

**REIMBURSABLE DETAIL
FDA Center for Tobacco Products**

The Food and Drug Administration (FDA), Center for Tobacco Products (CTP), Office of Management (OM) is offering a Detail opportunity for a Program Analyst. Applicants and current employees at the GS-12 and GS-13 levels are encouraged to apply. The Detail is available for a period of up to 120 days. PHS Commissioned Corps Officers may apply. A Temporary Promotion may be considered.

Bargaining Unit Status: **Non-Bargaining Unit Position**

Position: Program Analyst, GS-0343-13

Office Location: FDA
Center for Tobacco Products
Office of Management
10903 New Hampshire Avenue
Silver Spring, MD 20993

Duty Location: **Remote**

Opening Date: **December 02, 2024**

Closing Date: **December 06, 2024**

Area of Consideration: **FDA-Wide**

The CTP offers a fast-paced, dynamic environment and an opportunity to work with dedicated, energetic people who want to make a difference and improve public health.

The selected employee will serve in the OM, Division of Human Capital. The incumbent serves as an expert analyst and liaison between CTP and the FDA Offices on Reasonable Accommodation (RA), Labor and Employee and Relations (LER), and Equal Employment Opportunity (EEO) matters and is responsible for consulting with management and staff on the development of CTP's Performance Management Appraisal Program (PMAP).

Duties include:

- Collaborates with the Office of Talent Solutions LER Staff and Office of Equal Employment Opportunity (OEEO) to track incoming employee relations concerns, employee complaints, and appeals.
- Supports the Center's Labor and Employee Relations activities to include consulting with LER Staff and management officials on cases to ensure alignment with the proposed recommendation and analysis of risk/benefit factors results in limited liability.
- Generates and analyzes metrics to identify areas of improvements and recommends solutions to mitigate adverse impact and to improve the efficiency and effectiveness of the Human Capital programs relevant to LER, RA, performance, and conduct.
- Ensures CTP adheres to and implements collective bargaining agreements.

- Serves as an advisor and authoritative consultant to management and staff in the development of CTP's Performance Management Appraisal Program (PMAP).
- Collaborates with management on PMAP policies and procedures to ensure compliance with HHS, FDA, and CTP requirements and deadlines.
- Provides advice on RA matters and process to CTP hiring managers.
- Determines data collection and requirements to manage various reports to facilitate retrieval of responses and related data to aid in resolution to issues and to prepare recommendations.
- Supports the development and implementation of programs, policies, standards, procedures, and guidelines in the areas of human capital operational activities such as administration, management, and program guidance.

Desired Knowledge and Skills:

- Demonstrated knowledge of LER, performance management, and other labor and employee relations issues to provide strategic, analytical support to Center/Office supervisors.
- Skill in planning, organizing, and executing projects.
- Skill in written and oral communication in order to develop recommendations, justification, papers, and reports and be able to present briefings to management.
- Skill in the use of automated tracking systems such as Excel, SharePoint, and other spreadsheet software to conduct audits and analyze reports.
- Skill in the design and analysis of metrics to effectively measure program progress and success.

Application Procedure:

Supervisory concurrence should be obtained if selected for this Detail. The Detail opportunity is open to all candidates qualified at the GS-12 and/or GS-13 grade levels or Commissioned Corps Officers.

Please enter **Detail: CTP, OM DHC Program Analyst (December)** in the subject line of e-mail.

Interested applicants must submit a copy of their resume, most recent copy of SF-50, and statement of interest via email to: CTP-Recruitment@fda.hhs.gov.

Detail is reimbursable.

Travel Expenses will not be paid.

Candidates must express interest by December 06, 2024.

THIS IS NOT AN OFFICIAL VACANCY ANNOUNCEMENT UNDER THE MERIT PROMOTION SYSTEM