

**REIMBURSABLE DETAIL  
Center for Tobacco Products**

The Center for Tobacco Products (CTP), Office of Science (OS) is offering a Detail opportunity for a **Supervisory Information Technology Specialist (Deputy Director), GS-2210-15**. Applicants at the GS-14 and GS-15 grade levels are encouraged to apply. The detail is available immediately for a period of 120 days. More than one selection may be made on a rotational basis. PHS Commissioned Corps Officers may apply. A temporary promotion will be considered.

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

**Position:** **Supervisory IT Specialist (Deputy Director), GS-2210-15**

**Office Location:** FDA, Center for Tobacco Products

Office of Science  
Calverton Tower  
11785 Beltsville Drive  
Beltsville, MD 20705

**Work will be done remotely.**

**Opening Date:** **Monday, January 25, 2021**

**Closing Date:** **Friday, February 5, 2021**

**Area of Consideration:** **FDA-Wide**

The CTP Office of Science offers a fast-paced, dynamic environment and an opportunity to work with dedicated, energetic people who want to make a difference to improve public health. These positions are ideal for individuals who wish to play a critical role in the organization and would enjoy the challenge of handling a fast-paced and high-impact assignment.

**Duties Include:**

The incumbent serves as a Supervisory IT Specialist in the Office of Science (OS), Division of Regulatory Science Informatics (DRSI) and is responsible for strategic and operational planning of all aspects of information systems and programs that support regulatory science and review objectives in the OS. As the Deputy Director, the incumbent shares fully with the Director in providing executive leadership and managerial direction to Informatics staff responsible for business and system needs analysis, data analysis, data quality, and report generation for Office and Center upper management; training and support to scientific staff in the use of information management tools; and project management support for regulatory IT systems development. With the DRSI Director, the incumbent provides leadership, supervision, oversight and direction to staff responsible for managing Office-led and Agency-wide projects and serves as an authoritative technical advisor to the Division Director and Deputy Director, DRSI and other OS staff on a full range of IT matters, including development of integrated technologies, architectures and solutions. The incumbent plans, communicates, implements and manages the CTP OS IT enterprise and solutions architecture.

- Serves as an advisor for the planning, design, implementation, support, training, communication and analysis of IT projects.
- Provides leadership and direction to computer scientists, informatics and regulatory specialists, IT and administrative staff through subordinate supervisors.
- Directs personnel actions, career development and employee counseling.
- Provides expert advice, assistance and leadership to Office and Center management in the evaluation, assessment and improvement of review systems with an overarching goal to promote the use of electronic data submission, analysis and storage.
- Plays a key role in the Center's Data Governance activities and represents the Center on Agency Data Standards initiatives.
- With the Director, serves as the Office's information technology expert for regulatory science and research information pertaining to products regulated by the Center. The incumbent analyzes current data and projects, future regulatory informatics capabilities and needs; researches problems and consults with other professionals both within and outside the Center, Agency and the Federal government as necessary.
- Directs modifications of the existing systems based on user needs and represents user interests in the development of new information systems. Evaluates needs of the Office to effectively implement a managed review process and various provisions of the Family Smoking Prevention and Tobacco Control Act. This includes supporting scientific research and developing an information technology infrastructure to support knowledge management.
- Utilizing a thorough understanding of Office programs and scientific information needs, develops new business requirements to meet the Office's regulatory informatics needs and serves as the Office's principal liaison to staff in other Offices and at the Agency level who direct development of scientific information technology systems.
- Oversees the development of innovative IT solutions within the CTP OS for delivery of new informatics capabilities which advance the mission-support capabilities of CTP.
- Provides advice and assistance to Office and Center management concerning regulatory science informatics requirements, including the use of data standards and review tools to leverage information and data submitted in submissions to make regulatory decisions.
- Ensures quality control for DRSI projects and activities, including IT system needs analysis, data analysis, data quality, report generation for Office and Center upper management, software development management process, customer service plans, communications plans, and software roadmaps, rollout, and implementation plans in support of CTP activities.
- Performs other duties as assigned

**Desired Knowledge and Skills:**

- Expert knowledge of a full range of state-of-the-art technology, project management methodologies, problem solving and analysis; business process modeling notation; unified modeling language and enterprise architecture.
- Mastery skill in systems/hardware/software design and modification to devise computer-based applications for scientific and managerial programs.
- Ability to consult effectively with customers, analyzes their needs, and ensures their participation in the development of IT solutions.
- Experience advising other IT experts in planning, organizing and directing work for advanced system projects and/or resolving critical problems in existing systems.

- Mastery knowledge in planning for long-range projects and thorough understanding of Office programs and scientific information needs to develop new business and IT requirements to meet the Office's regulatory informatics needs, and to serve as the Office's principal liaison to staff in other Offices and at the Agency level who direct development of scientific and regulatory information technology systems.
- Ability to supervise and demonstrated leadership experience; Supervisory, Team Lead or project lead experience is preferred.
- Ability to communicate and foster cooperation among teams and across disciplines.

**Application Procedure:**

Supervisory concurrence is needed to accept the detail; it is not required in order to apply.

The Detail opportunity is open to all qualified FDA employees at the GS-14 and GS-15 grade levels or Commissioned Corps Officers (O-5, O-6).

Interested applicants should submit a copy of their resume, most recent copy of SF-50, a copy of your unofficial transcript(s), and statement of interest via email to:

Gretchen Winand  
Office of Management, Center for Tobacco Products, FDA  
[Gretchen.Winand@fda.hhs.gov](mailto:Gretchen.Winand@fda.hhs.gov)

Please indicate in the subject line of the email:

**Detail: CTP, OS, Supervisory IT Specialist (Deputy Director), GS-2210-15**

Detail is reimbursable.

Travel expenses will not be paid.

To be considered for this opportunity, all requested documentation must be submitted by the date this announcement closes, **February 5, 2021**.

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