



**Title 21 Vacancy Announcement  
 Information Technologist  
 Department of Health and Human Services (HHS)  
 Food and Drug Administration (FDA)  
 Center for Biologics Evaluation and Research (CBER)  
 Office of Regulatory Operations (ORO)  
 Division of Information Technology (DIT)  
 Technology Integration and Delivery Branch (TIDB)**

**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> 01/06/2025 – 01/10/2025
<b>Salary:</b> Starting at \$139,395 and is set to commensurate with education and experience
<b>Band:</b> D
<b>Occupational Series:</b> 2210
<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 D
<b>Supervisory Status:</b> No
<b>Security Clearance:</b> Yes - Background Investigation
<b>Drug Test:</b> No
<b>Bargaining Unit:</b> 8888

**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. 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.

**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 an Information Technologist for the Division of Information Technology (DIT) in the Office of Regulatory Operations (ORO). The Information Technologist possesses a full understanding of CBER's technical environments and the various CBER systems/applications and business capabilities supported. The incumbent works with the Technology Integration and Delivery Branch (TIDB) Branch Chief and the DIT Director for work assignments (projects and various IT development, support, and research activities). The Information Technologist leads these efforts and informs the TIDB Branch Chief about the status, risk and issues, roadblocks for assigned projects. Additionally, the Information Technologists consults with the DIT Director, CBER Data and Enterprise Architects to monitor, and adjust the order CBER IT Modernization efforts.

### Specifically, the Information Technologist will:

- Collaborate with CBER business owners, CBER's Data and Enterprise Architects for modernization efforts.
- Collaborate and advise with members of the Modernization Committee for CBER Strategic direction
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- Work with CBER Staff and contractors to lead assigned IT projects and support tasks in a DevSecOps environment.
- Understand and review proposed technical solutions and ensure they address business requirements/needs, while conforming to the documented IT and EA standards.
- Present proposed projects to the CBER Information Technology Review Board (ITRB) for consideration, respond to questions related to scope, business need, and how the project supports CBER's modernization roadmap.
- Provide status updates to applicable governance bodies.
- Manage the work plan for assigned projects, provides weekly status reports, identify problems, provide potential solutions, and identify and manage risks.
- Establish and maintain communication with key customer decision-makers and, as necessary, lead and coordinate action teams.
- Collaborate with support contractors in the planning and development of the project schedule(s).
- Provide technical oversight of contractor deliverables.
- Contribute to business development activities, such as client presentations, proposal creation, budget formulation, and Statements of Work.

### **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:**

*In order to qualify for this Title 21 (Cures) position, the candidate(s) must meet the following **requirements**:*

- **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.

OR

- **Experience requirements** include 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 Professional Experience/Qualifications:**

*The experiences and qualifications listed below are considered preferable/desired. Candidates who do not meet the "desired" criteria will not be excluded from consideration for this position.*

- Experience working in a DevSecOps environment.
- Uses technical understanding to prioritize and recommend critical decisions.
- Certifications or knowledge of current state-of-the-art information technology.
- Project management skills and ability to manage complex projects.
- Excellent organizational, planning, and time management skills with the ability to manage multiple and often changing priorities and issues of varying complexity, while meeting time-sensitive deadlines and deliverables.
- Experience working within and across multi-functional teams to design, develop, test, implement and support technical solutions across development tools and technologies.
- Experience delivering solutions utilizing agile methodologies and techniques such as automated testing, user stories, test driven development, and continuous integration/continuous delivery.
- Establish and maintain communication with key customer decision-makers and, as necessary, lead and coordinate action teams.
- Experience in all aspects of Risk and Issue management across a multi-system portfolio.
- Experience developing Microsoft Power Applications, including BI dashboards and Power Automate Workflows.
- Experience performing Operation and Maintenance (O&M) activities.
- Practical experience and knowledge of CBER's business processes, related to review management of biological products.
- Experience with implementing the automation of business processes, utilizing an IT Workflow tool(s).
- Experience applying and tailoring the FDA's Enterprise Performance Lifecycle (EPLC) to IT projects.
- Experience performing Data migrations, that include data transformations.

**If you are using education completed in foreign colleges or universities, see the Foreign Education section below for additional 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 further information, visit the [U.S. Department of Education website for Foreign Education Evaluation](#).**

**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 **SF50 (if applicable), latest PMAP (if applicable), unofficial transcripts, Foreign Credit Evaluation (if applicable), and letter of interest (Word or PDF)** with **“Title 21 CBER/ORO/DIT/TIDB Information Technologist”** in the subject line to: [CBERHumanCapital@fda.hhs.gov](mailto:CBERHumanCapital@fda.hhs.gov). **Applications will be accepted through 01/10/2025.**

### Announcement Contact:

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

