



**Deputy Office Director  
Supervisory Information Technologist  
Department of Health and Human Services (DHHS)  
Food and Drug Administration (FDA)  
Office of Inspections and Investigations (OII)  
Office of Business Informatics and Solutions Management (OBISM)**

**Summary:**

The position is located in the Department of Health and Human Services (DHHS), Food and Drug Administration (FDA), Office of Inspections and Investigations (OII), Office of Business Informatics and Solutions Management (OBISM) and is 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 Inspections and Investigations is to protect consumers/patients and enhance public health by ensuring timely access to safe, quality FDA-regulated products. To

view our OII Vision, Mission, and Values, please visit: <https://www.fda.gov/about-fda/fda-organization/office-inspections-and-investigations>.

Office of Inspections and Investigations (OII) is at the forefront of building a public health safety net for today’s complex, global regulatory environment. OII professionals work in a range of program areas and locations across the United States. As the lead office for all FDA field inspection, investigation, import and emergency response related activities, OII partners with internal and external agency stakeholders to identify, collect, and evaluate evidence that empowers integrated regulatory decision making. OII inspects regulated products and manufacturers, and reviews imported products offered for entry into the United States. In pursuit of its mission, OII also works with its state, local, tribal, territorial, and foreign counterparts.

The Office of Business Informatics and Solutions Management (OBISM) provides advice and counsel to the Associate Commissioner for Inspections and Investigations (ACII), Principal Deputy Associate Commissioner for Inspections and Investigations (PDACII) and other senior management officials on all matters related to OII’s business information technology needs, solutions development, and related budgetary issues. Additionally, OBISM leads and coordinates informatics and business solution activities across OII. OBISM focuses work in four areas: Division of Work Planning and Analytics (DWPA), Division of Solutions Planning, Management, and Governance (DSPMG) Division of Import Business Informatics and Solutions, and Division of Regulatory Business Informatics and Solutions (DRBIS).

**Title 21 Band F, GS-15+ equivalent**

Minimum – \$181,551

Maximum – \$260,823

**Overview**

<b>Open &amp; Closing Date:</b> December 2, 2024, to December 6, 2024
<b>Salary Range:</b> \$181,551- \$260,823
<b>Band:</b> F
<b>Occupational Series:</b> 2210
<b>Duty Location:</b> Any <a href="#">U.S. FDA location</a>
<b>Remote Job:</b> No
<b>Telework Eligible:</b> Yes, at the discretion of the supervisor
<b>Travel Required:</b> Up to 25% travel
<b>Relocation Expenses Reimbursed:</b> No
<b>Appointment Type:</b> Permanent
<b>Work Schedule:</b> Full-time
<b>Competitive Service:</b> Yes
<b>Promotion Potential:</b> Band F
<b>Supervisory Status:</b> Yes
<b>Security Clearance:</b> Public Trust

<b>Drug Test:</b> No
<b>Position Designation:</b> Non-Sensitive/Moderate Risk/Tier 2/Moderate Tier
<b>Trust Determination Process:</b> <a href="#">Credentialing/Suitability/Fitness</a>

**This job is 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 incumbent serves as Deputy Office Director of OBISM, and oversees the efforts of subordinate supervisors, senior level specialists, technical experts and administrative personnel involved with information technology business processes as applied to FDA activities.

The incumbent provides high-level direction and planning of IT Systems, coordinates the strategic IT vision and objectives for OII, provides authoritative technical advice and guidance in the creation, development, management, and direction of OII regulatory business IT operations, evaluates business needs against current and planned IT solutions and translate those business needs into IT system requirements and user stories. This position requires knowledge and expertise in a wide variety of technology and data matters and possesses the management and communications skills necessary to lead a large and diverse organization.

In the absence of the Office Director, the incumbent provides executive leadership and management oversight of the operations of OBISM. Incumbent also provides the strategic leadership for the organization and the vision for continuing innovation of office-specific IT and data needed to advance OII's public health mission.

In coordination with the Office of Digital Transformation (ODT), ensures that OBISM has an effective information security posture; develops and implements plans for integrating new and cutting-edge technology and upgrading existing technology (where applicable for OBISM maintained systems); represents OBISM on the Agency's Scientific Computing Board and other similar activities; establishes and ensures effective communications and OII-wide awareness of all goals and objectives for which OBISM is responsible; and provides expertise in the business process management and improvement, and the application of information management to impact process improvement and cost reductions.

Establishes long-range plans and projects and determines priorities, and then provides leadership in the development of projects and programs intended to support and ensure alignment with OII specific IT, business services, and data strategy development.

As the Deputy Office Director, the incumbent provides expert advice in matters as they relate to governance, policy, and technological investment. As Subject Matter Expert (SME), the Deputy Office Director, assists the Office Director, in advising other senior management officials on all matters related to OII's information technology needs, information technology governance and acquisitions, infrastructure requirements, systems development, and related budgetary issues.

Works with OBISM and the ODT on the development and implementation of information management policies; performs outreach and directs studies and analyses to determine appropriate IT hardware, software, and infrastructure requirements. Assists in formulating the vision and strategy, short and long-range program policies, and budget plans for IT services based on response to input from customers.

Working with the Office Director, the incumbent analyzes the current IT environment and information technology business processes to provide authoritative guidance to senior management, review boards or other Agency officials regarding national business processes and efficiency of business processes related to the IT systems used for regulatory operations.

Advocates for appropriate IT selection, use, and support; reduces obstacles to effective usage, and recommends new technology opportunities throughout OII. Provides vision for the field, track trends, analyzes IT developments for applicability in the field. Evaluates and recommends the prioritization of business needs in relation to current and planned information technology systems, data standards, reporting and visualization functions in partnership with internal clients in OII offices, field offices as well as partners external to OII.

**Supervisory responsibilities:** As Deputy Office Director, incumbent is under the general administrative supervision of the Director, and shares in the supervisory responsibility of the immediate office staff and acts as needed as the second level supervisor for branch staff.

Incumbent manages the Office budget; develops performance measures and strategic plans; sets and adjusts priorities; prepares schedules for completion of work; assigns tasks to subordinates based on priorities, selective consideration of the difficulty and requirements of assignments, and the capabilities of employees; establishes employee performance standards and evaluates work performance of subordinates; gives advice, counsel, or instruction to employees on both work and administrative matters; interviews candidates for positions; recommends appointments, promotions, or reassignments; hears and resolves complaints from employees; effects minor disciplinary measures; identifies developmental and training needs of employees, providing or arranging for needed development and training.

# 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.
- Applicants selected for this position will be subject to reasonable suspicion and post-accident drug testing upon hiring. To demonstrate commitment to the HHS goal of a drug-free workplace and to set an example for other Federal employees, employees not in a testing designated position may volunteer for unannounced random testing by notifying their Drug-free Federal Workplace Program Point of Contact upon hiring.
- 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 **Deputy Office Director** which falls under the 2210 series, you must meet the following requirements by 11:59pm EST on December 6, 2024.

In order to qualify for a **Deputy Office Director**, AD-2210, you must meet the following requirements:

Basic Qualification Requirements: This job family covers positions that manage, supervise, lead, administer, develop, deliver, and support information technology (IT) systems and services. This series covers only those positions for which the paramount requirement is knowledge of IT principles, concepts, and methods. Information technology refers to systems and services used in the automated acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, assurance, or reception of information. Information technology includes computers, network components, peripheral equipment, software, firmware, services, and related resources. This series covers, but is not limited to, the following specialties:

Policy and Planning	Operating Systems
Enterprise Architecture	Network Services
Security	Data Management
Systems Analysis	Digital Technologies
Applications Software	Systems Administration
Business Architecture	Architecture
Systems/Services	Data Architecture
IT Project Management	IT Transformation Services
Innovation Management	Emerging Technologies
Management	User Experience

**Education:** The education must have been obtained at a college, university, or an accrediting body recognized by the Secretary, [U.S. Department of Education at the time the degree was obtained](#).

**Education/Experience Requirements:** To qualify for Band F, candidates must meet the following:

**Education:** A bachelor's degree or higher in a computer science, cybersecurity, information science, information systems management, technology, engineering field. The degree must be from an accredited program or institution.

To qualify for the Band F, candidate must have:

- A bachelor's degree and (7) years of comparable experience; or
- A master's degree and (6) years of experience; or
- A Doctorate and/or J.D., and (4) years of experience

OR

**Experience:** To qualify for Band F without a bachelor's degree, you must have at least eleven (11) years of experience. Experience includes at least one of the following:

- Experience that demonstrates knowledge of the software design, development, and testing lifecycle.

- Experience that demonstrates knowledge of enterprise architecture, business architecture, systems architecture, service-oriented architecture, or data architecture, or frameworks of the same.
- Experience that demonstrates knowledge of IT management, IT helpdesk support, system integration, IT project management, IT Finance, or IT Acquisitions.
- Experience that demonstrates knowledge of managing IT transformation programs, managing IT innovation programs, or implementing disruptive technologies.
- Experience that demonstrates basic knowledge of technology and data processing functions, data extraction, transformation, loading, automation, and other aspects of data management.
- Demonstrated ability to meet the standards of a skills assessment test to be administered by the agency during the candidate process (i.e., preemployment).
- Experience that demonstrates knowledge of the user experience design, development, and testing lifecycle.

Experience may have been gained in work such as CIO/CTO/other IT executive, IT manager, IT services manager, enterprise transition manager/planner, enterprise architect, business analyst, systems integrator, systems administrator, programmer, program analyst, or other positions that required the management of, use, or adaptation of computer programs and systems.

**Desired Skills, Experience, or Education:** The U.S. Food and Drug Administration is a highly visible, collaborative, and impactful organization. As such, this individual must be flexible to operate in a driven culture and capable of exercising good judgment and decision-making capabilities in times of ambiguity.

A strong candidate can readily demonstrate:

- Competitive candidates will have experience with strategic planning, and in leading and managing an information technology program at a mid-size organization.
- 10+ years of progressive experience and demonstrated growth in IT roles, with proven leadership experience managing a major IT operation.
- Priority will be placed on candidates with relevant, recent experiences in IT, BSc/BA in Computer Science, Engineering, or a related field; MBA or other relevant graduate degree is an asset.
- Experience leading tech that grows business internally and externally. Skills in business strategy and insights for fueling the tech infrastructure.
- Skill in implementing services and products that serve customers, since technology focuses more on integrating applications, processes, and the internet of things. Experience with big data, data analytics, and cloud technologies.
- Advanced knowledge of industry business models, best practices, challenges, and trends.

- Demonstrated understanding of budget preparation and execution planning.
- Up to date with current (and future) levels of IT security, threats, vulnerabilities, and opportunities that could impact FDA's software platforms.

## Education:

Pay careful attention to the Qualifications and Education sections to identify vacancies where a transcript is required. Even if you hold a similar position or are a current employee, you are not exempt from transcript requirements.

**TRANSCRIPTS:** Positions which are scientific or technical in nature often have very specific educational requirements. You must submit an official transcript, unofficial transcript, or a list including courses, grades earned, completion dates, and quarter and semester hours earned. **Transcripts must identify a degree type, date degree conferred, and identify the major if using education to meet basic degree requirements.**

Education must be accredited by an accrediting institution recognized by the [U.S. Department of Education](#) in order for it to be credited towards qualifications. Therefore, provide only the attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education.

**If you are using education completed in foreign colleges or universities, see the [Foreign Education](#) section below for additional requirements.**

**Electronic Transcript Caution:** If you have obtained your transcripts electronically, the file might contain security measures that could prevent our application system from reading the file. Therefore, you should consider asking the institution to provide the file in a non-secured electronic format. Alternatively, you could scan or take a photo of the printed copy of the transcript. If your uploaded transcript cannot be read by our system, you may receive consideration and credit for the information we can access.

**See the [Application Manager Documentation](#) for tips on submitting your paper-based documents.**

**Foreign Education:** If you are using education completed in foreign colleges or universities to meet the qualification requirements, you must show that the education credentials have been evaluated by a private organization that specializes in interpretation of foreign education programs and such education has been deemed equivalent to that gained in an accredited U.S. education program; or full credit has been given for the courses at a U.S. accredited college or university. **For further information, visit the [U.S. Department of Education website for Foreign Education Evaluation](#).**

**To be acceptable, the foreign credential evaluation must include/describe at a minimum, the following information:** (1) The type of education received by the applicant; (2) The level of



education in relation to the U.S. education system, and state that its comparability recommendations follow the general guidelines of the International Evaluation Standards Council; (3) The content of the applicant's educational program earned abroad, and the standard obtained; (4) The status of the awarding foreign school's recognition and legitimacy in its home country's education system; and (5) Any other information of interest such as what the evaluation service did to obtain this information, the qualifications of the evaluator, and any indications as to other problems such as forgery.

**Note:** *Some positions require the completion of specific courses or a specified number of credit hours. Therefore, the foreign credential evaluation should provide information similar to that of an official transcript, to include a list of the courses taken, quarter and/or semester hours awarded, the cumulative grade point average (GPA), honors received, if any, date degree awarded.*

**Applicants can request an evaluation from a member organization of one of the two national associations of credential evaluation services listed below:**

1. [National Association of Credential Evaluation Services](#) (NACES)
2. [Association of International Credentials Evaluators](#) (AICE)

*Credential evaluations are not free, and applicants are responsible for the cost of the selected service.*

**For more information about this requirement, please visit the [U.S. Department of Education website for Foreign Education Evaluation](#).**

**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:** This is a non-bargaining unit position.
- **Telework eligible position:** Telework is at the discretion of the supervisor.
- **Remote eligible position:** No.
- **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 December 6, 2024, only education and experience gained by this date will be considered. You must continue to meet all requirements throughout the entire hiring process.***

## 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.*

## How to Apply:

Applications will be accepted by all qualified candidates. United States Citizenship is required. Please submit a letter of interest addressing your experience in the major duties and responsibilities of the position, a detailed current resume, and college transcript(s) (with foreign credentials, if applicable) showing degree was awarded (a diploma will not be accepted as part of your application) to: [OIIExecutiveandScientificHiring@fda.hhs.gov](mailto:OIIExecutiveandScientificHiring@fda.hhs.gov).

Applicants must reference: **4-OBISM-Deputy Director-F** in the email subject line.

Applications will be accepted through **December 6, 2024**.

**NOTE:** It is your responsibility to ensure the job ID is noted in the subject line and the appropriate documentation is submitted prior to the closing date for your application to be considered.

## Announcement Contact:

For questions regarding this Title 21 position, please contact [OIIExecutiveandScientificHiring@fda.hhs.gov](mailto:OIIExecutiveandScientificHiring@fda.hhs.gov) and include the following job reference ID in the subject line: **4-OBISM-Deputy Director-Questions**.

The Department of Health and Human Services is an equal opportunity employer with a smoke-free environment.

*FDA is an equal opportunity employer.*

