



**Title 21 Vacancy Announcement**  
**Department of Health and Human Services (HHS)**  
**Food and Drug Administration (FDA)**  
**Human Foods Program (HFP)**  
**Office of Laboratory Operations and Applied Science (OLOAS)**  
**Supervisory Interdisciplinary Scientist**  
**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 Interdisciplinary Scientist)

**Series:**

0401, Biologist

1320, Chemist

**Title 21 Band(s):**

0401, Biologist, Pay Table 4 Band H

1320, Chemist, 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 Office of Laboratory Operations and Applied Science (OLOAS) is responsible for overseeing applied and regulatory laboratory scientific studies, applied research in the areas of toxicology and chemistry, and managing the science-based testing of food. This position serves as the Super Office Director over multiple offices that are responsible for laboratory operations related to food safety. The Super Office Director will provide executive leadership to all human and animal food laboratories dispersed throughout the United States. The Super Office Director oversees, manages, and sets priorities related to HFP and Agency goals. In addition, the incumbent will perform the following:

- Leads, directs, and coordinates all Human Foods Program (HFP) applied science and laboratory regulatory science activities as well as for collaborations with other Food and Drug Administration (FDA) offices, Department components, and other governmental and external groups. Coordinates among the HFP laboratory, surveillance, and policy offices on decisions involving emerging scientific issues and knowledge.
- Provides executive leadership to research scientists; and directs the research through subordinate Office supervisors; approving the initiation, redirection, and termination of research projects; evaluating and approving scientific work and manuscripts; approving highly specialized equipment purchases; establishing research priorities and safe work practices; and deciding/resolving employee relations issues.
- The Super Office Director oversees the development of new or modified scientific and analytical compliance policies and regulatory sample testing procedures for all food regulated by the FDA. Participates in the development and maintenance of and/or oversees global laboratory networks and microbiology sample surveillance and data collection programs.
- Advises Super Office, Foods Program and Agency management on the resolution of complex or controversial issues related to the determination of chemical substances added to or contaminating food as well as microbiological contamination of food. In addition, provides scientific and supervisory leadership in originating, planning, and

performing research to ascertain the nature and magnitude of microbiological and chemical contaminants and food additive impurities for risk assessment, policy development and food safety assurance purposes.

- Serves as an expert advisor to the Deputy Commissioner for Human Foods regarding regulatory testing, setting applied research priorities, and implementing regulatory science activities.
- Represents the Deputy Commissioner and/or the HFP on task forces and committees mandated by Congress, DHHS, FDA, etc. on human foods science and research activities.
- Participates in and contributes to top level HFP, Agency, or DHHS discussions, meetings, and conferences related to human foods science and research activities. Serves as the Agency spokesperson and authoritative source of information and advisor to the Deputy Commissioner and the Principal Associate Commissioner for Human Foods on regulatory testing, applied research priorities, and regulatory science activities.
- Coordinates and provides guidance and direction on short- and long- term and emergency response laboratory activities between offices and the HFP.
- Leads and participates in intra and inter-FDA workgroups for the advancement and/or harmonization of biological, microbiological, or chemical programs, systems, methods, and data gathering.
- Oversees a scientific program responsible for managing and executing a laboratory science and data science program focused on analytical chemistry, microbiology, and biology in support of methods development, validation, and regulatory analyses.
- Utilizes scientific knowledge, extensive research experience, project management expertise and knowledge of inter-disciplinary research to develop a OLOAS workplan and budget to efficiently and effectively address Human Foods programmatic, scientific, or research needs that aligns to HFP goals and priorities. The Super Office Director will utilize his/her knowledge of research program costs, infrastructure, personnel costs, and skillsets needed to executive the most efficient and effective research programs using the most effective research vehicles available.
- Directs laboratory assistance to other FDA components and government agencies regarding food safety and food defense issues and provides scientific support in potential or actual threat or outbreak situations.
- Ensures that the organizational structure of the Office provides for uniformity, optimum effectiveness, and operational efficiency. Analyzes and defines significant obstacles to program accomplishments, recommends changes, and initiates action to ensure effective resource 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 Office ensuring that resources are allocated and utilized in accordance with the identified priorities and core functions of the HFP. Ensures that the research conducted by the Office is mission-relevant and timely.
- Maintains an extensive working knowledge of new biological, chemical, or microbiological techniques that have an impact on food safety.
- Collaborates with the appropriate HFP offices and contributes to the development of

assignments and timelines for biological, microbiological, or chemical laboratory testing requirements and tracks progress and metrics.

#### 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.*

#### **Education Required:**

##### **0401, Biologist:**

**Degree:** biological sciences, agriculture, natural resource management, chemistry, or related disciplines appropriate to the position. **OR**

**Combination of education and experience:** Courses equivalent to a major, as shown in A above, plus appropriate experience or additional education.

##### **1320, Chemist:**

A bachelor’s degree or higher in chemistry, biochemistry, or chemical engineer; **OR** a bachelor’s degree or higher in physical sciences, life sciences, or engineering, plus appropriate experience in chemistry. The degree must be from an accredited program or institution; **OR** work that requires full professional education and training in the field of chemistry. This work includes the investigation, analysis, characterization, quantifying chemicals in biological matrices and interpretation of the composition, molecular structure, and properties of substances, the transformations which they undergo and the measurement of the quantities of chemical substances.

#### **Desired Professional Experience or Education:**

- Competitive candidates will have earned a doctoral degree in the applicable science related to this position.
- At least 10 years or equivalent experience managing complex scientific programs related to laboratory operations for a food safety program.
- Experience demonstrating a deep understanding of the industry landscape, market trends, and competitive dynamics.
- Experience leading and manage subordinate supervisors and teams effectively, with a track record of strategic decision-making and achieving business objectives.
- 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.

- Demonstrated experience developing networks and build alliances; collaborates across boundaries to build strategic relationships and achieve common goals.
- Demonstrated experience identifying internal and external politics that impact the work of the organization, perceiving organizational and political realities and acting accordingly.

## 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-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

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: OLOAS, 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: OLOAS, 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.*

