



**Division Director (Affirmative Employment & Special Emphasis Programs)
Supervisory Program Management
Department of Health and Human Services (DHHS)
Food and Drug Administration (FDA)
Office of Operations
Office of Equal Employment Opportunity
Diversity Management Staff**

Summary:

The position is located in the Department of Health and Human Services (DHHS), Food and Drug Administration (FDA), Office of Operation, Office of Equal Employment Opportunity, Diversity Management Staff 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.

The incumbent functions as a Division Director located in the Office of Operations (OO), Office of Equal Employment Opportunity (OEEO), Diversity Management Staff. OEEO administers, oversees, and implements the US Food and Drug Administration’s Equal Employment Opportunity (EEO), Diversity, Compliance (EEODC) programs. The policy and administration aspects of the EEO program impacts all FDA employees regardless of location (nationally or internationally). In addition, to the enterprise-wide function. EEODC has an operational arm that provides EEO services to approximately 19,000 employees nationwide. The incumbent of this position performs a variety of duties in support of the EEO Office. The primary statutes involved are Title VII of the 1964 Civil Rights Act, as amended; the Rehabilitation Act of 1973, as amended; the Age Discrimination in Employment Act of 1991, as amended; and the Equal Pay Act of 1963, as amended. The Civil Rights Act of 1991, the ADA Amendments Act of 2008, and the Genetic Information Nondiscrimination Act of 2008, as well as the Supreme Court decisions involving sexual harassment, disability discrimination and affirmative action, have significantly altered the landscape, making the processing of employment complaints and the drafting of final agency decisions interpreting the law and adjudicating employment complaints even more complex. The incumbent performs data analytic duties in support of the management and staff, agency leader for the management and oversight of employee resource group operations, and advisor to FDA DEIA Center of Excellence which provides governance and oversight of the DEIA Strategic Plan Implementation. Provides authoritative technical advice in alignment with the 2018 Foundations for Evidence-Based Policymaking Act (Evidence Act) for identifying how data can be used to support the organization's most important priorities and has authority and responsibility for harmonizing and overseeing data governance, data management, and data sharing within FDA and across Center/Offices; in this role, the incumbent engages regularly with the Director, Deputy Director, OO Directors, HHS EEODI and EEO Directors, Department counterparts, and stakeholder leaders in the field. FDA is committed to fostering a culture that embraces and sustains a diversity management framework that supports an inclusive environment at its core.

Title 21 Band F:

Minimum – **\$176,300**

Maximum – **\$235,109**

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| Open & Closing Date: October 02, 2024 – October 06, 2024 |
| Salary Range: \$176,300 - \$235,109 |
| Band: F |
| Occupational Series: 0340 |
| Duty Location: Silver Spring, MD |
| Remote Job: No |
| Telework Eligible: Yes |
| Travel Required: Up to 25% |
| Relocation Expenses Reimbursed: No |
| Appointment Type: Permanent |
| Work Schedule: Full-Time |
| Competitive Service: Yes |
| Promotion Potential: B and F |
| Supervisory Status: Yes- One Year Supervisory Probationary Period May be Required |

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| Security Clearance: Non-Sensitive/Moderate Risk |
| Drug Test: No |
| Position Designation: Public Trust |
| Trust Determination Process: |

This job is: Open to the Public

Hiring Path Clarification: 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

- Responsible for the management and implementation of Special Emphasis Programs (SEP) and initiatives impacting the FDA/HHS diversity strategy and works closely with senior leaders to carry out key program initiatives.
- Ensures EEO Diversity and Compliance is collecting the right data and is well positioned to make data driven decisions.
- Monitors and ensures consistent implementation of policies related to data collection, release, and dissemination, and maximizing EEO Diversity and Compliance data for internal/external users.
- Serves as key liaison with external stakeholders, communicating EEO Diversity and Compliance data vision and establishing partnerships to advance EEO Diversity and Compliance mission.
- Serves as a senior advisor on the EEO Diversity and Compliance Senior Leadership Team and provides guidance on developing data tools and sharing of information related to the EEODI mission and vision, including strategic and resource planning.
- Serves as the primary liaison for HHS EEODI within FDA regarding data governance and access issues.
- Ensures EEO Diversity and Compliance-wide data efforts adhere to the Privacy Act, ensuring full analysis of privacy, confidentiality, and security issues.

Supervisory Responsibilities: Directly and through a staff of subordinate team and/or project leads, manages the planning, direction, and execution of all organizational operations; and provides administrative and technical oversight to subordinate staff. Planning work to be accomplished and establishing priorities and deadlines directly and through subordinate projects and/or team leaders for employees based upon workload and abilities. Providing advice and counsel to staff by interviewing, and selecting candidates for positions within the organization, making promotions and reassignments, hearing and resolving complaints from employees, initiating disciplinary action if required, and ensuring specialized training is provided to enhance individual and collective operational effectiveness of personnel commensurate with

their responsibilities.

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.

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. (Please use this [Link](#) for reference). In order to qualify for the **Division Director for Affirmative Employment & Special Emphasis Programs** position which falls under the AD-0340 series, you must meet the following requirements by 11:59pm EST on **October 06, 2024**. Send applications to Jessica.Lacey@fda.hhs.gov.

Minimum Years of Experience for Band F include:

No qualifying degree – This position requires 11 years of relevant experience in the below:

- Serving as a senior advisor to Senior Leadership on data matters relating to Equal Employment Opportunity (EEO), Diversity and Compliance.
- Responsible for the management and implementation of Special Emphasis Programs (SEP) and initiatives impacting the agency diversity strategy and works closely with senior leaders to carry out key program initiatives.
- Directly and through a staff of subordinate team and/or project leads, manages the planning, direction, and execution of all organizational operations; and provides administrative and technical oversight to subordinate staff.

Education: There is no education requirement for this position.

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:** Telework is at the discretion of the supervisor.
- **Remote eligible position for highly qualified candidates at the discretion of the supervisor.**
- **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.
- **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:

- **Additional selections may be made for similar positions within the commuting area(s) of the locations listed through this vacancy announcement.**
- **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.
- **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 06, 2024; only experience gained by this date will be considered. You must continue to meet all requirements throughout the entire hiring process. Send applications to Jessica.Lacey@fda.hhs.gov.

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.