Title 21 Vacancy Announcement
Department of Health and Human Services (HHS)
Food and Drug Administration (FDA)
Human Foods Program (HFP)
Human Foods Program (HFP)/Office of Surveillance Strategy and Risk Prioritization (OSSRP)
Supervisory Interdisciplinary Scientist
Office Director

Application Period: 01/03/2025 – 02/03/2025

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: Office Director (Supervisory Interdisciplinary Scientist)

Series:

0401, Biology
0601, General Medical and Healthcare

Title 21 Band(s):

Pay Table 4, Band G

Full Performance Band Level: Band G

Location(s): College Park, MD

Work Schedule: Full Time

Salary: Starting at $213,491

Travel Requirements: Up to 25%

Bargaining Unit: 8888, Non-bargaining Unit

Relocation Expenses Reimbursement: You may qualify for reimbursement of relocation expenses in accordance with agency policy.

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

Version: 11/2021

Introduction

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 Human Foods Program (HFP) is to protect and promote the health and wellness of all people through science-based approaches to prevent foodborne illness, reduce diet-related chronic disease, and ensure chemicals in food are safe.

Duties/Responsibilities

The Office of Surveillance Strategy and Risk Prioritization (OSSRP) is responsible for leading overall surveillance strategy development, oversight, and associated activities through a comprehensive, integrated approach to detect and assess hazards (new and emerging risks), and to assess the overall state of the food supply, including prevalence of various hazards across commodities.

The Office Director is responsible for the overall planning and evaluation of OSSRP programs. Plans and implements improvements to better carry out the mission of OSSRP and HFP. Provides executive leadership and managerial direction to professional, technical, and support personnel engaged in a variety of activities related to the planning, development, execution, and coordination of surveillance strategies and risk prioritization activities for the HFP. Oversees the day-to-day administration of the Office through the supervision of three Division Directors and one Staff Director. Reviews and makes recommendations regarding budget allocation, spending, personnel requests and proposals from all programmatic and administrative units. Reviews and evaluates activities in terms of achieving program goals, objectives and commitments (including interagency and multi-agency obligations) and accomplishing legislated responsibilities. In addition, the Office Director performs the following duties:

- Oversee the development and facilitation of public health analytics and signal detection for the Human Foods Program (HFP), including statistical and epidemiological support for risk managers and laboratory programs.
- Serves as the principal advisor to the Deputy Commissioner for Human Foods on a wide variety of HFP responsibilities including microbial and chemical risk/hazard assessment, identification of vulnerabilities in the food protection system, and development of mitigation strategies to address these vulnerabilities.
- Leads HFP's design of evaluations and certain scientific studies, primarily those that

assess the efficacy and impact of risk management strategies. Conducts and oversees evaluations for these outcome and impact evaluations.

- Serve as a spokesperson and liaison for the HFP on surveillance and risk management activities at the local, state and federal levels. Represents the Agency and establishes and maintains effective relationships in meetings and conferences with top level FDA and HHS officials, national/international industry representatives, Members of Congress, counterparts from other Federal, State and local government agencies, foreign government representatives, academia, and consumer and other groups to: secure, exchange and provide information concerning critical issues; discuss questions, problems and issues involving policy and program considerations; present authoritative recommendations and conclusions reflecting the Agency's position on matters related to existing and proposed policies, programs, regulations, proposed legislation; and to make decisions and commitments concerning programs, policies and evaluation of activities.
- Provides leadership and direction to full range of risk assessment activities that covers both pathogenic and chemical risks, and sharing expertise from data collection to model building to end-use analysis.
- Provides direction for strengthening systems for conducting and coordination of risk analysis activities and related research associated with national and international issues involving HFP-regulated products.
- Oversees activities relating to improved coordination of foodborne illness response, rapid detection of foodborne disease outbreaks; more efficient and effective monitoring (surveillance) of the safety of the food supply.
- Ensures that the organizational structure of the Office provides for uniformity, optimum effectiveness, and operational efficiency. Analyzes and defines significant obstacles that could hinder program accomplishments and recommends changes and initiates action to ensure effective resources utilization and the elimination of duplication. Promotes and encourages intra- and inter-program cooperation to achieve program objectives.
- Designs and evaluates dynamic, integrated work planning approach that optimizes HFP resource allocation. Includes the Food and Drug Administration's (FDA) activities and ensures coordination with state and other regulatory partners.
- Manages the personnel and financial resources of the Office ensuring that resources are allocated and utilized in accordance with the identified priorities and core functions of the HFP.

Supervisory Responsibilities:
Supervisor provides occupational specific technical and administrative direction 25 percent or more of the time to three or more subordinate employees performing the work and functions of the organization. * Obtains resources and identifies strategic objectives for the organization. * Defines jobs, selects employees, and assigns work; defines technical work requirements and milestones; evaluates the organization and employee accomplishments by accepting or rejecting work products; and presents and defends organization and employees work to senior management and other offices. * Recommends employee promotions and recognition;

approves leave; implements performance modifications and takes corrective actions as appropriate. * Provides equal opportunity in all Federal human capital and employment programs regardless of race, color, gender, national origin, religion, age, disability, genetic information, sexual orientation, affiliation or non-affiliation with a labor organization, political affiliation, status as a parent. * Provides employees resources and information that insures a safe and healthy work environment.

Conditions of Employment

- U.S. Citizenship requirement or proof of being a U.S. National must be met by closing date.
- 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.
- Males born after December 31, 1959 must be registered with the Selective Service.
- One year supervisory probationary period may be required.
- Financial Disclosure may be required.
- Ethics Clearance may be required.
- Background Investigation/Security Clearance is required. 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.

Qualifications

To be placed into a Cures position, candidates must meet the following criteria:

1. Scientific, Technical, and Professional Fields
2. Qualified and Outstanding Candidates
    a. ***Qualified*** applies to all candidates for Cures appointments. The FDA OTS will use the basic requirements defined in the OPM Qualification Standards as a baseline for comparing experience levels and other candidate attributes for relevant positions.
    b. ***Outstanding*** candidates can be defined by existing outstanding work experience, outstanding performance rating, or both.

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.

Education Required:

Biology, 0401:

Degree: biological sciences, agriculture, natural resource management, chemistry, or related disciplines appropriate to the position. **OR**
Combination of education and experience: Courses equivalent to a major, as shown in A above, plus appropriate experience or additional education.

General Medical and Health Care Series, 0601:

Bachelor's or graduate/higher level degree: major study in an academic field related to the medical field, health sciences or allied sciences appropriate to the work of the position. This degree must be from an educational program from an accrediting body recognized by the U.S. Department of Education(external link) at the time the degree was obtained.

AND

IN ADDITION TO MEETING THE BASIC REQUIREMENTS OUTLINED ABOVE, APPLICANTS MUST ALSO MEET ONE OF THE FOLLOWING MINIMUM YEARS OF EXPERIENCE REQUIREMENTS DIRECTLY RELATED TO HIGHEST QUALIFYING DEGREE:

1. Have a **bachelor's degree and** also have **8 years of relevant experience** leading surveillance and risk management activities impacting food; ***OR***

2. Have a **master's degree and** also have **7 years of relevant experience** leading surveillance and risk management activities impacting food; ***OR***

3. Have a **Doctorate and/or J.D. degree and** also have **5 years of relevant experience** leading surveillance and risk management activities impacting food; ***OR***

4. Have a **MD, DO, DDS, DPM, or DVM degree and** also have **5 years of relevant experience** leading surveillance and risk management activities impacting food.

Desired Professional Experience:

- Experience leading and managing subordinate supervisors and teams effectively, with a track record of strategic decision-making and achieving business objectives.

- Experience communicating highly technical information to a variety of stakeholders at the state and local level, national and international representatives, Members of Congress, etc.
- Ability to develop networks and build alliances; collaborates across boundaries to build strategic relationships and achieve common goals.
- Demonstrated experience in managing a large, diverse program or organization.

Education Transcripts

SUBMITTING YOUR TRANSCRIPTS: Positions which are scientific or technical in nature often have very specific educational requirements. A transcript is required to verify educational achievement. 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 FDA employee, you are not exempt from transcript requirements.

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 more information about this requirement, please visit the U.S. Department of Education website for Foreign Education Evaluation.

Security Clearance Requirements

Background Investigation/Security Clearance Requirements: Non-Critical Sensitive – High Risk. This is a Testing Designated Position. Applicant must submit to and successfully pass a urinalysis drug screening prior to appointment. Applicant will also be subject to unannounced random drug testing for the duration of their time in this position.

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 are also advised that all information concerning qualification is subject to investigation. False representation may be grounds for non-selection and/or appropriate disciplinary action.

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.

Equal Employment Opportunity

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

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

How to Apply: Submit resume or curriculum vitae with cover letter and a copy of all unofficial transcripts (with foreign credential evaluation, if applicable) by the closing date as identified above to hfpexecutiveresources@fda.hhs.gov. Candidate resumes may be shared with hiring official within the HFP with a similar job vacancy. Candidates can opt out of this process by annotating resume with “do not share”. For questions please contact hfpexecutiveresources@fda.hhs.gov. Please reference Job Reference ID: OSSRP, Office Director.

Announcement Contact

For questions regarding this Cures position, please contact

hfpexecutiveresources@fda.hhs.gov. Please reference Job Reference ID: OSSRP, Office Director.

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