



**Title 21 Vacancy Announcement**  
**Department of Health and Human Services (HHS)**  
**Food and Drug Administration (FDA)**  
**Human Foods Program (HFP)/Office of Compliance and Enforcement (OCE)**  
**Supervisory Science/Regulatory Policy Analyst/Regulatory Counsel**  
**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/Supervisory Regulatory Counsel)

**Series:**

0301, Science/Regulatory Policy Analyst

0301, Regulatory Counsel

**Title 21 Band(s):**

0301 Science/Regulatory Policy Analyst: Pay Table 4, Band G

0301 Regulatory Counsel: Pay Table 5, 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 Compliance and Enforcement (OCE) is responsible for operationalizing Human Foods Program (HFP) goals and priorities through direction, implementation, and analysis of HFP inspectional and related activities. The Super Office Director is responsible for overseeing three offices that perform inspection oversight, compliance and enforcement and case development and recall activities. In addition, the Super Office Director performs the following:

- Provides executive leadership and managerial direction to professional, technical, and support personnel engaged in a variety of substantive activities related to food safety and food defense compliance and enforcement activities.
- Provides executive leadership and managerial direction on the initiation, curtailment, consolidation, or decentralization of compliance and enforcement programs related to HFP regulated products.
- Provides executive leadership on the planning, development and direction of HFP compliance and enforcement strategies actions, ensuring uniform interpretation of standards and overseeing the implementation and monitoring of the strategies and programs. Serves as the key HFP liaison to the FDA Office of Inspections and Investigators on compliance and enforcement matters.
- The Super Office Director serves as a principal advisor to, and spokesperson for the Deputy Commissioner in matters related to the compliance and enforcement activities. Serve as an expert advisor on regulations, policies, and procedures. Provides executive leadership on inspection and sampling activities ensuring that they align with the HFP goals and priorities.
- Participates in and contributes to top level Center, Agency, or Department discussions, meetings and conferences on broad regulatory matters and issues. These activities may involve precedent-setting matters and may be issues with high visibility and of particular concern to the Center Director and Deputy Commissioner for Foods, as well as the public.
- Advises the HFP and other leadership officials on the Food and Drug Administration's

regulatory and enforcement responsibilities and potential risks associated with HFP-regulated products. Collaborates on strategy development and execution with HFP risk managers in the offices dealing with nutrition, chemical safety and microbiological safety along with HFP's Office of Surveillance Strategy and Prioritization.

- Oversees case development and supports recall execution for HFP-regulated products by establishing medically, scientifically, and legally supportable advisory, administrative and judicial actions.
- Represents the Agency and establishes and maintains relationships with top level FDA and HHS Officials, national/international industry representatives, Members of Congress, counterparts from other Federal, State, and local government agencies, foreign government representatives, academia, and consumer and other groups to: secure, exchange and provide information regarding compliance and enforcement activities.
- Serves and/or designates subordinate Office Directors to serve as the Agency Official to testify before Congress, and meet with Congressional staff, other Federal agencies, regulated industry, and other stakeholders.
- Develops, prepares, and presents authoritative memoranda, briefings, position papers and other materials concerning substantive questions, issues, findings, conclusions and proposed solutions and suggested courses of action based on the evaluation of all scientific, legal and regulatory information available.
- Ensures that the organizational structure of the super office provides for uniformity, optimum effectiveness, and operational efficiency. Analyzes and defines significant obstacles that could hinder program accomplishments and recommends changes and initiates action to ensure effective resources utilization and the elimination of duplication. Promotes and encourages intra- and inter-Program cooperation to achieve program objectives.
- Manages the personnel and financial resources of the super office ensuring that resources are allocated and utilized in accordance with the identified priorities and core functions of the HFP.

#### 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.*

### **Minimum Qualifications (for Supervisory Regulatory Counsel):**

**Education:** A law degree, specifically a LL.M. or J.D. The degree must be from an accredited

program or institution. **OR**

**Experience:** Comparable regulatory experience focused on interpreting laws, rules, regulations, or policies; or develop or analyze regulations and policies for regulated products.

**Desired Professional Experience or Education:**

- At least 5 years of experience managing a complex compliance or enforcement program, especially with familiarity of food safety and labeling programs.
- Experience communicating highly technical information in a clear way and working with staff at all levels of the organization and varying levels of domain expertise; excellent listening skills and a commitment to communicate in a timely manner.
- Experience leading and managing subordinate supervisors and teams effectively, with a track record of strategic decision-making and achieving business objectives.
- Demonstrated experience developing networks and building alliances; collaborating across boundaries to build strategic relationships and achieve common goals.
- Experience in identifying internal and external politics that impact the work of the organization, perceiving organizational and political realities, and acting accordingly.
- Demonstrated experience identifying and analyzing problems, weighing relevant and accurate information, generating and evaluating alternative solutions, 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](mailto: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](mailto:hfpexecutiveresources@fda.hhs.gov). Please reference Job Reference ID: OCE, Super Office Director.

## Announcement Contact

For questions regarding this Cures position, please contact [hfpexecutiveresources@fda.hhs.gov](mailto:hfpexecutiveresources@fda.hhs.gov). Please reference Job Reference ID: OCE, Super Office Director.

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

*FDA is an equal opportunity employer.*

