



**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 Management (OM)**  
**Division of Management Planning and Analysis (DMPA)**  
**Planning, Performance, and Formulation Branch (PPFB)**

**Application Period:** August 22 – September 3, 2024

**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 Analyst

**Series:** 343

**Location:** Remote Eligible

**Salary:** Starting at:  
\$74,950 (Band A)  
\$89,834 (Band B)

**Telework Eligible:** Yes

**Work Schedule:** Full Time

**Bargaining Unit:** 3591

**Title 21 Band(s):** A/B

**Full Performance Band Level (FPBL):**  
Band A FPBL: Band A  
Band B FPBL: Band B

**Travel Requirements:** 25% or less

**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.

**These positions are being filled under a stream-lined hiring authority, Title 21, Section 3072 of the 21st Century Cures Act. The candidates selected for these positions 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 (FDA or Agency) is the regulatory, scientific, public health and consumer protection agency responsible for ensuring all human and animal drugs, medical devices, cosmetics, foods, food additives, drugs and medicated feeds for food producing animals, tobacco and radiation emitting devices safe, and effective.

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 the public health through the regulation of biological and related products including blood, vaccines, allergenics, tissues, and cellular and gene therapies. CBER protects and advances the public health by ensuring that biological products are safe, effective, and available to those who need them. CBER also provides the public with information to promote the safe and appropriate use of biological products.

The Office of Management (OM) leads procedural and process changes through developing and applying new strategies to emerging problems and new management initiatives, allocating dollars and staff resources to CBER’s program offices,

monitoring their usage, and setting priorities to improve the level of customer service and program performance to meet CBER's goal of protecting and promoting the public health. OM directs and monitors human resources, budget, payroll, space issues, assistance on human resources, provides administrative and technical support for advisory committee meetings, as well as provides laboratory and equipment support. In supporting the mission of the agency, OM develops, maintains, and supports a high quality and diverse workforce.

### Duties/Responsibilities

The incumbent serves as a Program Analyst in the Planning, Performance, and Formulation Branch (PPFB) within the Division of Management Planning and Analysis (DMPA) under the Office of Management (OM). This position reports to the Branch Chief of PPFB. The Program Analyst possesses the administrative experience in areas such as Human Capital Programs, Budget Formulation, Acquisition Lifecycle Management, Managerial Accounting, Program Evaluation, Strategic Planning, Performance Management, Organizational Behavior, Management Science, Committee Management, and Ethics.

#### Specifically, the Program Analyst will:

- Plan and conduct studies related to program and management improvement issues as well as with gathering and organizing narrative and statistical information using, and when necessary, modifying, accepted methods to suit the peculiar circumstances presented by different studies and projects.
- Manage meetings with high-level officials to investigate facts, present conclusions, recommendations, and alternatives and to present alternate forms of action.
- Utilize experience in budget planning/formulation and congressional and/or legislative affairs, particularly related to appropriations and budgeting processes.
- Evaluate programs/projects with federal budget and performance measurement processes and policies.

### Conditions of Employment

- The candidate selected for this position will serve under a career or career-conditional appointment within the competitive service.
- 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. Please go to <http://www.sss.gov> for more information.
- One-year probationary period may be required.
- Financial Disclosure may be required.
- Ethics Clearance may be required.
- Background Investigation Requirement: 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.
- Certification of Accuracy: All information concerning eligibility and qualification is subject to investigation and verification. False representation may be grounds for non-consideration, non-selection, or appropriate legal action.
- **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.

### 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 below Education/Graduate Training requirements 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: <https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/#url=List-by-Occupational-Series>

**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 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](#).

**Desired Professional Skills and Experience:**

- Experience planning and conducting studies related to program and management improvement issues; and/or
- Experience gathering and organizing narrative and statistical information using, and when necessary, modifying, accepted methods to suit the peculiar circumstances presented by different studies and projects; and/or
- Experience in meeting management with high-level officials to investigate facts, present conclusions, recommendations, and alternatives and to present alternate forms of action; and/or
- Experience in budget planning or formulation; and/or
- Experience in congressional or legislative affairs, particularly related to appropriations and budgeting processes; and/or
- Experience in program/project evaluation; and/or
- Experience in federal budget processes and policies.

**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**

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

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](#).

### 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), copy of unofficial transcripts, SF50 (if applicable), copy of your active medical license/s (if applicable), copy of your board certification/s (if applicable), latest signed PMAP (if applicable), and letter of interest with **“Title 21 CBER/OM/DMPA/PPFB Program Analyst, Bands A/B”** in the subject line to: [CBERHumanCapital@fda.hhs.gov](mailto:CBERHumanCapital@fda.hhs.gov). Applications will be accepted through **September 3, 2024**.

### 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.*

