



**Title 21 Vacancy Announcement**  
**Department of Health and Human Services (HHS)**  
**Food and Drug Administration (FDA)**  
**Center for Biologics Evaluation and Research (CBER)**  
**Office of Communications Outreach and Development (OCOD)**  
**Division of Disclosure and Oversight Management (DDOM)**

**Application Period:** 8/5/24 – 8/14/24

**Area of Consideration:** Public

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:** Program Support Specialist

**Series:** 0301

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

**Salary:** Starting at \$55,924 and is set commensurate with education and experience.

**Work Schedule:** Full Time

**Telework Eligible:** Yes

**Cures Band(s):** Bands W/Y

**Full Performance Band Level:**

Band W FPBL: Band Y

Band Y FPBL: Band Y

**Travel Requirements:** None

**Bargaining Unit:** 3591

**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 Food and Drug Administration is the federal agency responsible for protecting the public health by helping to ensure the safety, efficacy, and security of human and veterinary drugs, biological products, and medical devices; and by helping to ensure the safety of our nation's food supply, cosmetics, and products that emit radiation. FDA also has responsibility for regulating the manufacturing, marketing, and distribution of tobacco products to protect the public health and to reduce tobacco use by minors. FDA's programs are national in scope and effect, and the agency's activities have a direct and significant impact on multi-billion-dollar industries, in addition to protecting the health and safety of American Consumers. The work of the Agency is carried out by a staff of more than 18,000 scientists, physicians, regulatory and other personnel stationed throughout the United States.

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 incumbent serves as a Program Support Specialist within the Division of Disclosure and Oversight Management (DDOM) under the Office of Communication Outreach and Development (OCOD). This position reports to the DDOM division director. The incumbent provides program and administrative support to the division and office, including Freedom of Information Act (FOIA) requesters and disclosure staff. The incumbent has responsibility for day-to-day management functions and program activities within the division and office. Advises the DDOM Division Director and senior division and office management on administrative services and develops policies and procedures for these services. Performs as a member of the program support staff to the DDOM and OCOD and their staff for a variety of program support and administrative services. Included are such functions as general administration, budget, security, manpower utilization and control, administrative controls, timekeeping, and procurement.

#### Specifically, the Program Support Specialist will:

- Provides technical support and advisory services to the division and office regarding the timekeeping management using automated timekeeping software.
- Ensures timecards are prepared and accurate and advises employees and supervisors of issues and corrects as necessary.
- Monitor and manage the timecard process for all DDOM staff and assists at the office level when needed.
- Implements and drafts any additional information to be sent to supervisor and employees to ensure timecards are accurately and timely processed each pay period.
- Draft operating procedures documenting division or office policies and methods relating to assigned duties.
- Edit a variety of documents prepared by professional staff.
- Assists the division and office in planning for and arranging meetings.
- Utilize automated administrative systems in order to complete assigned work.
- Establishes and refines processes and provides recommendations to improve the effectiveness and accuracy of assigned work.
- Assists with travel, training, and procurement administrative management as needed.
- Prepares and generates reports, memos, forms, and other documents using different computer programs such as MS Word, MS Excel, MS Outlook etc.
- Organizes and evaluates CBER assigned FOIA requests and litigation by providing administrative support to the division staff which may include entering and updating information in an automated system, answering telephone calls to the CBER FOIA line, assisting with the processing of FOIA requests and litigation responses for non-scientific information or previously released records.

### 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.
- 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](http://www.SSS.gov) for more info.
- 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 Requirement:** Candidates must possess the required individual occupational requirements to qualify for the appropriate series applicable to the position. Please use the following link to determine the series for which you qualify: [OPM Occupational Series Qualification Requirements](#)

### Desired Professional Experience:

- Interpersonal skills sufficient to organize and coordinate thorough, systematic, and professional projects to meet the established and unanticipated needs of the division and office.
- Ability to effectively communicate orally and in writing.

## 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:** 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.

**Additional Information:**

**If you are serving, or have served in the last 5 years (from 12/01/2023) as an Executive Branch political, Schedule C, or Non-career SES appointee, HHS/FDA may be required to obtain approval by the Office of Personnel Management (OPM) prior to beginning employment.** You can find out if you have held one of these appointment types by looking at your Standard Form 50s in your Electronic Official Personnel Folder (eOPF), in Section 5 where the legal authorities are listed. If you have served or are currently serving, you must provide a copy of your SF-50, Notification of Personnel Action, documenting this appointment. In addition, you will be required to respond to the question in the assessment and certify your responses to the questionnaire. See [Political Appointee FAQ - OPM](#) for more.

**How to Apply:** Please submit electronic resume or curriculum vitae (please be sure to clearly define the number of years using month and year training completed, in addition to describing duties performed during that time period), SF50 (if applicable), latest PMAP (if applicable), copy of unofficial transcript(s), and letter of interest with **“CURES CBER/OCOD/DDOM Program Support Specialist”** in the subject line to: [CBERHumanCapital@fda.hhs.gov](mailto:CBERHumanCapital@fda.hhs.gov). Applications will be accepted through **8/14/24**.

**Announcement Contact:** For questions regarding this Cures position, please contact [CBERHumanCapital@fda.hhs.gov](mailto: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.*

