead for policy, risk management, and the scientific and regulatory review of the Agency's food chemical and dietary supplement programs. Responsibilities include the development of FDA-initiated regulations as well as responding to stakeholder petitions and notices on matters referenced in the Federal Food, Drug, and Cosmetic (FD&C) Act pertaining to the provisions for food and color additives, ingredients Generally Recognized As Safe (GRAS), food contact substances, dietary supplements, and foods and food ingredients derived from innovative technologies. The incumbent serves as a Super Office Director who:

- Leads subordinate offices in the pre and post market assessment of food additives, color additives, GRAS ingredients, food contact substances, prior sanctioned substances, dietary supplements, new and novel foods, food biotechnology, and food chemical contaminant activities.
- Oversees subordinate offices in the evaluation of risk assessments, adverse events, and other signals related to the safety of food additives, color additives, dietary supplements, foods, and food ingredients, including those derived through biotechnology and other innovative technologies.
- Serves as principal liaison in developing and implementing nationwide programs pertaining to the development of FDA initiated regulations as well as responding to stakeholder petitions and notices on matters referenced in the FD&C Act pertaining to the provisions for food and color additives, pertaining to the provisions for food and color additives, GRAS ingredients, food contact substances, dietary supplements, and foods and food ingredients derived from innovative technologies.
- Provides executive leadership and managerial direction to professional, technical, and support personnel engaged in a variety of activities related to the planning, development, execution, and coordination of food chemical and dietary supplement programs.

- Provides executive leadership related to the subordinate offices responsible for toxicological, nutritional, and microbiological data and information, and chemical data (including data on probable human exposure) submitted to the FDA through consultations or notices that pertain to the safety of foods and food ingredients, including those derived through biotechnology or other innovative technologies.
- Assists the Deputy Commissioner for Human Foods in the development and implementation of program goals consistent with the expectations of the Administration, Department, and Agency.
- Represents the FDA on committees and at professional meetings both domestically and internationally, and makes commitments, suggestions and provides authoritative recommendations concerning policies, programs and the evaluation of food chemical and dietary supplement activities.
- Collaborates with Agency and Foods Program officials and executives in the formulation, development, and execution of short- and long-range goals related to the planning, development, execution, and coordination of food biotechnology, food innovation, food chemical, and dietary supplement programs.
- Serves and/or designates subordinate Office Directors or others to serve as the Agency representative or Agency official to testify before Congress and participate in meetings with Congressional staff, other Federal agencies, regulated industry, and other stakeholders.
- Develops and maintains effective relationships internally, such as with top level FDA and HHS officials; and externally, with Members of Congress, counterparts in other agencies, foreign health officials, academia, consumer groups and others to communicate on chemical safety issues, coordinate policy development, and exchange critical scientific information. Communicates externally FDA recommendations, conclusions, and decisions on specific chemicals in food and on program activities and challenges.
- Provides leadership in the collaboration with industry and others involved in new product development in the support for innovative technologies in food production. Ensures that developers of new food technologies have adequate guidance on FDA requirements and provides consultations with developers on FDA requirements and microbiological, toxicological, and nutritional data needs. Seeks to assure that submissions to FDA on new technologies, such as biotechnology and food produced from cultured animal cells, are screened for inadequacies prior to FDA review.
- As principal advisor to the Deputy Commissioner for Human Foods, analyzes and provides authoritative evaluation and recommendations concerning the initiation, curtailment, consolidation, or decentralization of programs and in the efficient deployment of allocated resources. Assists the Deputy Commissioner for Human Foods and leads, as required, the organizational structuring of functional responsibilities and work assignments to ensure the effective, efficient, and economical use of personnel and resources for OFCSDSI. Identifies staffing needs and assists in recruiting and retaining high quality managers and personnel. Evaluates budget estimates and justifications for the Super Office and makes appropriate recommendations to the

Deputy Commissioner for Human Foods. Ensures that the organizational structure of OFCSDSI provides for uniformity, optimum effectiveness, and operational efficiency. Identifies, defines, and analyzes significant obstacles to program accomplishments and recommends changes and initiates action to ensure effective resource utilization and the elimination of unnecessary duplication. Promotes and encourages intra- and inter-program cooperation to achieve program objectives.

- Directs the development and implementation of strategies, plans, policies, and budgets to build FDA's food-related scientific and regulatory capacities and programs, including recruitment and training of key personnel and development of information systems.

Supervisory Responsibilities:
Supervisor provides occupational specific technical and administrative direction 25 percent or more of the time to three or more subordinate employees performing the work and functions of the organization. * 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 offices. * Recommends employee promotions and recognition; approves leave; implements performance modifications and takes corrective actions as appropriate. * Provides equal opportunity in all Federal human capital and employment programs regardless of race, color, gender, national origin, religion, age, disability, genetic information, sexual orientation, affiliation or non-affiliation with a labor organization, political affiliation, status as a parent. * Provides employees resources and information that insures a safe and healthy work environment.

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 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.*

Desired Professional Experience or Education:

- At least 10 years or equivalent experience managing a complex scientific or regulatory program.
- Experience serving as an excellent communicator and public speaker, including with media, and the ability to effectively communicate complex issues succinctly.
- Demonstrated experience developing networks and building alliances, collaborating across boundaries to build strategic relationships with a wide-range of stakeholders, including consumers, industry, and members of Congress to helpachieve common goals.
- Experience in identifying internal and external politics that impact the work of the organization. Perceives organizational and political realities and acts accordingly.
- Experience identifying and analyzing problems includingweighing the relevancy and accuracy of information, generating and evaluating alternative solutions, and making recommendations.

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-Critical Sensitive – High Risk

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. 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.

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 and a copy of all transcripts (with foreign credential evaluation, if applicable) by the closing date as identified above to HFPExecutiveResources@fda.hhs.gov. Candidate resumes may be shared with hiring official within the CFSAN with a similar job vacancy. Candidates can opt out of this process by annotating resume with “do not share”. For questions please contact HFPExecutiveResources@fda.hhs.gov. Please reference Job Reference ID: OFCSDSI, Super Office Director, SRPA.

Announcement Contact

For questions regarding this Cures position, please contact HFPExecutiveResources@fda.hhs.gov. Please reference Job Reference ID: OFCSDSI, Super Office Director, SRPA.

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