



**Job Title: Assistant Director (Supervisory Public Health Analyst)**  
**Department of Health and Human Services (DHHS)**  
**Food and Drug Administration (FDA)**  
**Center for Devices and Radiological Health (CDRH)**  
**Office of Communication Information Disclosure, Training and Education (OCITE)**  
**Office of Communication and Content Development (OCCD)**

**Summary:**

The position is located in the Department of Health and Human Services (DHHS), Food and Drug Administration (FDA), Center for Devices and Radiological Health (CDRH), Office of Communication Information Disclosure, Training and Education (OCITE) and being filled under FDA's Title 21 hiring authority. This hiring authority was passed by Congress in December 2016, to improve FDA's ability to recruit and retain scientific, technical, and professional experts in certain occupational series that "support the development, review, and regulation of medical products." The FY23 Omnibus Appropriations Bill expanded the hiring authority to include cross-cutting positions and individuals that support the development, review, and regulation of food and cosmetics in addition to medical products. Both statutes amended the FD&C Act 21 USC. This hiring authority is a streamlined hiring authority, outlined in 21 USC 379d-3a, as amended by the 21st Century Cures Act of 2016, § 3072 and the Consolidated Appropriations Act of 2023, § 3624.

Learn More About This Agency:

***Become a part of the Department that touches the lives of every American.***

*At the [Department of Health and Human Services \(HHS\)](#) you can give back to your community, state, and country, by making a difference in the lives of Americans everywhere! HHS is the principal agency for protecting the health of citizens. Join HHS and help to make our world healthier, safer, and better for all Americans.*

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 Center for Devices and Radiological Health ([CDRH](#)) is to protect and promote public health. CDRH assures that patients and providers have timely and continued access to safe, effective, and high-quality medical devices and safe radiation-emitting products. CDRH provides consumers, patients, their caregivers, and providers with understandable and accessible science-based information about the products we oversee. We facilitate medical

device innovation by advancing regulatory science, providing industry with predictable, consistent, transparent, and efficient regulatory pathways, and assuring consumer confidence in devices marketed in the United States.

**Title 21 Band D**

**Minimum** – \$139,395

**Maximum** – \$191,900

[Overview](#)

<b>Open &amp; Closing Date:</b> September 30, 2024 to October 29, 2024
<b>Salary Range:</b> \$139,395 - \$191,900
<b>Band:</b> D
<b>Occupational Series:</b> <a href="#">Public Health Program Specialist (0685)</a>
<b>Duty Location:</b> Remote
<b>Remote Job:</b> Yes
<b>Telework Eligible:</b> N/A
<b>Travel Required:</b> May require up to 25%
<b>Relocation Expenses Reimbursed:</b> No
<b>Appointment Type:</b> Permanent
<b>Work Schedule:</b> Full Time
<b>Competitive Service:</b> Yes
<b>Promotion Potential:</b> Band D
<b>Supervisory Status:</b> Yes; One Year Supervisory Probationary Period May Be Required
<b>Security Clearance:</b> Public Trust
<b>Drug Test:</b> No
<b>Position Designation:</b> Moderate
<b>Trust Determination Process:</b> Yes, Public Trust

**This job is open to:** Open to the Public

**Hiring Path Clarification Text:** You must be a U.S. Citizen or U.S. National. Foreign nationals or legal permanent residents are not eligible for consideration. This is a 21st Century Cures Act authority announcement. Traditional federal rules regarding rating, ranking, and veterans' preference do not apply.

## Duties

The Assistant Director will oversee the following teams: Center Initiatives Content Development, Consumer Content Development, Industry Content Development, and Safety Content Development. The incumbent also:

- Provides specialized expertise to the OCITE, CDRH, and other FDA Centers and Offices in designing and monitoring policies, strategies, and programs related to external strategic communication.
- Contributes to and fully participates in the decision-making processes, meetings, and discussions concerning program segments, functions, and activities, both in strategic planning and in the actual determination, allocation and administration of the program segments, functions, and activities of the external communication teams.
- Provides authoritative advice and assessments of the impact of actual and proposed communication actions on the program segment(s), functions, and activities of the teams.
- Coordinates incorporation of research and analytical findings into implementable communication programs and policies.
- Serves as an advisor and technical authority on external communication policy, program, and implementation planning issues within the public health area.
- Provides expert advice and state-of-the-art professional assistance and support on incorporating research and analytical findings into communication programs, policies, and strategies
- Coordinates communication policy formulation and management of programs involving the most complex and highest priority public health matters affecting the CDRH.

### **Supervisory Responsibilities:**

The Assistant Director:

- Provides occupational specific technical and administrative direction to 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.
- Presents and defends organization and employees work to senior management and other offices.

## **Requirements**

### **Conditions of Employment:**

- U.S. Citizenship requirement or proof of being a U.S. National must be met by closing date.
- 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.
- One-year supervisory 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.
- Applicants must meet all qualification requirements by the closing date of this announcement.
- Must verify U.S. Citizenship in application email. Self-Declaration is acceptable.

## Qualifications

Minimum Years of Experience is the new standard, rather than specialized experience, for determining and validating a Title 21 candidate's band. This standard applies across all Title 21 positions.

### **Minimum Years of Experience required for Band D:**

- Bachelor's – 5 Years
- Master's – 4 Years
- Doctorate and/ or JD – 3 Years
- No qualifying degree – 7 Years

In order to qualify for a Supervisory Public Health Analyst/Assistant Director, AD-0685, you must meet the following requirements:

### **Basic Qualification Requirements:**

Experience that provided:

- Knowledge of organizational, operational, and programmatic concepts and practices applied by public, private, or nonprofit agencies and organizations engaged in public health or other health-related activities.
- Knowledge of the methods, processes, and techniques used to develop and deliver public health or health-related programs in State and local settings.
- Knowledge of a specialized public health program.

- Knowledge of, and skill in, the application of administrative or analytical methods and techniques necessary for working within the framework of a public health or related organization and carrying out specific program functions.
- Skill in oral and written communications, gathering and conveying information, making oral presentations, and preparing reports, correspondence, and other written materials.

**Examples of qualifying specialized experience include:**

- ***Public Health Advisor positions*** -- providing advice and assistance to State and local governments, and to various public, nonprofit, and private agencies and organizations on matters relating to the improvement of their public health activities.
- ***Public Health Analyst positions*** -- conducting studies and performing other analytical work related to the planning, development, organization, administration, evaluation, and delivery of public health programs.

**Desired Professional Experience:**

- Ability to manage competing priorities under strict deadlines while maintaining a high level of attention to detail.
- Ability to plan, set goals, and determine strategies for accomplishing results, as well as monitor, evaluate and report on progress towards goals.
- Ability to build relationships with multiple teams to support cross collaboration.
- Ability to recognize potential communication challenges and develop solutions based on best practices and research.

**Basic Qualifications:**

Candidates must also possess the required individual occupational and educational requirements the [Public Health Program Specialist Series, 0685](#) occupational series.

## How to Apply

Submit resume or curriculum vitae, cover letter containing a brief summary of accomplishments, SF-50 (if applicable), and a copy of unofficial transcripts in **one** combined document (**Adobe PDF**) to [CDRHRecruitment@fda.hhs.gov](mailto:CDRHRecruitment@fda.hhs.gov), with Job Reference code **“2024 - OCITE – Supervisory Public Health Analyst/ Assistant Director”** in the subject line.

Applications will be accepted through **Tuesday, October 29, 2024.**

PHS Commissioned Corps Officers interested in performing the duties of this position within the Commissioned Corps may apply to this announcement. Officers must follow the instructions for how to apply and include their most recent orders in addition to the required documents. If selected, candidates will be referred to (CC) personnel and not as candidates for a Cures appointment.

## Education

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 employee, you are not exempt from transcript requirements.

**TRANSCRIPTS:** Positions which are scientific or technical in nature often have very specific educational requirements. You must submit an official transcript, unofficial transcript, or a list including courses, grades earned, completion dates, and quarter and semester hours earned. **Transcripts must identify a degree type, date degree conferred, and identify the major if using education to meet basic degree requirements.**

Education must be accredited by an accrediting institution recognized by the [U.S. Department of Education](#) in order for it to be credited towards qualifications. Therefore, provide only the attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education.

**If you are using education completed in foreign colleges or universities, see the [Foreign Education](#) section below for additional requirements.**

**Electronic Transcript Caution:** If you have obtained your transcripts electronically, the file might contain security measures that could prevent our application system from reading the file. Therefore, you should consider asking the institution to provide the file in a non-secured electronic format. Alternatively, you could scan or take a photo of the printed copy of the transcript. If your uploaded transcript cannot be read by our system, you may receive consideration and credit for the information we can access.

**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 further information, visit the [U.S. Department of Education website for Foreign Education Evaluation](#). To be acceptable, the foreign credential evaluation must include/describe at a minimum, the following information:** (1) The type of education received

by the applicant; (2) The level of education in relation to the U.S. education system, and state that its comparability recommendations follow the general guidelines of the International Evaluation Standards Council; (3) The content of the applicant's educational program earned abroad, and the standard obtained; (4) The status of the awarding foreign school's recognition and legitimacy in its home country's education system; and (5) Any other information of interest such as what the evaluation service did to obtain this information, the qualifications of the evaluator, and any indications as to other problems such as forgery.

**Note:** The foreign credential evaluation should provide information similar to that of an official transcript, to include a list of the courses taken, quarter and/or semester hours awarded, the cumulative grade point average (GPA), honors received, if any, date degree awarded.

Applicants can request an evaluation from a member organization of one of the two national associations of credential evaluation services listed below:

1. [National Association of Credential Evaluation Services](#) (NACES)
2. [Association of International Credentials Evaluators](#) (AICE)

Credential evaluations are not free, and applicants are responsible for the cost of the selected service.

For more information about this requirement, please visit the [U.S. Department of Education website for Foreign Education Evaluation](#).

### **Additional Conditions of Employment:**

- **Pre-employment physical required:** No
- **Drug testing required:** No
- **License Required:** No
- **Mobility agreement required:** No
- **Immunization required:** No
- **Bargaining Unit:** 8888
- **Telework eligible position:** This position is remote
- **Incentives Authorized:** No
- **Financial disclosure statement, OGE-450, required:** Please be advised that this position may be subject to FDA's prohibited financial interest regulation and may require the incumbent of this position to divest of certain financial interests. Applicants are advised to seek additional information on this requirement from the hiring official before accepting this position.

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>.

### **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.

***All requirements must be met by the closing date of this announcement **October 29, 2024**; only education and experience gained by this date will be considered. You must continue to meet all requirements throughout the entire hiring process.***

**How you will be Evaluated:**

You will be evaluated for this job based on how well you meet the qualifications above. This is a Title 21 announcement. Traditional rating and ranking of applications, and veterans' preference does not apply to this vacancy. You will be evaluated against the basic qualifications and if found qualified, you will be referred to the Hiring Manager for consideration.

**If you are referred to the hiring manager for consideration**, you may be further evaluated based on an interview; review of requested work samples, writing samples, most recent performance evaluation(s), or professional references; or results of an oral presentation or work-related test.

**Failure to comply with any of the additional assessment requirements will result in removal from further consideration.**

*Please follow all instructions carefully. Errors or omissions may affect your eligibility.*

## Announcement Contact

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

