



**Title 21 Vacancy Announcement  
 Management Analyst  
 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 Human Capital (DHC)  
 Management Services Branch (MSB)**

**Summary:**

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 Biologics Evaluation and Research (CBER) 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.

**Overview:**

<b>Area of Consideration:</b> The Public
<b>Open &amp; Close Dates:</b> November 6 – 20, 2024
<b>Salary:</b> Band A starting at \$82,764 & Band B starting at \$99,200 and is set to commensurate with education and/or experience
<b>Bands:</b> A/B
<b>Occupational Series:</b> 0343
<b>Duty Location:</b> Silver Spring, MD
<b>Remote Job:</b> No
<b>Telework Eligible:</b> Yes
<b>Travel Required:</b> 25% or less
<b>Appointment Type:</b> Permanent
<b>Work Schedule:</b> Full Time
<b>Competitive Service:</b> Yes
<b>Promotion Potential:</b> Band B
<b>Supervisory Status:</b> No
<b>Security Clearance:</b> Yes - Background Investigation
<b>Drug Test:</b> No
<b>Bargaining Unit:</b> 3591
<b>Multiple Selections can be made:</b> Yes

**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.

**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. 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](#)**

### **Duties:**

The incumbent serves as a Management Analyst in the Management Services Branch (MSB) within the Division of Human Capital (DHC) under the Office of Management (OM) at the Center for Biologics Evaluation and Research (CBER). This position reports to the Branch Chief. The MSB provides services and support to the Center on human capital management activities; serves as strategic partner between CBER hiring managers, staff and FDA Office of Human Resources (OHR); collaborates with CBER offices to provide oversight and creative solutions to streamline recruitment and staffing activities; and provides leadership and technical human capital management consultation services in the areas of: Workforce Planning and Reporting; awards and employee recognition; Diversity and Inclusion; Outreach and Recruitment; time and attendance; payroll liaison; reorganizations; onboarding.

The incumbent serves as a Management Analyst performing a variety of administrative and analytical assignments and projects for MSB. The incumbent plans and conducts studies related to management improvement issues. The incumbent also advises on the impact of changes in mission or resources and recommends alternative courses of action and possible solutions for resolving management problems in areas such as systems, manpower utilization, productivity management, workflow, and paperwork management. The incumbent reviews and analyzes divisional organization and function and participates in discussions involving the findings and recommendations and of new concepts and practices with potential application to the operations of the Division.

### Specifically, the Management Analyst will:

- Provide services and support to the Center on human capital management activities, serving as strategic partner between CBER hiring managers, staff, and FDA servicing human resources office to include incentive awards, categorical and individual retentions, and Student Loan repayment programs.
- Work with the CBER Offices to maintain close partnerships to provide assistance on awards and incentives issues, prepares recommendations, and makes presentation to appropriate officials.
- Consult and advise to ensure the requirements and guidelines are addressed regarding retention and recognition programs.
- Collaborate with CBER offices to provide oversight and creative solutions retention and recognition activities.
- Gather and organize narrative and statistical information using, and when necessary, modifying, accepted methods to suit the peculiar circumstances presented by different studies and projects.
- Organize and deliver briefings to present findings, solutions, and recommendations to managers and prepares option papers and similar staff reports.
- Participate in discussions, meetings, conferences and conference calls with Agency administrators, senior subject matter and technical personnel, and other federal agency officials to secure and provide information; to investigate facts; to present conclusions, recommendations, and alternatives; to obtain concurrence and develop alternate courses of actions; and to mutually resolve problems.
- Use knowledge of FDA/CBER human capital needs, human resources, strategic policy, and priorities to make suggestions for MSB process improvement possibilities to share with management for consideration.
- Collaborate with FDA's human resources staff and other CBER and FDA administrative staff to carry out various administrative assignments and projects.
- Compile and prepare a variety of data to prepare routine administrative and management reports that encompass workforce and organizational data for MSB management review and use.

## 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.
- 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 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 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:

**Basic Qualification Requirements:** There are no Education Requirements for the “0343” series.

### **Desired Professional Experience:**

- Knowledge of federal human resources concepts, practices, laws, regulations, practices, policies, and precedents.
- Analytical skills to suggest process improvement solutions to management to resolve administrative and technical issues.
- Effective customer service skills to provide human resources services to CBER's managers and/or their representatives and to perform management advisory services for specific requests.
- Effective skills remaining organized while working with competing priorities to ensure assignments are completed in a timely fashion.
- Effective communications skills to prepare status reports, correspondence, and other required documents and to answer inquiries from CBER's managers and employees.

**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.

### **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** (for each position held, please be sure to clearly define the number of years by month and year, all completed trainings, and clearly describe duties and accomplishments). Please also submit an **SF50 (if applicable)**, **latest PMAP (if applicable)** and **letter of interest (Word or PDF)** with **"Title 21 CBER/OM/DHC/MSB Management Analyst A/B"** in the subject line to: [CBERHumanCapital@fda.hhs.gov](mailto:CBERHumanCapital@fda.hhs.gov). **Applications will be accepted through November 20, 2024.**

### **Announcement Contact:**

For questions regarding this Title 21 (Cures) position, please contact [CBERHumanCapital@fda.hhs.gov](mailto:CBERHumanCapital@fda.hhs.gov).

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*FDA is an equal opportunity employer.*

