



Title 21 Vacancy Announcement
Department of Health and Human Services (HHS)
Food and Drug Administration (FDA)
Human Foods Program (HFP)
General Health Scientist
Associate Commissioner for Human Foods Policy

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: Associate Commissioner for Human Foods Policy (General Health Scientist)

Series: 0601, General Health Science

Title 21 Band(s): Pay Table 4 Band H

Full Performance Band Level: Band H

Location(s): College Park, MD

Work Schedule: Full Time

Salary: Starting at \$259,391

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 Associate Commissioner reports directly to the Deputy Commissioner for Human Foods. The incumbent serves as the most senior leader/principal advisor to the Deputy Commissioner on the development, implementation, and coordination of Human Food regulatory policy initiatives impacting safety, innovation, and nutrition programs. The incumbent plays an executive leadership role in helping the HFP coordinate a unified approach across HFP on priority, cross cutting policy activities. These responsibilities are accomplished through providing strategic leadership and counsel to the Deputy Commissioner for all Office and Super Office policy and regulatory matters impacting the HFP related to dietary supplements, nutrition labeling and food standards, infant formula and medical foods, food safety and food defense to ensure the safety of the U.S. food supply. In addition, the incumbent will perform the following:

- Provides executive oversight to the Office/Super Offices responsible for the development of policy and regulatory activities that require high-level coordination and input. Reviews all programmatic and policy decisions proposed by HFP Offices/Super Offices, so as to ensure consistency with established policy and sound regulatory decision making.
- Identifies and assesses emerging, standing, complex or precedent-setting issues impacting the Agency's human food safety policies and programs. In Collaboration with the Office of Strategic Programs, establishes metrics and benchmarks to assess the effectiveness of policies and programs, and conducts regular reviews to ensure alignment with strategic objectives.
- Provides analyses and develops/recommends alternative courses of action on significant controversial aspects of existing and proposed policies matters. Advises the Deputy Commissioner, senior FDA officials and HFP stakeholders on all regulations and policy-making activities that affect the HFP projects and initiatives or have an impact on the development and execution of long-range program goals.

- Provides advice to the Deputy Commissioner on communications to the public with respect to food policy, and guidance to Offices/Super Offices on the most effective communication strategies.
- In collaboration with the Deputy Commissioner and Principal Associate Commissioner for Human Foods, participates in the development of long-term strategies, plans, policies, and budgets to build the HFP, including recruitment and training of key personnel. Drives innovation and continuous improvement initiatives for the HFP. Identifies opportunities for efficiencies, effectiveness, and service enhancements.
- As designated by the Deputy Commissioner, represents the Agency in meetings and conferences and establishes and maintains effective relationships with top level FDA, HHS, and Administration officials, national/international industry representatives, Members of Congress, counterparts from other Federal, State and local government agencies, foreign government representatives, academia, consumer and other groups to secure, exchange and provide information concerning human food safety policy and program considerations; presents authoritative recommendations and conclusions reflecting the Agency's position on human food safety matters related to existing and proposed policies, programs, regulations, proposed legislation; and makes decisions and commitments concerning programs, policies, and evaluation of activities concerning Agency human food activities. Articulates policy positions for support from key stakeholders, including the public, media, and elected officials. The incumbent is authorized to speak for the Deputy Commissioner and to commit the Agency to courses of action on these matters.

Supervisory Responsibilities: None

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 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.*

Education Required:

Bachelor’s or graduate/higher level degree: major study in an academic field related to the medical field, health sciences or allied sciences appropriate to the work of the position. This degree must be from an educational program from an accrediting body recognized by the [U.S. Department of Education](#)([external link](#)) at the time the degree was obtained.

Desired Skills, Experience, or Education:

- Demonstrated experience in the development and implementation of food regulatory policy.
- Knowledge of the Food, Drug and Cosmetics Act’s food authorities, particularly the Food Safety Modernization Act.
- Knowledge of scientific principles underlying the production of safe food and of food’s nutritional value.
- Demonstrated experience leading people in a complex scientific and regulatory environment.
- Demonstrated experience serving as a decision maker, advisor, and colleague for senior Federal officials, especially on projects/initiatives of high Administration priority and involve regular interactions with senior Administration officials in FDA, HHS, and the White House/Executive Office of the President.

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: HFP, Associate Commissioner.

Announcement Contact

For questions regarding this Cures position, please contact hfpexecutiveresources@fda.hhs.gov. Please reference Job Reference ID: HFP, Associate Commissioner.

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

FDA is an equal opportunity employer.

