



**Job Title: Supervisory Personnel Security Specialist  
(Division Director, Personnel Security and Credentialing)  
Department of Health and Human Services (DHHS)  
Food and Drug Administration (FDA)  
Office of Operations (OO) / Office of Security and Passport Operations (OSPO)**

**Summary:**

The position is located in the Department of Health and Human Services (DHHS), Food and Drug Administration (FDA), Office of Operations (OO)/Office of Security and Passport Operations (OSPO) 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 Office of Operations (OO) is to ensure the timely and effective delivery of high quality and cost effective mission support services across the FDA and its Centers and Offices, and coordinate emergency preparedness and response activities for incidents involving FDA-regulated products across FDA and its stakeholders.

**Title 21 Band AD-F**  
Minimum – **\$176,300**  
Maximum – **\$235,109**

## Overview

Open & Closing Date: October 1, 2024 – October 7, 2024
Salary Range: \$176,300 - \$235,109
Band: <u>F</u>
Occupational Series: 0080
Duty Location: Silver Spring, Maryland
Remote Job: No
Telework Eligible: Yes. Telework is at the discretion of the supervisor.
Travel Required: Up to 25%
Relocation Expenses Reimbursed: No
Appointment Type: Permanent
Work Schedule: Full-Time
Competitive Service: Do Not Change
Promotion Potential: F
Supervisory Status: Yes. One year probationary period may be required
Security Clearance: Top Secret/SCI
Drug Test: Yes
Position Designation: Tier 5, Special Sensitive/High Risk
Trust Determination Process: Yes

**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 Division Director serves as an expert authoritative source and provides technical direction in implementing, operating, and leading personnel security programs, to include administering background investigations, identifying suitability concerns, mitigating risks to national security through adjudicating security issues, overseeing the Homeland Security Presidential Directive-12, Personal Identify Verification, Drug Free Workplace, Trusted Workforce, Continuous Vetting programs, as well as other security programs and new initiatives required to ensure compliance with security requirements.

- Provides guidance in planning and activating new programs and changes to the organizational structure or resources. Develops policies and procedures, and evaluates the need to revise program implementation while complying with security requirements applicable to Federal agencies.
- Accesses and protects national security information and security work that affects national security through monitoring, analyzing and designing security processes, methodologies, procedures, and systems.

- Provides guidance and oversight of FDA security programs and regulations prescribed under federal law, executive orders, directives, as well as department and agency policies; organizes, obtains, and manages programmatic funding, resources, and procurements for successful implementation of personnel security programs.
- Formulates and influences agency-wide security policies; identifies organizational strategic objectives, goals, and priorities; and meets performance milestones and standards.
- Liaises, consults and coordinates with applicants, agency, departmental, federal, state, and private industry officials and staff;
- Represents office and agency on personnel security matters across committees, working groups, and task forces. Leads compliance and awareness initiatives nationwide.
- Applies advanced security principles, concepts, practices, methods, and techniques through communication, information, and outreach activities.
- Analyzes feasibility studies, proposals, and in-depth analyses of current requirements and forecasts trends for future needs and automated system initiatives.
- Keeps abreast of changing and emerging technologies. Oversees programmatic functions of security contracts, and conducts conceptual systems analyses, evaluations, or investigations of highly unstructured and interconnected problems involving controversial and complex security resource issues and problems.
- Coordinates and provides data information requests to/from internal and external clients to include coordinating key performance indicators and providing relevant information or expert advice, on behalf of the government, at court proceedings or throughout the investigative processes when necessary.
- Develops and presents lectures and training to headquarters and field office personnel on security policies and procedures.

#### Supervisory Responsibilities:

Provides leadership, direction, and full range of supervisory oversight to a multidisciplinary, cross-functional, and highly specialized workforce performing technical, professional, and administrative tasks. \*Assigns work to subordinates based on priorities with consideration of the difficulty and requirements of assignments, and the capabilities of employees; Evaluates work performance of subordinates and identifies gaps; Gives advice, counsel, or instruction to employees on both work and administrative matters. \*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.

## 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.
- All applicants tentatively selected for this position will be required to submit to urinalysis to screen for illegal drug use prior to appointment and be subject to random, reasonable suspicion, and post-accident drug testing upon hiring. Appointment to the position will be contingent upon a negative applicant drug test result.
- 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.

## Qualifications

In order to qualify for the Supervisory Personnel Security Specialist (Division Director, Personnel Security and Credentialing) which falls under the Security Administration, AD-0080 Series, you must meet the following requirements by 11:59pm EST on 10/07/2024:

**Basic Qualification Requirements:** 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 Experience Required to Determine Title 21 Band F:
  - No qualifying degree = > 11 years of relevant experience
- Mastery experience in directing a broad, highly complex array of technical functions designed to provide the policy, guidance, and assistance required to ensure effective and efficient personnel security operations across an agency

- Experience leading and managing subordinate supervisors and teams effectively, with a track record of strategic decision-making and achieving business objectives
- Ability to develop networks and build alliances while 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

**Education:** No educational requirement

**Additional Conditions of Employment:**

- **Pre-employment physical required:** No
- **Drug testing required:** Yes
- **License Required:** No
- **Mobility agreement required:** No
- **Immunization required:** No
- **Bargaining Unit:** 8888
- **Security Clearance required:** The position is special critical-sensitive and requires a Top-Secret/SCI security clearance; therefore, the position requires that the incumbent be subject to a satisfactory full field investigation and obtain and maintain a security clearance. The incumbent will have access to documents and facilities related to national security. This is a Testing Designated Position. Incumbent must submit to and successfully pass a urinalysis drug screening prior to appointment. The incumbent will also be subject to unannounced random drug testing for the duration of their time in this position.
- **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. For more information, please visit the FDA Ethics web page: <https://www.fda.gov/about-fda/jobs-and-training-fda/ethics>.

## 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 by the closing date as identified above to [AskASecurityQuestion@fda.hhs.gov](mailto:AskASecurityQuestion@fda.hhs.gov). Candidate resumes may be shared with hiring official within the office with a similar job vacancy. Candidates can opt out of this process by annotating resume with “do not share”. For questions please contact [AskASecurityQuestion@fda.hhs.gov](mailto:AskASecurityQuestion@fda.hhs.gov). Please reference **Job Reference ID**: Division Director, DPSC.