



Title 21 Vacancy Announcement
Department of Health and Human Services (HHS)
U.S. Food and Drug Administration (FDA)
Office of the Commissioner
Office of Operations (OO)
Office of Finance, Budget, and Acquisitions (OFBA)
Division of Reorganizations and Delegations of Authority (DRDA)

Application Period: 11 / 14 - 20 / 2024

Area of Consideration: 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: Division Director (Reorganizations and Delegations of Authority)

Series: AD-0343

Location: Remote

Salary: Starting at \$176,300

Work Schedule: Full Time

Cures Band(s): Band F

Full Performance Band Level: Band F

Travel Requirements: 25%

Bargaining Unit: 8888

Relocation Expenses Reimbursement: Will NOT be paid.

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](#)

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 Office of Operations (OO) is responsible for overseeing the agency's business programs and operations across all FDA Centers, field offices, regions, and the Office of the

Commissioner. OO, under the leadership of the Chief Operating Officer, ensures the timely and effective implementation of operations and the high-quality delivery of services across the agency and centers. OO plans and manages all business operations, including the budget, human resources, information technology, facilities, security and safety, ethics, equal employment opportunity, acquisitions, and grants.

The Office of Finance, Budget, and Acquisitions (OFBA) is responsible for ensuring the strategic alignment and stewardship of FDA's resources to support its expanding responsibilities by serving as FDA's strategic, authoritative, and trusted partner for budgeting, acquisitions, and financial and risk management. The mission of the Division of Reorganization and Delegation of Authority (DRDA) is to collaborate across FDA to drive the development and implementation of plans, reorganizations and other implementation processes that enhance FDA's efforts to improve public health outcomes.

Duties/Responsibilities

As the Director of the Division of Reorganizations and Delegations of Authority (DRDA), the incumbent leads a team of professionals dedicated to ensuring the effectiveness of FDA organizational structure and operations. Key responsibilities include leading the FDA's reorganization program, leading the FDA's delegations of authority program, and advising on program alignment activities. The incumbent is responsible for ensuring effective integration of strategies of this program into OO policies and programs, including assessing potential risks and developing proactive measures to enhance the Agency's operations and organizational structure. The Division Director also:

- Promotes collaboration across various offices to ensure cohesive efforts in achieving the FDA's mission while maintaining accountability for program operations.
- Provides agency management with expert interpretations of policies and procedures, particularly in high-stakes scenarios involving new, controversial, or precedent-setting decisions made by senior leadership.
- Conducts analyses and implements process improvement opportunities to uncover duplicative functions, inefficiencies, and opportunities for operational enhancement.
- Utilizes political savvy techniques to overcome challenges and maintain relationships with stakeholders.
- Creates resource implementation plans to ensure effective and efficient resource management in support of the organization's goals and objectives.
- Partners with and provides excellent customer service to internal and external stakeholders including the Department of Health and Human Services, Office of Management and Budget, and Congress.

Supervisory Responsibilities: The incumbent serves as a first line supervisor. Plans work to be accomplished by subordinates, establishing priorities, and preparing schedules for completion. Assigns work based on priorities, selective consideration of the difficulty and requirements of assignments and the capabilities of employees. Evaluates performance of subordinates and

makes recommendations on awards and bonuses.

Conditions of Employment

- **Citizenship Requirement:** You must be a U.S. Citizen to be considered for this advertisement unless explicitly stated otherwise.
- **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.
- **Selective Service Registration:** 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 for more info.
- **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.
- You must meet ALL requirements by the closing date of this announcement to be considered. Only education, experience, and qualifications attained by this date will be considered. You must continue to meet all requirements through the hiring process.
- **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.
- Additional selections may be made from this vacancy, within the same geographical area, by other organizational elements from within FDA, through shared corporate recruiting activities.
- One-year supervisory probationary period may be required.
- Financial Disclosure may be required.
- Ethics Clearance may be required.
- A Statement of Understanding is required to be signed by the selected candidate indicating they understand the terms and conditions of this appointment.
- For FDA employees under Title 21, Cures appointment, the Center/Office has the responsibility of determining a “comparable” position for the employee upon return if the position of record is backfilled during deployment. If there is no comparable Title 21 Cures position, it is likely that the employee will not be able to return to a Title 21 Cures appointment and will be returned under Title 5 at the appropriate grade, step and pay, if there is a comparable position under Title 5.

Qualifications

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.*

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:
Strong leadership and skill in providing recommendations to leadership/management. Experience in applying standards and developing and implementing procedures to ensure compliance with law, regulation and/or guidance. Ability to drive innovation, collaboration, and process improvement efforts. Skilled at building partnerships with internal and external process stakeholders.

Education Requirement: There is no basic education requirement for this grade/level.

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.

Security Clearance Requirements

Background Investigation/Security Clearance Requirements: Non-sensitive (NS)/Low Risk

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 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 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

Please submit resume or curriculum vitae with cover letter by 11/20/2024 to: Sandra.Davis@fda.hhs.gov, with **“Title 21 OB/DRDA/DIRECTOR”** in the subject line. **MUST VERIFY US CITIZENSHIP WITH APPLICATION**. Candidate resumes may be shared with hiring officials within the Division of Reorganizations & Delegations of Authority with a similar job vacancy.

Announcement Contact

For questions regarding this Cures position, please contact Sandra Davis
Sandra.davis@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.

