

ENGINEERING BILLETS VACANCY AND TRANSFER LISTING as of 08/02/2019

If you have any changes or additions that need to be made to this listing, please contact either LCDR Praveen K.C. (202-564-5044; kc.praveen@epa.gov) or CAPT Paul Gagliano (214-767-0422; Paul.Gagliano@ihs.gov). The most recent version of this list may also be posted on the EPAC website under Job Opportunities and Vacancies.

Job Title	Agency	Location	Contact	Billet	USAJobs Announcement #	Closing Date
General Engineer	FDA	Multiple	FDA Help Desk 888-478-4340 quickquestions@fda.gov	O5	FDA-OO-19-DH-10561191	6-Aug-19
Environmental Engineer	IHS	Minot, ND	Tonya Tiger 605-226-7559 Tonya.Tiger@ihs.gov	O3	IHS-19-GP-10553751-ESEP/MP	30-Sep-19
Environmental Engineer	IHS	Casa Grande & Tucson, AZ	Catrina Palmieri 602-364-5219 X5225 Catrina.Palmieri@ihs.gov	O4	IHS-19-TU-10490088-ESEP/MP	9-Aug-19
General Engineer	IHS	Bemidji, MN	Vanessa Peralta (218) 444-0471 vanessa.peralta@ihs.gov	O5	IHS-19-BJ-10559418-ESEP/MP	7-Aug-19
Environmental Engineer	IHS	Pierre, SD	Tonya Tiger 605-226-7559 Tonya.Tiger@ihs.gov	O4	IHS-19-GP-10556140-ESEP/MP	30-Sep-19
Mechanical Engineer	CDC	Atlanta, GA	CDC Help Desk 770-488-1725 HRCS@CDC.gov	O5	HHS-CDC-M1-19-10521304	6-Aug-19
General Engineer	CDC	Atlanta, GA	CDC Help Desk 770-488-1725 HRCS@CDC.gov	O5	HHS-CDC-M1-19-10553563	14-Aug-19
General Engineer	CDC	Multiple	CDC Help Desk 770-488-1725 HRCS@CDC.gov	O5	HHS-CDC-M1-19-10497754	15-Nov-19
General Engineer	IHS	Dallas, TX	Latoya Smith-Butler 301-443-5866 latoya.smith-butler@ihs.gov	O5/O6	IHS-19-HQ-10539090-ESEP/MP	19-Aug-19
General Engineer	CDC	Spokane, WA	CDC Help Desk 770-488-1725 HRCS@CDC.gov	O5	HHS-CDC-DH-19-10548361	7-Aug-19
Computer Engineer	NIH	Durham, NC	JoAnn Sutthill 984-287-3061 sutthillj@mail.nih.gov	O5	NIH-NIEHS-MP-19-10560359	5-Aug-19
Supervisory General Engineer	IHS	Phoenix, AZ	Valerie Sue Liufau Valerie.SueLiufau@ihs.gov	O5	IHS-19-PI-10567713-DHA	13-Aug-19
Supervisory General Engineer	IHS	Wadsworth, NV	Aaron Arviso (602) 364-5228 Aaron.Arviso@ihs.gov	O4	IHS-19-PX-10560206-DHA	9-Aug-19
Safety & Occupational Health	IHS	White Earth, MN	Vanessa Peralta 218-444-0471 vanessa.peralta@ihs.gov	O4/O5	IHS-19-BJ-10503528-ESEP/MP	31-Dec-19
National Incident Support Teams	USPHS	See Attached	Reddog@hhs.gov kbrett@cdc.gov		See Attached	19-Aug-19
Environmental Engineer	I.H.S	Pierre, SD	Tonya Tiger 605-226-7559 Tonya.Tiger@ihs.gov	O2/O3	IHS-19-GP-10520181-ESEP/MP	9-Sep-19
General Engineer	FDA	Arkansas City, AR Silver Spring, MD Rockville, MD	FDA Applicant Help Desk 888-478-4340 quickquestions@fda.gov	O3/O5	FDA-DH-19-10527798	20-Sep-19
Interdisciplinary Engineer	FDA	Silver Spring, MD	Mid-Atlantic Services Branch (757) 441-6765 NORFOLKMAIL@OPM.GOV	O2/O3	FDA-CDRH-19-DE-10311712JL	30-Sep-19

Job Title	Agency	Location	Contact	Billet	USAJobs Announcement #	Closing Date
Interdisciplinary Engineer	FDA	Silver Spring, MD	Mid-Atlantic Services Branch (757) 441-6765 NORFOLKMAIL@OPM.GOV	O4/O5	FDA-CDRH-19-DE-10311708JL	30-Sep-19
Safety & Occupational Health	IHS	Pine Ridge, SD	Denise BraveHeart 605-226-7359 Denise.BraveHeart@ihs.gov	O5	IHS-19-GP-10472572-ESEP/MP	31-Dec-19
Safety & Occupational Health	IHS	Red Lake, MN	Melanie May 218-444-0493 Melanie.May@ihs.gov	O4	IHS-19-BJ-10402524-ESEP/MP	31-Dec-19
Architect	IHS	Oklahoma City, OK	Marla Avila-Frank 405-951-3730 Marla.Avila@ihs.gov	O-4	IHS-19-OK-10506005-ESEP/MP	28-May-20
Engineering Project Manager II	ANTHC	Anchorage, AK	Charissa Williar 907.729.3691 cwilliar@anthc.org	O3	See Attached	Open Until Filled
Engineering Project Manager III	ANTHC	Anchorage, AK	Charissa Williar 907.729.3691 cwilliar@anthc.org	O4	See Attached	Open Until Filled
Engineering Project Manager IV	ANTHC	Anchorage, AK	Charissa Williar 907.729.3691 cwilliar@anthc.org	O5	See Attached	Open Until Filled
Regulatory Officer (Investigator/CSO)	FDA	Jamaica (Queens), NY White Plains, NY Central Islip, NY	(406) 802-6208 matthew.palo@fda.hhs.gov	O2-O4	See Attached	Open Until Filled
Mechanical Engineer	NIH	Hamilton, MT	CDR Eric Hanssen 718-662-5707 eric.hanssen@nih.gov	O3-O5	See Attached	Open Until Filled
Consumer Safety Officer/Investigator	FDA	Jamaica, NY/ Port Elizabeth	CDR Nazmul Hassan nazmul.hassan@fda.hhs.gov	O2/O3/O4	See Attached	Open Until Filled
Toxicologists/Biologists, Industrial Hygienists, Exposure Assessors, Chemical Engineers, and Environmental Fate and Transport Assessors	EPA	Washington, DC	ferhenbacher.cathy@epa.gov	O2-O6	See Attached	Open Until Filled
Liaison to U.S. Pacific Command	HHS	Honolulu, HI	sandra.howard@hhs.gov	O5	See Attached	Open Until Filled
Consumer Safety Officer/ Investigator	FDA	Silver Spring, MD	Steven.Galvez@fda.hhs.gov	O2-O4	See Attached	Open Until Filled
Assistant Maintenance Program Manager	Maniilaq /I.H.S	Kotzebue/AK	LT Adriel Perry, PE 907-442-7228 adriel.perry@maniilaq.org	O2-O4	See Attached	Open Until Filled
Interdisciplinary Engineer	FDA	Silver Spring, MD	CAPT Albert Perrine CDRH-CC-Affairs@fda.hhs.gov	O-4/O-5	See Attached	09-Aug-19
Facilities Director	KANA/IHS	Kodiak, AK	Lindsey Howell (907) 486-9880 lindsey.howell@kodiakhealthcare.org	O-5	See Attached	Open Until Filled



FDA Position Announcement



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Position Title: *Interdisciplinary Engineer*
Position Grade(s): O-1 O-2 O-3 O-4 O-5 O-6 O-7 O-8
Supervisory: **NO**

ALL Categories –OR– check one or more of the following:

Categories: Pharmacy Health Services Nurse Envir. Health
 Scientist Engineer Medical Dietetics
 Veterinary Therapy Dental

Center: *FDA CDRH*
Office: *Office of Product Evaluation and Quality (OPEQ)*
Division: *Office of Health Technology 6 (OHT-6)*
Location(s): *Silver Spring, MD*
Opening Date: *Monday, July 22, 2019*
Closing Date: *Friday, August 09, 2019*

Who Can Apply: ***Any PHS Officer Corps Wide (Must already be Commissioned). Call to Active Duty candidates/CC applicants are not eligible for consideration and will not be reviewed.***

Position Commitment: *The FDA requires a minimum of a two (2) year tour of duty for the officer selected for this position. As this is a position of trust, officers who wish to be considered for this opportunity must be free of any actual or pending adverse personnel actions.*

Introduction:

This position is located at the Department of Health and Human Services (HHS), Food and Drug Administration (FDA), Center for Devices and Radiological Health (CDRH), Office of Product Evaluation and Quality (OPEQ) located in Silver Spring, Maryland.

This is an Interdisciplinary announcement and may be filled in one of the following series:
 * 0801 (General Engineer), 0806 (Materials Engineer), 0830 (Mechanical Engineer), 0858 (Biomedical Engineer). More than one selection may be made.



Required Qualifications Include:

A. A bachelor's or higher degree in Engineering. To be acceptable, the program must: (1) lead to a bachelor's degree in a school of engineering with at least one program accredited by ABET; or (2) include differential and integral calculus and courses (more advanced than first-year physics and chemistry) in five of the following seven areas of engineering science or physics: (a) statics, dynamics; (b) strength of materials (stress-strain relationships); (c) fluid mechanics, hydraulics; (d) thermodynamics; (e) electrical fields and circuits; (f) nature and properties of materials (relating particle and aggregate structure to properties); and (g) any other comparable area of fundamental engineering science or physics, such as optics, heat transfer, soil mechanics, or electronics.

OR

B. Combination of education and experience -- college-level education, training, and/or technical experience that furnished (1) a thorough knowledge of the physical and mathematical sciences underlying engineering, and (2) a good understanding, both theoretical and practical, of the engineering sciences and techniques and their applications to one of the branches of engineering.

Duties/Responsibilities:

Duties may include but are not limited to:

* Serves as a Reviewer for a variety of medical device actions, such as premarket notification of new medical devices (510(k) submissions), premarket approval applications (PMAs), product development protocols (PDPs), investigational device exemptions (IDEs), and pre-IDE submissions. In addition, the Reviewer may participate on a number of postmarket activities, such as medical device report analyses, allegations, recalls, establishment inspection reports, and HDE/PMA manufacturing reviews.

* Evaluating the methods used in obtaining scientific results to determine their validity and completeness.

* Developing and evaluating guidelines and protocols for testing specific types of medical devices or radiological products.

* Presenting reviews, conclusions, opinions, and recommendations to appropriate scientific review panels.

* Providing scientific information and consultation to industry, academic, and private laboratory scientists concerning the safety and effectiveness of medical devices or radiological products.

How to Apply:

To apply for this position, please e-mail, **all in one (1) file**, your cover letter stating your interest in the position, resume or modified CV (**1-2 pages not your Commissioned Corps Promotion CV**), which should include all relevant and applied experience, education, and training, proof of licensure, and your three most recent COERs to the FDA CDRH Commissioned Corps Mailbox CDRH-CC-Affairs@fda.hhs.gov. Your resume needs to highlight the skills emphasized in the announcement. Resumes that do not clearly demonstrate the required skills will not be reviewed or retained. Please ensure that you submit **only one (1) file** to the mailbox following the **File Name Format** and **e-mail Subject Line** as specified below:

Attention: CAPT Albert Perrine

E-mail: CDRH-CC-Affairs@fda.hhs.gov

File Name Format: Last Name, Category, PHS SERNO, ENG-OPEQ-CDRH-0722019

E-mail Subject Line: ENG-OPEQ-CDRH-0722019

Officers interested in this position must submit all required documents by COB

August 9, 2019

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FCCA | FDA Commissioned Corps Affairs

OHR | Office of Human Resources



KODIAK AREA NATIVE ASSOCIATION
"To Elevate the Quality of Life of the People We Serve"

Job Title: Facilities Director
Reports To: Chief Operating Officer
FLSA Status: Exempt

Summary: Provides leadership and oversight of the management, development, and maintenance of KANA's facilities, capital projects and organizational improvement initiatives.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Direct facilities operations with responsibility for the management, maintenance, and improvement of all owned and leased facilities.

Participate in planning processes to define facility upgrade, expansion or replacement needs to include village facilities where KANA services are provided. Provide regular reports and updates to Board of Directors and Leadership.

Ensure full compliance with codes, standards, and regulations through regular inspections of facilities and grounds.

Monitor tasks and projects to ensure compliance with applicable safety and building regulations; ensure that workmanship meets quality standards.

Provide oversight and guidance in selecting vendors, soliciting bids, and negotiating and managing contracts for routine and specialized services.

Establish and adjust work procedures to meet production schedules. Evaluate potential changes in working conditions and use of equipment to increase efficiency of work crew.

Inspect completed work for conformance to blueprints, specifications, and standards. Analyze and resolve work problems, or assist coworkers in solving work problems. Confer with other supervisors to coordinate activities of individual departments.

Interpret company policies to Facilities Staff and enforce safety regulations.

Work with Leadership and Safety Manager to maintain a safe, secure environment at KANA facilities and premises for employees, beneficiaries, and the general public.

Provide technical assistance to Tribal Councils for maintenance and operation of facilities where KANA services are provided.

Travel to remote communities by small plane as assigned to complete work at KANA owned or operated facilities.

Participate in committees at the local and state-wide level as a representative of KANA as directed.

Available for on-call work and after hours work and able to adjust to a changing work schedule based on emergencies and scheduled maintenance activities.

Supervisory Responsibilities

Directly supervises employees within the Facilities Department to include Project Coordinator, Forman, Facilities Technicians, Janitor, and Office Specialist. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Minimum Qualifications

Bachelor's degree in Construction Management, Engineering, Project Management, or a related field. Minimum five (5) years experience in managing large scale projects, divisions, and/or corporate wide functions, preferably in the health care field, and five (5) years successful healthcare facilities management experience. Equivalent combination of education and/or experience may be considered.

AK Class "D" vehicle license. Licensed driver for the past three consecutive years with an acceptable driving record.

Skill in negotiating contracts and agreements, and maintaining good working relationships with contractors and vendors.

Skill in reviewing and assessing maintenance issues to determine needs and set priorities. Skill in utilizing and evaluating technical drawings, schematics, surveys and blueprints. Proficiency in analyzing situations and independently implementing appropriate solutions.

Knowledge of Internet, Spreadsheet, and Word Processing software.

Physical Demands

While performing the duties of this job, the employee is frequently required to stand; walk; reach with hands and arms and talk or hear. The employee is occasionally required to sit and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and ability to adjust focus.

Work Environment

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; outside weather conditions, biohazards, and risk of electrical shock. The noise level in the work environment is usually moderate.

To apply, visit <http://kodiakhealthcare.org/careers/> or email a resume to careers@kodiakhealthcare.org.

KANA is an Equal Opportunity Employment (EOE) employer exercising Native preference in accordance with P.L. 93.638

Assistant Maintenance Program Manager

JOB LINK –

<https://www.vscyberhosting3.com/maniilaq/Careers.aspx?req=2019%3aOTZ-159&type=JOBDESCR>

Job Code: 2019:OTZ-159

Location: Kotzebue, Alaska

Program: MHC Maintenance

FT/PT Status: Full Time

Job Responsibilities:

Title: Assistant Maintenance Program Manager
Program: Maintenance
Housing Priority: None

Range: 17
Status: non-Exempt
Covered: Yes
BCU: Yes

POSITION SUMMARY

Responsible for assisting Maintenance Program Manager with facility maintenance and project management throughout the Maniilaq Health Center and Long Term Care. Oversees and works closely with the Maintenance Program Manager and Maintenance Supervisor in assessment of the safety, planning, implementation, project management and evaluation to attain specific goals and objectives. Ensures compliance with State and Federal regulatory agencies, licensure requirements, and Environment of Care Standards. Reports directly to the Maintenance Program Manager.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Hold weekly department meetings with staff to disseminate project information, corrective action work orders, safety, and assess staff needs.
2. Responsible for assisting staff to become knowledgeable and compliant with The Joint Commission standards and reviews completed corrective action work orders.
3. Responsible for preparation and outcomes of performance improvement indicators regarding MHC maintenance and the Environment of Care and Life Safety regulations and standards throughout the Health Services system.
4. Manages online software programs for Water Management, Computerized Maintenance Management System, and other regulatory applications.
5. Collaborates closely with the Safety Officer, Infection Control Nurse, Compliance Officer, and other applicable staff members in the evaluation and performance improvement activities related to the Environment of Care and Life Safety standards as assigned by the Maintenance Program Manager.
6. Prepares written reports for the Facility Director regarding planned, active or closed out projects.
7. Acts as the Maintenance Program Manager in his/her absence.
8. Placed on an on-call schedule with the Maintenance Program Manager to respond to after hour Health Services emergencies.
9. Provides technical engineering skills and assessment for planning and management of capital improvements and serves as an alternate on the Maintenance and Improvement Resource Allocation Committee.

-
10. Acts as an alternate Maintenance program representative for the Environment of Care committee meetings.
 11. Provide Project Management for Studies, Designs, and Construction as appointed.
 12. Demonstrates, monitors, and holds all staff members accountable for a positive customer service attitude at all times.
 13. Utilizes team building and problem solving skills in the on-going quality improvement initiatives.

Job Qualifications:

MINIMUM REQUIREMENTS

A bachelor's degree in Mechanical Engineering or a relevant field is required or at least six (6) years directly relevant work experience with health care facilities can be substituted. Two years supervisory experience is required. Strong communication skills to both supervise and interface, orally and in writing, in a cross-cultural environment. Must possess a current Alaska driver's license and have a good enough driving history to be insured to drive Maniilaq vehicles. Experience with computers and computerized maintenance systems required.

Other Job Information (if applicable):

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be considered an exhaustive list of all responsibilities, duties and skills required of personnel in this job, and the employer reserves the right to revise or change this description. This description does not constitute a written or implied contract of employment. To perform this job successfully, an individual must be able to satisfactorily perform each of the above essential duties and meet physical demands. Reasonable accommodations may be made to enable individuals with disabilities to meet those conditions.



FDA Position Announcement
*Regulatory Officer (Investigator/CSO)-ORA-O-2/3
 with Potential to O-4 Billet*



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Position Title: *Regulatory Officer*
Position Grade(s): O-1 O-2 O-3 O-4 O-5 O-6 O-7 O-8
Supervisory: **NO**
Click here to enter additional supervisory information.

ALL Categories –OR– check one or more of the following:
Categories: Pharmacy Health Services Nurse Envir. Health
 Scientist Engineer Medical Dietetics
 Veterinary Therapy Dental

Center: *FDA ORA and Click here to enter - FDA Center FULL Name*
Office: *Office of Medical Products and Tobacco Operations*
Division: *Office of Pharmaceutical Quality Operations, Divisions I-IV*

Location(s):
 OPQO1-
 Hartford, CT
 Wilmington, DE
 Baltimore, MD
 Rockville, MD
 East Brunswick, NJ
 Parsippany, NJ
 Voorhees, NJ
 Philadelphia, PA
 Harrisburg, PA
 Buffalo, NY
 Rochester, NY

 OPQO2-
 Dallas, TX
 Tampa, FL
 Oklahoma City, OK
 Atlanta, GA
 Memphis, TN



OPQO3-
Detroit, MI
Indianapolis, IN
Grand Rapids, MI
Chicago, IL
Gurnee, IL
Hinsdale, IL
Lenexa, KS
St. Louis, MO
Minneapolis, MN
Milwaukee, WI
Madison, WI
Cincinnati, OH
Louisville, KY

OPQO4-
Irvine, CA
Long Beach, CA
Woodland Hills, CA

Opening Date: *Monday, June 24, 2019*

Closing Date: *Friday, July 12, 2019*

Who Can Apply: *Any PHS Officer Corps Wide*

Position Commitment: *The FDA requires a minimum of a two (2) year tour of duty for the officer selected for this position. As this is a position of trust, officers who wish to be considered for this opportunity must be free of any actual or pending adverse personnel actions.*

Introduction:

This position is located in the Food and Drug Administration (FDA), Office of Regulatory Affairs (ORA), Office of Medical Products and Tobacco Operations (OMPTO), Office of Pharmaceutical Quality Operations (OPQO), in various Divisions and locations.

This position is in domestic investigations. The investigator has demonstrated and is recognized for a high level of competence in the full range of commodities regulated within the boundaries of an FDA program such as foods, drugs, medical devices, biological products, and imports, etc. or in a narrow speciality within a program area. This position is located within the pharmaceutical quality program area.

Required Qualifications Include:

This announcement is open to a current PHSCC officer within the categories indicated, free of any duty station commitment and actual or pending adverse personnel actions.

Additional Qualifications Include:

Writing: Recognizes or uses correct English grammar, punctuation, and spelling; communicates information (for example, facts, ideas, or messages) in a succinct and organized manner; produces

written information, which may include technical material, that is appropriate for the intended audience.

Oral Communication: Expresses information (for example, ideas or facts) to individuals or groups effectively, taking into account the audience and nature of the information (for example, technical, sensitive, controversial); makes clear and convincing oral presentations; listens to others, attends to nonverbal cues, and responds appropriately.

Must possess a valid, unrestricted driver's license.

Duties/Responsibilities:

- Independently plans and conducts regulatory inspections, sample collections, and in depth investigations of various industry establishments to include pharmaceutical manufacturers, testing laboratories, packagers, labelers, and distributors among others*
- Performs analyses and evaluation of data samples and documented information gathered during inspections and investigations*
- Interacts with various levels of officials representing the establishments subject to regulatory review*
- Prepares final reports and other written documentation that support inspectional and investigative findings and recommendations*
- As necessary, testifies in court*
- Up to 50% domestic and/or international travel*

How to Apply:

Applicants may apply by submitting a cover letter of interest which includes desired location and electronic copy of a CV or resume and providing up to three references. Optional submission of previous 2 COER reports. The position will be filled as applications are reviewed. Please send your documents electronically via e-mail to the following:

OPQO1 Applicants: Karyn.Campbell@fda.hhs.gov AND Nerizza.Guerin@fda.hhs.gov

OPQO2 Applicants: Tamala.Magee@fda.hhs.gov

OPQO3 Applicants: Jeffrey.Meng@fda.hhs.gov

OPQO4 Applicants: Katherine.Jacobitz@fda.hhs.gov

Multi-Division Applicants: Kristen.DeMaio@fda.hhs.gov

Please indicate on the subject line of the e-mail, The PHARMA DIVISION/LOCATION(S) to which you are applying and "CSO VACANCY."

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FCCA | FDA Commissioned Corps Affairs

OTS | Office of Talent Solutions





**VACANCY ANNOUNCEMENT
CLOSING DATE: July 12, 2019**

**National Park Service - Office of Public Health
Civil Engineer/Project Manager
O-4 Billet (Full Promotion Potential)
Non-Supervisory**

Position Description:

The Department of the Interior (DOI)/National Park Service (NPS) is recruiting a Commissioned Corps Officer to fill the position of Civil Engineer with a duty station in Glacier Bay National Park & Preserve located in Gustavus, Alaska. Only officers in the Engineer Officer category will be considered.

Incumbent is a member of Glacier Bay National Park & Preserve's Maintenance Division and is supervised by the Chief of Maintenance. The Division is responsible for the maintenance, repair and construction of buildings (administrative, housing, and lodging), roads, docks, trails, and grounds. The Division is also responsible for the maintenance and operations of utilities including water treatment, wastewater treatment, recycling and trash, power generation and electrical distribution. The Division also maintains a fleet of vehicles, vessels, and equipment.

The primary purpose of the position is to provide professional civil engineering advice and guidance on the planning, designing, constructing, expansion, rehabilitation and/or re-purposing of existing and/or new structures and facilities. Selectee has responsibility for initiating, establishing, guiding, and controlling multiple design/construction projects from inception through completion. The work involves performance of office and field engineering duties associated with in-house design development, architectural/ engineering review, managing A/E contracts, and/or monitoring and managing construction. Selectee applies the latest design and construction techniques to such projects as drainage systems, roads, piers, docks, boardwalks, wastewater collection, treatment and disposal/reuse facilities, and potable water supply, treatment and distribution facilities. Other projects include renovation and construction of various types of structures, such as administrative and housing buildings, visitor centers, maintenance facilities, laboratories, parking facilities, campgrounds, and storage facilities.

Projects are of national significance and are primarily simple-to-complex, multi-disciplinary design and construction projects with challenges arising from multiple points, such as unusual, sensitive natural or cultural resource issues; multi-year phasing; high visibility, controversial, significant political interest and oversight; possible jurisdictional disputes; and the need to apply judgment to critical issues, and problems.

Major Duties:

- Performs planning, designing, and construction oversight for all assigned projects. Prepares planning and final construction contract documents, including: preliminary and final construction cost estimates, drawings, technical specifications, and material selection for the construction, maintenance, and rehabilitation of various physical facilities

- Prepares feasibility studies based on investigations, examinations, and analysis of data on new or existing facilities where advanced planning will be required or where highly complex design problems are encountered
- Prepares designs and construction specifications for constructing and/or rehabilitating water supply systems, septic systems, waste water systems, etc., for building complexes and other facilities. Included are design of major components such as pipelines, wells, submersible pumps, water treatment, water tanks and operational control systems
- Serves as a technical point of contact for issues regarding line item construction, direct charge projects, equipment, operation and preventative maintenance. In addition, provides assistance with determining project scope, A/E selection, and appropriate level of quality. These efforts include significant public interaction with other NPS programs, stakeholders and adjacent federal, state and local agencies
- Provides constant project evaluation against time-phased schedules and budget requirements, identifying problems and coordinating solutions, resolving technical and scheduling problems as needed, and developing corrective actions to ensure successful project accomplishment
- Incumbent serves as Contracting Officer Representative or alternate on a variety of projects as cited above

Qualifications Required:

- Knowledge of infrastructure planning, design and construction
- Knowledge of project management
- Knowledge of contracting administration procedures
- Ability to effectively communicate orally and in writing

Applicants must have specialized experience that has provided knowledge sufficient to develop, recommend, plan and program for the design, construction, operation, maintenance and improvements of physical facilities within parks. Experience must have demonstrated the ability to apply the technical practices and procedures of project development; operational leadership and risk management regarding work safety for contractors, sub-contractors and co-workers. In addition, applicants must meet OFRD Readiness Standards.

Professional Engineering licensure is preferred. A Bachelor of Science degree in civil engineering, or a related field is required.

This position closes on July 12, 2019. If interested, please send a cover letter and CV to hhs_liaison@nps.gov.

Contact Information:

Position Information

Jacob Ohlson
 Phone: 907-697-2602
 Email: jacob_ohlson@nps.gov

PHS Information

Sonya Coakley
 Phone: 202-513-7215
 Email: sonya_coakley@nps.gov



**VACANCY ANNOUNCEMENT
CLOSING DATE: July 12, 2019**

**National Park Service - Office of Public Health
Safety and Occupational Health Manager**
O-4 Billet (Full Promotion Potential)
Non-Supervisory

Position Description and Duties

The Department of the Interior (DOI)/National Park Service (NPS) is recruiting a Commissioned Corps officer to fill the position of Safety and Occupational Health Manager with a duty station in Staten Island, New York. Qualified officers with the ranks of O-2 through O-4 are encouraged to apply.

The position is located in the Office of the Superintendent, Gateway National Recreation Area (GATE) and reports to the Chief Ranger. The selectee serves as the Safety and Occupational Health Manager for the Park and is responsible for administering safety and occupational health programs encompassing extensive parklands, multiple historic and iconic structures, concessions, visitor information centers, maintenance shops, and a wide variety of public visitor attractions. The incumbent conducts inspections of workplaces and facilities and serves as point of contact with the Federal Occupational Safety and Health Administration (OSHA) and a variety of compliance entities. The primary purpose of this position is to manage all aspects of employee, volunteer and visitor safety, occupational health, and safety in the Park. Additionally, the incumbent is responsible for the management, development, coordination, and implementation of Park-wide programs to improve occupational health and safety practices and to reduce accidents, injuries, illnesses and property damage/losses.

Gateway National Recreation Area has park housing at several locations in Staten Island, NY, Brooklyn, NY, and Sandy Hook, NJ, which may be available.

Major Duties:

- Develops goals and objectives, prepares safety policies, procedures and guidelines, organizes and executes program budget, develops safety training curriculum, conducts safety training to varied audiences, reviews proposed equipment procurement requests to insure the inclusion of necessary safety features, and procures and issues personal protective equipment to employees and volunteers.
- Evaluates park operations to determine if applicable safety management systems are being met for activities including, but not limited to: safety culture, management leadership, employee involvement and influence, safety organization, continuous improvement processes, accountability program, hazard control planning, incident/accident investigation process, individual development and capability program, training and education program, reporting and analysis, and public safety and contractor safety programs.
- Evaluates individual park operations for conformance with Federal, State and local safety and occupational health standards. Establishes park-wide standards in areas where applicable National, State or local codes do not exist. Establishes standard operating procedures designed to prevent accidents, identify problem areas, and track areas needing greater attention.

- Serves as a member on various boards and committees; reviews investigative reports of visitor and employee fatalities; summarizes committee or Board findings, develops conclusions and makes recommendations for elimination or control of hazards identified. Develops, maintains, evaluates, and periodically revises the parks' Documented Safety Plans, which incorporates divisional safety management plans and all Safety and Occupational Health Programs and associated activities.
- Surveys numerous historic structures, maintenance facilities, extensive recreational areas, and private concessions in a large geographic region to determine compliance with occupational health and safety standards.
- Conducts accident investigations and coordinates and serves on accident review boards. Coordinates, schedules, and performs follow up necessary to ensure recommendations are carried out or corrective action has been taken. Coordinates and serves as a member of the park safety committees. Provide technical advice and recommendations for new safety proposals. Communicates accident reporting requirements and stresses/develops prevention programs.

Qualifications Required:

- Knowledge of laws, standards, techniques and procedures relating to safety and occupational health
- Ability to serve as an advisor on safety and occupational health issues
- Ability to train and instruct others in a variety of safety and occupational health subjects
- Knowledge of job hazard analysis and other analytical techniques
- Excellent written and oral presentation skills, with ability to engage, inspire, build credibility and engender trust with diverse audiences.

Applicants must possess specialized experience that has provided knowledge sufficient to administer a complex safety and occupational health program spanning a large public area. Experience must clearly demonstrate the ability to develop and recommend written safety and occupational health standards, policies, practices or procedures to higher levels of management to eliminate or control potential hazards; apply safety and occupational health laws, regulations, principles, theories, practices and procedures to advise on or resolve technical matters dealing with occupational safety and health requirements; inspect or survey workplaces, processes, products or other systems for compliance with established safety and occupational health policies or standards and to identify potential new hazards; and train employees, supervisors, managers, or other safety and occupational health personnel in safety or occupational health subjects.

A Bachelor of Science degree in occupational safety, industrial hygiene, environmental health, engineering, a related field is required. Professional licensure (eg. CSP, CIH, PE, REHS, or equivalent) is also preferred. In addition, applicants must meet OFRD Readiness Standards.

This position closes on July 12, 2019. If interested, please send a cover letter and CV to hhs_liaison@nps.gov and jonathan_blonk@nps.gov

Position Information

LCDR Jonathan Blonk
 Environmental Health Specialist
 Phone: 718-815-4971
 Email: jonathan_blonk@nps.gov

PHS Information

Sonya Coakley
 Commissioned Corps Liaison
 Phone: 202-513-7215
 Email: sonya_coakley@nps.gov



**VACANCY ANNOUNCEMENT
CLOSING DATE: July 12, 2019**

**National Park Service - Office of Public Health
General Engineer/Project Manager
O-4 Billet (Full Promotion Potential)
Non-Supervisory**

Position Description:

The Department of the Interior (DOI)/National Park Service (NPS) is recruiting a Commissioned Corps Officer to fill the position of General Engineer for the Klamath Network of Parks with a duty station in Medford, Oregon or Redding, California. The Klamath Network consists of Crater Lake National Park, Oregon Caves National Monument and Reserves, Redwood National and State Parks, Lava Beds National Monument, Tule Lake National Monument, Whiskeytown National Recreation Area, and Lassen Volcanic National Park. Only officers in the Engineer Officer category will be considered.

Incumbent is supervised by Crater Lake Chief of Facility Management. The incumbent supports the parks in the management, maintenance, repair and construction of facilities, including buildings, utilities, trails, roads and other physical assets.

The primary purpose of the position is to provide professional civil engineering advice and guidance on the planning, designing, constructing, expansion, rehabilitation and/or re-purposing of existing and/or new structures and facilities. Selectee has responsibility for initiating, establishing, guiding, and controlling one or more design/construction projects from inception through completion. The work involves performance of office and field engineering duties associated with in-house design development, architectural/ engineering review, managing A/E contracts, and/or monitoring and managing construction projects with diverse climatic, geographic, and environmental conditions. Selectee applies the latest design and construction techniques to such projects as drainage systems, roads, piers, docks, boardwalks, wastewater collection, treatment and disposal/reuse facilities, and potable water supply, treatment and distribution facilities. Other projects include renovation and construction of various types of structures, such as administrative, housing, and storage office buildings, visitor centers, maintenance facilities, laboratories, parking facilities, campgrounds, storage facilities, and entrance stations.

Projects are primarily simple-to-complex, multi-disciplinary design and construction projects with challenges arising from multiple points, such as unusual, sensitive natural or cultural resource issues; multi-year phasing; high visibility, controversial, significant political interest and oversight; possible jurisdictional disputes; and the need to apply judgment to critical issues, and problems. The incumbent must have excellent communication skills and the ability to manage interdisciplinary teams.

Major Duties:

- Provides or manages project scoping, data and asset management, design phases (pre-design, schematic design, design development, construction documents), value analysis,

- and administration for a broad range of facilities and related maintenance operations, including construction, rehabilitation, and renovation and re-purposing.
- Prepares feasibility studies based on investigations, examinations, value analysis and analysis of data on new or existing facilities where advanced planning will be required or where highly complex design problems are encountered
 - Prepares designs and construction specifications for constructing and/or rehabilitating water supply systems, septic systems, waste water systems, etc., for building complexes and other facilities. Included are design of major components such as pipelines, wells, cisterns, submersible pumps, vertical turbine pumps, water treatment, water tanks and operational control systems
 - Serves as a technical point of contact for issues regarding line item construction, direct charge projects, equipment, operation and preventative maintenance. In addition, provides assistance with determining project scope, A/E selection, and appropriate level of quality. These efforts include significant public interaction with other NPS programs, stakeholders and adjacent federal, state and local agencies
 - Provides constant project evaluation against time-phased schedules and budget requirements, identifying problems and coordinating solutions, resolving technical and scheduling problems as needed, and developing corrective actions to ensure successful project accomplishment
 - Incumbent serves as Contracting Officer Representative or alternate on a variety of projects as cited above

Qualifications Required:

- Knowledge of infrastructure planning, design and construction
- Knowledge of project management
- Knowledge of contracting administration procedures
- Knowledge of policy, code and regulatory requirements
- Ability to effectively communicate orally and in writing

Applicants must have specialized experience that has provided knowledge sufficient to develop, recommend, plan and program for the design, construction, operation, maintenance and improvements of physical facilities within parks. Experience must have demonstrated the ability to apply the technical practices and procedures of project development; operational leadership and risk management regarding work safety for contractors, sub-contractors and co-workers. In addition, applicants must meet OFRD Readiness Standards.

Professional Engineering licensure is preferred. A Bachelor of Science degree in civil engineering, or a related field is required.

This position closes on July 12, 2019. If interested, please send a cover letter and CV to hhs_liaison@nps.gov.

Position Information:

Kirsten Hardin
Phone: 541-594-3031
Email: kirsten_hardin@nps.gov

PHS Information:

Sonya Coakley
Phone: 202-513-7215
Email: sonya_coakley@nps.gov

Functional Title: Executive Assistant
Unit: Commissioned Corps Headquarters (CCHQ)
Billet Grade: O-2/O-3
Supervisory (Y/N): No
Category: Multidisciplinary Duty
Duty Location: Rockville, Maryland
Date Updated: May 1, 2019

Commissioned Corps Headquarters (CCHQ) is responsible for all functions regarding personnel, administration, operations, readiness, deployment, and policy for the U.S. Public Health Service Commissioned Corps (Corps). CCHQ, within the Office of the Surgeon General (OSG), serves as the principal staff arm and advisor to the Surgeon General and Deputy Surgeon General on all matters related to the Corps. CCHQ is responsible for the Corps spanning the spectrum from recruitment and hiring to readiness/deployment and retirement.

Introduction:

The incumbent operates with moderate guidance in handling various aspects related to the position under the general supervision of the Administrative Officer, CCHQ. Performance is evaluated on ability to handle confidential matters, and the completeness, promptness, and use of professional judgment in being responsive to technical assignments.

Duties:

Responsible for providing a variety of professional tasks and administrative services for the Director with close guidance, to include the following activities:

- Reviews incoming correspondence and receives high level visitors and phone calls.
- Identifies significant management concerns related to requests for information, obtains relevant supplementary material from different sources, and prepares summaries for the use by CCHQ leadership.
- Prepares specialized or sensitive material. Coordinates and reviews critical outgoing work products and presentations to ensure that issues are covered appropriately, format is correct, and that content is consistent with CCHQ and Department policies and interests.
- Collaborates with the Director and other senior staff to develop policies and plans for scheduling meetings and managing associated travel and logistics. Stays abreast of travel, logistical, and HHS and government-wide meeting management regulations, policies, and procedures. Assists senior staff with meeting-related requirements as needed.
- Exercises independent judgment to address multiple, complex, and confidential tasks and information; has working knowledge of administrative and managerial procedures, techniques and principles, as well as an appreciation for discretion and has effective written communication skills with strong analytical capabilities.
- Organizes, reviews, and processes meeting requests and other events for the Director requiring tactful and timely communication with event managers and others wishing to meet the Director. Requires significant coordination with other CCHQ and OSG staff.
- Assists the Director in the operation of the CCHQ office, with responsibility for recognizing and referring to the Director any matters that need direct attention.
- Coordinates briefings, meetings, and events relevant to the Director's priorities.

- Conducts research of documentation essential for the Director pertaining to briefings, meetings, events, or other communications to ensure that the Director is aware and prepared with the appropriate materials
- Carries out assignments and prepares reports for OSG and other HHS staff, working closely with correspondence coordinator, on activities of which are sensitive, confidential and often restricted in nature.
- Assists the Director with activities requiring knowledge of military protocol and courtesies.
- Coordinates with OSG to prepare scripts, plan events and recruitment of resources, including manpower needs and assisting at ceremonies, in accordance with PHS protocol.
- Communicates with co-workers, subordinates, superiors, governmental officials, the general public, representatives of public and private organizations, and others to effectively exchange or convey information.
- Other duties as assigned by the Director, CCHQ

Required Qualifications:

- Must be a Corps officer
- Possess strong interpersonal & organizational skills including professional & diplomatic judgment.

Additional Qualifications:

- Must possess mobility and maturity to work effectively in a high volume/high operational environment for sustained periods of time.
- Must be able to travel occasionally within the United States and internationally.
- Must be able to use standard office equipment and attend meetings at various sites within and away from assigned duty station.
- Must be able to type at least 60 WPM.
- Must have working knowledge of Microsoft Office: Word, Excel, PowerPoint, Publisher, Access, Adobe Reader and Project Manager.
- Must be able to lift and carry materials weighing over 15 pounds.

Reports to: The Executive Assistant reports directly to Director, CCHQ, with the Deputy Surgeon General as the Reviewing Official.

How to Apply:

Interested officers should submit the following in one PDF document:

1. Detailed cover letter not exceeding one page (12 point font) explaining your interest and how you meet the requirements and qualifications of the position
2. CV/résumé
3. Contact information for 2 references who can attest to your professionalism, dedication, officership, and communication skills (one must be supervisor).
4. Full length photo in Service Dress Blue uniform

Email the materials above in one PDF with “Executive Assistant to the Director, CCHQ” to LT Zakiya Chambers at Zakiya.Chambers@hhs.gov

Submissions must be received by 11:59 p.m. ET Monday, June 17, 2019.

Functional Title: Commissioned Corps Headquarters, Basic Instructional Officer, Training Branch
Unit: Commissioned Corps Headquarters (CCHQ)
Billet Grade: O-3/O-4
Supervisory (Y/N): No
Category: Multidisciplinary Duty
Duty Location: Rockville, MD
Date Updated: May 1, 2019

Commissioned Corps Headquarters (CCHQ) is responsible for all functions regarding personnel, administration, operations, readiness, deployment, and policy for the U.S. Public Health Service Commissioned Corps (Corps). CCHQ, within the Office of the Surgeon General (OSG), serves as the principal staff arm and advisor to the Surgeon General and Deputy Surgeon General on all matters related to the Corps. CCHQ is responsible for the Corps spanning the spectrum from recruitment and hiring to readiness/deployment and retirement. The Training Branch is responsible for special initiatives, trainings, workshops, and reports in response to OSG/OASH leadership requests to better prepare the Corps officers as professional leaders to meet the Corps mission and the health of the Nation.

Introduction:

The Instructional Officer position resides in the Training Branch, CCHQ. The mission of the training branch is to train, motivate and inspire Corps officers to promote Corps values through leadership, service, integrity, and excellence while protecting and advancing the nation's health and safety. The incumbent will provide primary support for the Corps Commissioned Officer Training Academy (COTA) that manages the Officer Basic Course (OBC) and other training curricula to meet the Corps mission (professional development and readiness/deployment).

Major Duties include:

- Serve as a COTA instructor delivering service-wide basic, administrative and career development instructional training programs for Corps officers.
- Propose, generate, and distribute program documentation, e.g.,, training plans, model schedules, individual class schedules, practical exercise schedules, scheduling changes, confirmations, etc., between the appropriate divisions and the agency community.
- Establish and maintain a current database of documentation regarding training programs, approval packages, training facility, instructional, and other resource requirements, course sequencing information, course titles and numbers, and training program modifications
- Provide guidance and advice to program participants.
- Assist the team in development, planning, and execution of approved training methodologies.
- As a subject matter expert on critical standards, policies and procedures, leads by example and focuses on defining the role of a Corps officer.
- Emphasize and embodies the core values of the Corps in service, integrity, excellence and leadership.
- Demonstrate initiative and originality in the presentation of instructional programs and modules, which serve to raise awareness and establish a level of competence of individuals enrolled in the diverse curriculum.
- Serve as a liaison for enrollees and provides personalized technical and logistical assistance as required for the successful implementation training programs.
- Work with staff members to ensure identification and availability of presentation materials, equipment, etc., as required to meet program objectives.

- Draft and review handouts, training materials, and audiovisual aides and makes recommendations for improvements.
- Work independently in a fast paced and extremely fluctuating environment.
- Develop online tests, quizzes, evaluations, and other instructional training modalities to ensure meaningful course interactions and to increase learning and retention.
- Support projects designed to improve Corps services.
- Perform additional duties as assigned.

Minimum Qualifications (Education, Experience, Skills):

- Proficient in oral and written communication skills.
- Proficient in using office computer-based programs (e.g., Adobe Pro and all Microsoft Office programs: Word, Excel, PowerPoint, Outlook).
- Proficient in using Corps systems (e.g., eOPF, CCMIS, CCLMS).
- Ability to work at an alternate work location.
- Superior interpersonal skills with an ability to establish and maintain positive working relationships and quickly assimilate into a unique and highly productive team.
- Superior attention to detail and organizational skills
- Four years overall experience serving in a uniformed service with at least 2 years' experience serving in Corps.
- Basic Readiness qualified.

Desired Qualifications (Education, Experience, Skills):

- Advanced knowledge of Commissioned Corps standards, policies and procedures.
- Basic proficiency in instructional lesson design and implementation preferred.
- Basic proficiency in computer based and online instructional methods (e.g., learning management systems).
- Proficient in large and small group instructional processes (classroom presentation, group learning and skill development exercise).
- Confident in professional interactions with senior officers and federal health leaders.
- Deployment experience with the Corps.
- Have experience in Program\Project Management

Reports to: The Basic Instructional Officer reports directly to the Branch Chief, COTA, with the Deputy Director, Division of Commissioned Corps Services as the Reviewing Official.

How to Apply:

Interested officers should submit the following in one PDF document:

1. Detailed cover letter not exceeding one page (12 point font) explaining your interest and how you meet the requirements and qualifications of the position
2. CV/résumé
3. Contact information for 2 references who can attest to your professionalism, dedication, officership, and communication skills (one must be supervisor).
4. Full length photo in Service Dress Blue uniform

Email the materials above in one PDF with “CCHQ Instructional Officer Application” in the subject line to LT Zakiya Chambers at Zakiya.Chambers@hhs.gov.

Submissions must be received by 11:59 p.m. ET Monday June 17, 2019.

Functional Title: **Commissioned Corps Headquarters, Commissioned Officer Effectiveness Report (COER) Specialist, Personnel and Career Management Branch**

Unit: Commissioned Corps Headquarters (CCHQ)

Billet Grade: O-3/O-4

Supervisory (Y/N) No

Category: Multidisciplinary Duty

Duty Location: Rockville, Maryland

Date Updated: May 1, 2009

Commissioned Corps Headquarters (CCHQ) is responsible for all functions regarding personnel, administration, operations, readiness, deployment, and policy for the U.S. Public Health Service Commissioned Corps (Corps). CCHQ, within the Office of the Surgeon General (OSG), serves as the principal staff arm and advisor to the Surgeon General and Deputy Surgeon General on all matters related to the Corps. CCHQ is responsible for the Corps spanning the spectrum from recruitment and hiring to readiness/deployment and retirement. The Personnel and Career Management Branch provides Career Management services to the Corps from recruitment of applicants, career management during the officer's career, and transition to retirement.

Introduction:

This COER Specialist resides within the Personnel and Career Management Branch, Commissioned Corps Headquarters (CCHQ). The COER Specialist has the primary responsibility for the Corps-wide officer evaluation program, and providing support to, but not limited to: Officer Promotions, Awards, Adverse Actions, Retirement and Separation Counseling, DEERS, and Transfer of Educational Benefits.

Duties:

- Coordinate all aspects of the annual COER process including, but not limited to: updating/developing the annual Personnel Operations Memorandum, tracking compliance, entering, and managing all paper COERs and rebuttals submitted.
- Manage administrative "flags" for missing COERs.
- Collaborate closely with agency Liaisons in the completion of annual COERs.
- Serve as the COER subject matter expert for officers, agency liaisons, supervisors and Reviewing Officials.
- Conduct informational presentations and training for various agencies and officer groups. Develop multi-media educational materials, job aids and programs.
- Receives, evaluates and responds to officers and liaison informational requests.
- Responsible for managing the COER functional email box.
- Generates reports, evaluates and analyzes the effectiveness of the COER on a regular basis to ensure integrity in the process, accuracy and validity of the performance evaluation tool.
- Recommend and implement changes that support the continuous improvement of the COER process and evaluation tool.
- Establish, track and meet performance metrics.
- Maintain liaison with and coordinates with Data Systems Integration in testing and modifying/improving the online COER system.

- Assists the Promotion Specialist with processing non-competitive promotions and conducting the annual Retention Board.
- Serve as the deputy/alternate Executive Secretary for competitive promotion boards.

Minimum Qualifications (Education and Experience):

- Current active duty officer in the Corps in good standing.
- Five years overall experience serving in a uniformed service with at least three years serving in the Corps.
- Exceptional written and oral communication skills.
- Proficiency in Microsoft Excel and the ability to analyze and track data and metrics.
- Demonstrated customer service acumen and passion to deliver timely services to customers.
- Personal characteristics of honesty, compassion, integrity, and dedication to the Corps.
- Basic Readiness qualified.

Desired Qualifications:

The applicant should have:

- Knowledge of Commissioned Corps laws, regulations and policies.
- Ability to plan and direct the completion of complex projects and assignments
- Experience in project management
- Experience in managing and tracking employee performance evaluation tools or programs

Reports to: The COER Specialist reports directly to the Branch Chief, Personnel and Career Management Branch, with the Deputy Director, Division of Commissioned Corps Services as the Reviewing Official.

How to Apply:

Interested officers should submit the following in one PDF document:

1. Detailed cover letter not exceeding one page (12 point font) explaining your interest and how you meet the requirements and qualifications of the position
2. CV/résumé
3. Contact information for 2 references who can attest to your professionalism, dedication, officership, and communication skills (one must be supervisor).
4. Full length photo in Service Dress Blue uniform

Email the materials above in one PDF with “CCHQ COER Specialist Application” to LT Zakiya Chambers at Zakiya.Chambers@hhs.gov.

Submissions must be received by 11:59 p.m. ET Monday, June 17, 2019.

Functional Title: Readiness Coordinator
Unit: Commissioned Corps Headquarters (CCHQ)
Billet Grade: O-3/O-4
Supervisory (Y/N): No
Category: Multidisciplinary
Duty Location: Rockville, Maryland
Date Updated: May 1, 2019

Commissioned Corps Headquarters (CCHQ) is responsible for all functions regarding personnel, administration, operations, readiness, deployment, and policy for the U.S. Public Health Service Commissioned Corps (Corps). CCHQ, within the Office of the Surgeon General (OSG), serves as the principal staff arm and advisor to the Surgeon General and Deputy Surgeon General on all matters related to the Corps. CCHQ is responsible for the Corps spanning the spectrum from recruitment and hiring to readiness/deployment and retirement. The Readiness and Deployment Branch is responsible for the coordination and execution of actions necessary to deploy the Corps resources essential in meeting the mission requirements of national and global response efforts.

Introduction:

The Readiness Coordinator position resides within the Readiness and Deployment Branch, of CCHQ. The Readiness Coordinator is responsible for the logistics of officer readiness and deployment functions. Additional responsibilities in this role include providing support for all readiness and response functions to include, but are not limited to, response management projects, maintenance of Rapid Response Unit rosters, and compilation of After Action Reports during and at the conclusion of a response activity.

Duties:

- Conduct research as required to verify readiness and experience, background and any other missing or questionable qualifying issues.
- Provide technical advice to include policies, procedures, and medical requirements for the deployment of Commissioned Corps officers.
- Conduct oral presentations in a variety of settings to Commissioned Corps officers and interested stakeholders to educate and inform them of the requirements related to the Commissioned Corps deployment process.
- Initiate, develop, and implement specific response and emergency management projects.
- Maintain response and training information and communications activities.
- Provide the highest level of service to both internal and external customers of Readiness and Deployment Branch.
- Oversee the activities associated with the deployment of Corps personnel and support the development and maintenance of the Response Team Rotational Ready Rosters.
- Serve as Readiness and Deployment Branch staff liaison to Agency representatives in determining the readiness and availability of officers to deploy.
- Develop guidelines for CCHQ operational recruitment and retention, deployment readiness, and other guidelines, as applicable, to maintain the Corps capability to respond to emergencies.

- Develop After Action Reports on all Corps activations, to include continuous quality improvement in the program.
- Perform other duties as assigned including assist the Director in other special assignments as appropriate.

Minimum Qualifications (Education, Experience, Skills)

- Current active duty officer in the Corps in good standing.
- Exceptional written and oral communication skills.
- Proficiency in using Microsoft Office programs such as Word, PowerPoint and Excel for reporting purposes and capability to learn others as needed.
- Demonstrated customer service acumen and passion to deliver timely services to customers.
- Personal characteristics of honesty, compassion, integrity and dedication to the Corps.
- Officer should have previous deployment experience with the Commissioned Corps and history of compliance with all readiness standards
- Required to support to deployment of Corps officers and must be available to perform all duties 24/7 during large scale emergency responses;
- Thorough understanding of the National Response Framework, the National Incident Management System

Desired Qualifications

- Knowledge of Commissioned Corps laws, regulations and policies.
- Ability to plan and direct the completion of complex projects and assignments.
- Ability to multitask with various duties.
- Demonstrated record of exceptional officership.
- Demonstrated deployment experience, national or international.

Reports to: The Readiness Coordinator reports directly to the Branch Chief, Readiness and Deployment Operations, with the Deputy Director, Division of Commissioned Corps Services as the Reviewing Official.

How to Apply:

Interested officers should submit the following in one PDF document:

1. Detailed cover letter not exceeding one page (12 point font) explaining your interest and how you meet the requirements and qualifications of the position
2. CV/résumé
3. Contact information for 2 references who can attest to your professionalism, dedication, officership, and communication skills (one must be supervisor).
4. Full length photo in Service Dress Blue uniform

Email the materials above in one PDF with “CCHQ Response Coordinator Application” in the subject line to LT Zakiya Chambers at Zakiya.Chambers@hhs.gov .

Submissions must be received by 11:59 p.m. ET Monday, June 17, 2019.

Functional Title: Commissioned Corps Headquarters, Helpdesk Specialist, Data Systems Integration
Unit: Commissioned Corps Headquarters (CCHQ)
Billet Grade: O-4
Supervisory (Y/N): No
Category: Multidisciplinary Duty
Duty Location: Rockville, Maryland
Date Updated: May 1, 2019

Commissioned Corps Headquarters (CCHQ) is responsible for all functions regarding personnel, administration, operations, readiness, deployment, and policy for the U.S. Public Health Service Commissioned Corps (Corps). CCHQ, within the Office of the Surgeon General (OSG), serves as the principal staff arm and advisor to the Surgeon General and Deputy Surgeon General on all matters related to the Corps. CCHQ is responsible for the Corps - spanning the spectrum from recruitment and hiring to readiness/deployment and retirement. Data Systems Integration is responsible for managing and supporting the Corps Human Resource Information Technology (IT) systems and is responsible for certifying and transmitting the Corps' Payroll data to the U.S. Treasury.

Introduction

This position resides within the Data Systems Integration (DSI) Branch, Commissioned Corps Headquarters, where a major function is supporting the Commissioned Corps Management Information System (CCMIS). CCMIS provides high-quality IT services including project management, application development, operation and maintenance, infrastructure support services, records management and requests for access to information from the public. CCMIS oversees the implementation of information services to HHS components and other Federal agencies nation-wide and implements federal government and HHS-specific IT policy for CCHQ.

Duties:

The incumbent provides centralized management and support of helpdesk issues concerning CCHQ IT applications/systems. As such, the incumbent:

- Monitor, log, prioritize and resolve tickets for all requests received by e-mail, walk-in, or telephone.
- Record actions taken to process requests and close-out tickets, including calls to customers, as necessary.
- Assist with user testing of new releases of application software.
- Conduct research of reported system deficiencies and makes recommendations for improving the overall application systems.
- Escalate issues when required.
- Support leadership for CCHQ IT resources/activities.
- Support the development, implementation, troubleshooting, and enforcement of CCHQ's IT architecture, policies, standards, and acquisitions.
- Oversee CCHQ's information systems security program, and serves as CCHQ IT Security Officer (CCHQ/ITSO).

- Provide operations and maintenance support services.
- Provide application software development support.
- Perform other duties as assigned.

Required Qualifications (Education and Experience, Skills):

- Knowledge of a wide range of Commissioned Corps IT systems.
- Knowledge of basic time keeping principles and procedures.
- Knowledge and skill in applying analytical and evaluative methods to gather facts and statistical information, to analyze data and prepare written reports.
- Ability to identify sensitive and high priority requests for problem/complaint resolution and to determine the most appropriate staff contact for resolution.
- Skill in using a personal computer for purposes of recording and retrieving information.
- Skill in oral and written communications to obtain information effectively and to respond to inquiries and problems from a wide range of individuals.
- Demonstrated customer service acumen required to provide quality customer service.
- Integrate many different and often unrelated processes, procedures and activities.
- Ability to identify, analyze and research problems, questions or issues relating to the CCHQ IT systems.
- Able to work long periods of time at a computer.

Desired Qualifications (Education and Experience, Skills):

- Knowledge of Commissioned Corps laws, regulations and policies.
- Ability to plan and direct the completion of complex projects and assignments.
- Experience in statistics and data analysis.
- Experience working with high-level stakeholders internal and external to the Corps (including but not limited to agency heads, Agency Commissioned Corps liaisons, Chief Professional Officers, Congressional staffers, etc.)

Reports to: The Helpdesk Specialist reports directly to the Operations Team Manager, Data Systems Integration, with the Branch Chief, DSI as the Reviewing Official.

How to Apply:

Interested officers should submit the following in one PDF document:

1. Detailed cover letter not exceeding one page (12 point font) explaining your interest and how you meet the requirements and qualifications of the position
2. CV/résumé
3. Contact information for 2 references who can attest to your professionalism, dedication, officership, and communication skills (one must be supervisor)
4. Full length photo in Service Dress Blue uniform

Email the materials above in one PDF with “CCHQ Helpdesk Specialist” to LT Zakiya Chambers at Zakiya.Chambers@hhs.gov

Submissions must be received by 11:59 p.m. ET Monday, June 17, 2019.

Functional Title: Commissioned Corps Headquarters, Promotions Specialist,
Personnel and Career Management Branch
Unit: Commissioned Corps Headquarters (CCHQ)
Billet Grade: O-4
Supervisory (Y/N): No
Category: Multidisciplinary Duty
Duty Location: Rockville, Maryland
Date Updated: May 1, 2019

Commissioned Corps Headquarters (CCHQ) is responsible for all functions regarding personnel, administration, operations, readiness, deployment, and policy for the U.S. Public Health Service Commissioned Corps (Corps). CCHQ, within the Office of the Surgeon General (OSG), serves as the principal staff arm and advisor to the Surgeon General and Deputy Surgeon General on all matters related to the Corps. CCHQ is responsible for the Corps spanning the spectrum from recruitment and hiring to readiness/deployment and retirement. The Personnel and Career Management Branch provides Career Management services to the Corps from recruitment of applicants, career management during the officer's career, and transition to retirement.

Introduction:

The Promotions Specialist position resides in the Personnel and Career Management Branch, of CCHQ. The Promotions Specialist manages the promotion process for the Corps which affects approximately 3500 officers annually. Additional responsibilities in this role include providing career management support to Corps officers within the Department Health and Human Services (HHS) and external agencies supporting vulnerable populations.

Duties:

- Serve as the primary point of contact for promotion-related matters for internal & external customers including Commissioned Corps Liaisons, Chief Professional Officers, Flag Officers, Department leadership and Corps officers
- Develop and update policies & procedures, and respond to inquiries related to the promotion process including management of the promotion resource mailbox
- Principal spokesperson and educator regarding the promotion process
- Subject matter expert and Executive Secretary for promotion boards
- Coordinate and oversee the annual promotion board process for initial selection of board members through administration of the 14 promotion boards and publishing of the promotion results to the CCMIS website
- Management and dissemination of the list of officers eligible for competitive promotion, including Exceptional Proficiency Promotion (EPP), and the promotion results to appropriate stakeholders
- Work collaboratively with IT professionals (Corps, civilian, and contractors) to generate and release promotion eligibility and results, update the CCMIS website and improve the applications used in the promotion process

- Coordinate or Assist with management of the Commissioned Officers' Effectiveness Report (COER) process to include co-management of the COER resource mailbox, customer outreach, implementation of new technology, and policy review
- Attend leadership meetings as directed
- Perform other duties as assigned by the Branch Chief of Personnel and Career Management Branch

Required Qualifications (Education and Experience, Skills):

- Current active duty officer in the Corps in good standing
- At least three years serving in the Corps
- Experience in personnel or program management
- Ability to multitask and demonstrate success in managing multiple, often conflicting priorities in a high-visibility environment
- Exceptional written and oral communication skills
- Proficiency in Microsoft Excel and ability to use to analyze and track data and metrics
- Demonstrated customer service acumen and passion to deliver timely service to customers
- Personal characteristics of honesty, compassion, integrity, and dedication to the Corps

Desired Qualifications (Education and Experience, Skills):

- Knowledge of Commissioned Corps laws, regulations and policies.
- Ability to plan and direct the completion of complex projects and assignments
- Experience in statistics and data analysis
- Experience working with high level stakeholders internal and external to the Corps (including but not limited to agency heads, Agency Commissioned Corps liaisons, Chief Professional Officers, Congressional staffers, etc.)

Reports to: The Promotions Specialist reports directly to the Branch Chief, Personnel and Career Management Branch, with the Deputy Director, Division of Commissioned Corps Services as the Reviewing Official.

How to Apply:

Interested officers should submit the following in one PDF document:

1. Detailed cover letter not exceeding one page (12 point font) explaining your interest and how you meet the requirements and qualifications of the position
2. CV/résumé
3. Contact information for 2 references who can attest to your professionalism, dedication, officership, and communication skills (one must be supervisor).
4. Full length photo in Service Dress Blue uniform

Email the materials above in one PDF with "CCHQ Promotions Specialist" to LT Zakiya Chambers at Zakiya.Chambers@hhs.gov

Submissions must be received by 11:59 p.m. ET Monday, June 17, 2019.

Functional Title: Commissioned Corps Headquarters, Response and Deployment Manager, Readiness and Deployment Branch
Unit: Commissioned Corps Headquarters (CCHQ)
Billet Grade: O-4/O-5
Supervisory (Y/N): No
Category: Multidisciplinary Duty
Duty Location: Rockville, MD
Date Updated: May 1, 2019

Commissioned Corps Headquarters (CCHQ) is responsible for all functions regarding personnel, administration, operations, readiness, deployment, and policy for the U.S. Public Health Service Commissioned Corps (Corps). CCHQ, within the Office of the Surgeon General (OSG), serves as the principal staff arm and advisor to the Surgeon General and Deputy Surgeon General on all matters related to the Corps. CCHQ is responsible for the Corps spanning the spectrum from recruitment and hiring to readiness/deployment and retirement. The Readiness and Deployment Branch is responsible for the coordination and execution of actions necessary to deploy the Corps resources essential in meeting the mission requirements of National and Global Response efforts.

Introduction:

The Response and Deployment Manager position resides within the Readiness and Deployment Branch, of CCHQ. This position is responsible and accountable for all officer response and deployment activities which include organizing and executing response missions; development of programs, processes and procedures; coordination of response teams and response tiers; and coordination with other CCHQ Branches and Teams.

Duties:

- Coordinate deployment of Corps officers and teams to urgent public health crises. Responsible for managing and maintaining operational capacity of manned Corps on call rostered officers and Rapid Response Units.
- Responsible for response program management including development of standard operating procedures, concepts of operation, and operational processes;
- Responsible for preparing After Action Reports and corrective action planning;
- Coordinate with Training and Preparedness Coordinator to plan and execute field missions and exercises that prepare Corps officers for building/re-building health infrastructure during public health emergencies, natural disasters or other all-hazard events. This includes individual readiness and field exercises for all Corps officers as well as field exercises for 41 Rapid Response Units;
- Interact and coordinate with interagency partners including ASPR/Office of Emergency Management, National Disaster Medical System, Department of Defense, Department of Homeland Security, other Agency/Department components, national professional organizations, and other government agencies regarding disaster response, recovery and planning;
- Prepare responses to highly technical inquiries about various aspects of response policies, readiness requirements, field exercises, etc.;
- Deploy in support of response operations as required.

- Perform other duties as assigned.

Minimum Qualifications (Education, Experience, Skills):

- Corps officer with at least 10 years of relevant experience;
- Must have knowledge of Commissioned Corps laws, regulations and policies;
- Ability to support deployment of Corps officers and must be available to perform all duties 24/7 during large scale emergency responses;
- In-depth technical knowledge of clinical field operations, mental health, disaster case management, applied public health and the equipment and logistics required to support response missions;
- Thorough understanding of the National Response Framework, the National Incident Management System, and HHS Playbooks;
- Extensive program management experience, the ability to coordinate and manage contracts, and to complete analyses using Microsoft Excel and Access;
- Contracting Officer Representative (COR) Level 2 preferred (or ability to obtain certification within one year of reporting);
- Experience working with stakeholders internal and external to the Corps (e.g., Agencies, Department of Defense, etc.);
- Demonstrated leadership experience, officership, and success in public health emergency response initiatives preferred;
- Must possess characteristics that reflect highly of officership, leadership, consensus building, and quality work that exemplify Corps values;
- Basic readiness qualified.

Reports to: The Response and Deployment Manager reports directly to the Branch Chief, Readiness and Deployment Branch, with the Deputy Director, Division of Commissioned Corps Services as the Reviewing Official.

How to Apply:

Interested officers should submit the following in one PDF document:

1. Detailed cover letter not exceeding one page (12 point font) explaining your interest and how you meet the requirements and qualifications of the position
2. CV/résumé
3. Contact information for 2 references who can attest to your professionalism, dedication, officership, and communication skills (one must be supervisor).
4. Full length photo in Service Dress Blue uniform

Email the materials above in one PDF with “CCHQ Response and Deployment Manager Application” in the subject line to LT Zakiya Chambers at Zakiya.Chambers@hhs.gov .

Submissions must be received by 11:59 p.m. ET Monday, June 17, 2019.



OPERATIONAL DATA AND ANALYTICS (ODA) PUBLIC HEALTH ANALYST

Billet Grade: O4/O5

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[Other Information Relevant to Officers](#)

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INTRODUCTION

The Assistant Secretary for Preparedness and Response (ASPR) Division of Information Management/Operational Data and Analytics Branch is looking to recruit a highly motivated and dedicated USPHS officer interested in an exciting opportunity with a skilled and tight-knit team.

The position is for a **Public Health Analyst** who will serve as part of the ASPR ODA Branch, within the *Office of the Security, Intelligence and Information Management (SIIM)*, within the *Information Management Division (IM)*, a component of the Assistant Secretary for Preparedness and Response (ASPR), Office of the Secretary of Health and Human Services (OS/HHS). This position is located within the Department of Health and Human Services, Hubert Humphrey and O'Neill Buildings, in **Washington DC**.

The principal areas of program emphasis are:

- (1) enhancement of state and local preparedness - primarily health departments and hospitals,
- (2) creation of a regional disaster health response system that leverages and enhances existing programs for a more coherent, comprehensive, and capable disaster-ready healthcare system integrated into daily delivery of care
- (3) oversee advanced research, development, and procurement of medical countermeasures for 21st century health security threats and
- (4) sustainment of robust and reliable public health security capabilities by partnering with the Centers for Disease Control and Prevention and other components of HHS

ASPR is headed by an Assistant Secretary and is responsible for ensuring that SIIM has the systems and processes necessary to coordinate the Department's response to bioterrorism and other public health and medical threats and emergencies. ASPR leads the response activities required to fulfill HHS responsibilities under Emergency Support Function (ESF) 8 of the National Response Plan (NRP). ASPR develops and directs the Secretary's Operations Center (SOC); trains and manages the Secretary's Incident Support Team (IST); coordinates and executes the HHS Continuity of Operations (COOP) and Continuity of Government (COG) programs; plans, implements and evaluates Departmental and interagency response exercises; and develops security related policies establishing procedures to manage the Department's risks, threats and vulnerabilities. ASPR also is the primary operational liaison to emergency response entities within HHS (e.g., the Substance Abuse and Mental Health Services Administration (SAMHSA), CDC, FDA, and HRSA) and within the interagency

community (e.g., DHS, DOD, Department of Veterans Affairs).

MAJOR DUTIES AND RESPONSIBILITIES

The Information Management Division is responsible for ensuring that ASPR has the most accurate information and decision-making products necessary to coordinate the Department's response to bioterrorism and other public health and medical threats and emergencies. The Division is the focal point for analysis of critical public health and medical information on behalf of the United States government. ODA is responsible for effectively and efficiently utilizing multiple internal and external data sources to conduct situational awareness analysis, provide rapid decision support and remain on the forefront of indicators and warnings of public health emergencies. ODA provides ASPR decision-makers with the analytical products necessary to be better prepared for public health emergencies; leading to better informed rapid response, and ultimately saving lives. ODA manages and uses various data and analytic tools in conducting its mission (SAS, Excel, data visualization technology). ODA is also responsible for social media and open source data analytics, and incorporating these data with traditional sources for enhanced situational awareness. ODA uses social media data to conduct long term trend analyses regarding relevant public health emergency information, as well as to conduct real-time event monitoring during planned and no-notice events.

The incumbent will serve as a **Public Health Analyst** within the IM Division to provide data analysis, synthesis, and reporting on medical and health consequences during large-scale disasters and other public health emergencies. The incumbent will provide rapid and effective analysis to support preparedness and response with useful, actionable information. The incumbent performs duties and responsibilities that include, but are not limited to:

1. Initiating, coordinating and conducting public health analysis; providing input to protocols on the collection, management, and interpretation of data related to such activities.
2. Serving as a liaison to coordinate and collaborate with a broad spectrum of public health constituents and participants, including federal, state, local and international public health officials, as well as government officials, private entities, and senior researchers in academic settings.
3. Analyzing public health and medical data elements to enhance the situational awareness picture within the SOC and the Incident Management Team (IMT). This includes the ability to analyze:
 - Public health and medical warnings and alerts and the ability to view and synthesize data while providing real-time analysis
 - Conduct investigations and analysis of public health and medical/human services problems and provide recommendations to mitigate the issues.
 - Medical surveillance information, exposure tracking, population at risk/affected population identification, syndromic surveillance, trends and disease spread
 - Supportability and sustainability of public health and medical support
4. Using social media tools to monitor trends and critical information requirements, applying social media analytics to create products that enhance the situational awareness picture, specifically during a disaster event.
5. Prepare, produce, and coordinate inputs for reports, studies, and briefings for a variety of audiences that demonstrate broad analytical expertise in assigned discipline(s)/focus area(s). Must

demonstrate skills in using data analysis tools (e.g. SAS, R, Excel) and data visualization tools (e.g. SAS Visual Analytics, Tableau, Microsoft Power BI).

6. Serve as a senior analyst developing, monitoring, implementing, and evaluating complex, interrelated public health programs involving governmental and non-governmental organizations from multiple sectors at the local, state, and national and/or international levels.
7. Analyze complex public health policies, programs, and statistics to advise senior management on public health policies, operations, products, and/or services.
8. Research and evaluate developed and/or evolving scientific and technology efforts related to the Operational Data and Analytics mission areas.
9. Assist in collaborative research and development efforts for applications or capabilities with federal, state, local, and academic partners.
10. Performs other duties as assigned.

NOTE: ENCUMBERT MUST BE ABLE TO OBTAIN AND MAINTAIN A SECRET CLEARANCE.

POSITION QUALIFICATIONS/FACTORS

The below are a list of **desired** qualifications for the position. Although we understand that a single applicant may not meet all factors, our primary goal is to recruit a **well-rounded officer** who has knowledge and skills in data analytics and is interested in working in an emergency response focused Agency. Additional training will be provided on the job.

Factor 1-Knowledge Required by the Position

- (1) Comprehensive and detailed knowledge of public health and healthcare related programs, as well as theories, concepts, principles, practices, methods, techniques, and procedures in responding to public health and medical emergencies across local, state and federal levels consistent with the National Incident Management System (NIMS).
- (2) Comprehensive and detailed knowledge and understanding of data analysis tools (e.g. SAS, R, Excel).
- (3) Comprehensive and detailed knowledge and understanding of data visualization tools (e.g. SAS Visual Analytics, Tableau, Microsoft Power BI).
- (4) Knowledge and skill in adapting analytical techniques and evaluation criteria to the measurement and improvement of program effectiveness and/or organizational productivity.
- (5) Effective in coordinating with others in the SOC and the IMT in the synthesis of critical public health and medical information, and from that synthesis propose solutions on the behalf of the United States Government
- (6) Comprehensive and detailed knowledge and skill in initiating, formulating, and executing analytical projects and reporting on emerging public health issues and problems.

Factor 2-Supervisory Controls

Reports to the ODA Branch Chief directly or through the Public Health Analyst, Team Lead. Program tasks, initiatives and priorities are assigned by the Branch Chief and the Team Lead. The incumbent will participate in planning, designing and carrying out ODA programs and projects with other members of the branch. Work products are accepted as technically sound and are reviewed only as needed, primarily for accuracy of judgment, extent of consultation, and effectiveness in meeting

objectives.

Factor 3- Guidelines

Guidelines consist of basic legislation and administrative policy statements pertaining to Information Management/ODA concerning the issue or operational problem being studied, and may include HHS and ASPR policy papers, and a wide variety of Federal manuals, regulations, policy directives, circulars, and procedures. These guidelines are often broadly stated and in many cases non-specific. The incumbent must use judgment and ingenuity in the development of continuity programs that relate to specific program areas. The incumbent is viewed as a technical authority and is expected to provide input on the various constraints in which the program must operate to program management officials as well as other Information Management staff. The incumbent advises the Team Lead and/or Branch Chief in developing, interpreting, and applying policies and procedures to ODA programs.

Factor 4- Complexity

Emergency preparedness and response on a national scale is a complex undertaking. The work requires many varied and unrelated processes associated with planning, managing, and evaluating program activities. These tasks require broad technical expertise. The incumbent works as part of a team and applies technical understanding of complex public health and health related issues associated with mass casualty and weapons of mass destruction incidents. Assignments are complex in nature and have a wide range of emergency policies, regulations and procedures. The position requires adeptness at interpreting, evaluating and integrating open source and social media information into established and/or innovative public health and medical products. Prepares and/or satisfies data collection requirements, evaluates reporting from data collectors in response to requirements, and provides guidance/feedback to field elements in support of analytical efforts.

Factor 5- Scope and Effect

The work affects the health and welfare of the public. This program is highly visible and is of interest to federal, state, and local agencies, and national and state organizations. Outcomes are of interest to the health care industry, Congress, federal, state, and local governments, and the public. The work requires readiness to perform difficult and complex advisory/assistance functions that require coordination between the Federal government, non-Federal health care entities and systems or programs and revolve around controversial, unconventional and novel issues in response to incidents. The work affects preparing for, responding to, and recovering from natural and man-made disasters. Failure to develop and implement effective program operations could ultimately affect large segments of the population during disasters and impact operations of other Federal agencies and departments, other regional offices, and other offices within HHS, as well as state and local governments. The work contributes significantly to the development of concepts, plans, policies, and operational procedures in the program operation area which provide guidelines for use by HHS as well as other federal agency officials, state and local governments, and private industry groups and the general public in disaster situations.

Factor 6/7 Personal Contacts

The work involves frequent personal contacts internally and externally throughout the Department, including other government agencies, departments, private institutions, and professional sources concerned with public health issues. Contacts include contracting officials, subject matter experts, program stakeholders, health officials and policymakers from local, federal, and state government, private healthcare organizations and associations, and executives from within the agency. Contacts are for the purpose of information dissemination, workgroups, issue clarification and resolution, and collaboration. The incumbent may work with interdisciplinary teams. The purpose of the contacts is to

provide technical consultation, evaluate effectiveness, participate in planning, developing and conducting pertinent conferences, training sessions and workshops, etc. Persons contacted typically have diverse viewpoints, requiring the incumbent to achieve common understanding of the problem and a satisfactory solution by convincing others, arriving at a compromise, or developing suitable alternatives. Contacts take place at meetings, conferences, and training site visits. Tact and persuasion are often required in dealing with frequently demanding and difficult situations. The incumbent may give briefings on program issues; represent the program at conferences or meetings; or represent higher officials in negotiations for the resolution of controversial issues.

Factor 8- Physical Demands

The work is generally sedentary, although some slight physical effort may be required. The position may require the incumbent be available for activation to the SOC or deployment to the IMT during large scale public health or medical emergencies. The position often requires traveling to meetings either in the Washington Metropolitan Area or occasionally out of state or to alternate operating facilities. Flexibility to travel will be required. Incumbent will be expected to report to work in inclement weather conditions, if necessary, and will be required infrequently to work long hours, including evenings, nights, and weekends. Extended and frequent travel may be required and will be governed by the need for the incumbent to fully cover all continuity responsibilities (i.e. disasters, meetings, exercises, etc.).

Factor 9- Work Environment

The work is performed primarily in an office setting. The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meetings, and training rooms. During an emergency situation, deployment to alternate facilities may involve moderate risks with exposure to potentially dangerous situations or unusual environmental stress that require a range of safety and other precautions.

OTHER INFORMATION RELEVANT TO OFFICERS

ASPR/SIIM/IMD is supportive of all of its officers. Our goal is to ensure that officers have the resources and career development opportunities to be successful member of ASPR and the USPHS.

Officers assigned to ASPR qualify for the **Office of the Secretary Badge**, which is authorized to wear with prescribed USPHS uniforms. After a year of service, the OS Badge will permanently appear in an officer's eOPF file. Due to the learning curve of this particular position, the officer(s) hired is expected to be available for at least a 2-year tour of duty.

Additionally, officers should be in good standing with current Agency and Commissioned Corps, and should not have any current or pending adverse actions.

HOW TO APPLY

Officers interested in this position should submit the following documents as a single (1) pdf file:

- 1-2 page Letter of Interest/Introduction** (include summary of relevant experience)
- Updated/current CV** (USPHS Formatted or standard CV)
- Screen-shot of last **3 years of COERs scores**
- Screen-shot of **Basic Readiness record** from the RedDOG Self-Service site

Additionally, officers should be in good standing with current Agency and Commissioned Corps, and should not have any current or pending adverse actions.

Please send completed application packet to Ms. Kelly Bennett (kelly.bennett2@hhs.gov).

Due Date: 06/17/2019 (or until a qualified applicant is identified)



Substance Abuse and Mental Health
Services Administration

5600 Fishers Lane • Rockville, MD 20857
www.samhsa.gov • 1-877-SAMHSA-7 (1-877-726-4727)



JOB TITLE: Public Health Advisor, GS-0685-13 (O5 non-supervisory billet)
AGENCY: Substance Abuse and Mental Health Services Administration (SAMHSA)
CENTER: Center for Substance Abuse Prevention (CSAP)
LOCATION: 5600 Fishers Ln, Rockville, Maryland

ABOUT THE JOB:

This position is an O5, multi-disciplinary, non-supervisory billet (Public Health Advisor, DSD/CSAP, GS-0685-13) located in the Division of State Programs (DSP), Center for Substance Abuse Prevention (CSAP), Substance Abuse and Mental Health Services Administration (SAMHSA) in Rockville, MD. SAMHSA is an agency within the U.S. Department of Health and Human Services (HHS) tasked with reducing the impact of substance abuse and mental illness on America's communities. SAMHSA accomplishes this mission through partnerships, policies, and programs that build resilience and facilitate recovery for people with, or at risk for, mental and/or substance use disorders.

CSAP works with federal, state, public, and private organizations to develop comprehensive prevention systems by:

- providing national leadership in the development of policies, programs, and services to prevent the onset of illegal drug use, prescription drug misuse and abuse, alcohol misuse and abuse, and underage alcohol and tobacco use and
- promoting effective substance abuse prevention practices that enable states, communities, and other organizations to apply prevention knowledge effectively

As a result of its efforts, CSAP's work creates: supportive workplaces, schools, and communities; drug-free and crime-free neighborhoods; and positive connections with friends and family. Within CSAP, the DSP provides leadership and guidance in CSAP provides national leadership in the development of policies, programs and services to prevent the onset of illegal drug, underage alcohol, and tobacco use. Consistent with SAMHSA's mission and the Center's mission, DSP carries out the Center's agenda to increase capacity and improve accessibility of effective substance abuse prevention across States, Territories, American Indian/Alaska Native Tribes, and tribal organizations. The Division plans, develops and administers programs to implement comprehensive and effective State substance abuse systems and other related health promotion systems. The Division administers the prevention set-aside of the Substance Abuse Prevention and Treatment (SAPT) Block Grant and collaborates with other units in the application of SAMHSA's Strategic Prevention Framework (SPF) with States and Tribes. To carry this out, DSP develops funding announcements, ensures coordination with grant management systems, and administers national discretionary grant programs, such as the Partnership for Success (PFS), Prescription Drug Overdose (PDO), Strategic Prevention Framework for Prescription Drugs (SPF-Rx), First Responders-Comprehensive Addiction and Recovery Act (FR-CARA), and Tribal Behavioral Health Grants (TBHG).

DUTIES:

- Serves as a government project officer (GPO) by overseeing the processing and monitoring of grants and/or cooperative agreements. This includes assuring the management of, but not limited to, the grantee performance for the PFS, PDO, SPF-Rx, FR-CARA, TBHG, and the SAPT Block Grants, and the Synar programs. The incumbent promotes knowledge development and dissemination, oversees policy development and facilitates a variety of information and collaboration services that advance agency, state and community prevention and early intervention activities.
- Serves as GPO for a number of grants within a prevention program area. For these, he/she serves as the Center's single point of contact for these programs with grantees in the assigned program area and ensures that SAMHSA's support resources and its strategic prevention framework are available to the grantees. The incumbent plans and carries out assignments independently, selecting the approach to be used from among established methods and guidelines governing the work, developing new approaches when necessary, implementing and maintaining a program for managing project performance, and overseeing administrative and substantive matters. The incumbent interprets and applies appropriate guidelines to specific cases.
- Monitors grantee performance to ensure that the grantee is on track to achieve the program's timelines, goals, and objectives.
- Prepares or participates in the preparation of Funding Opportunity Announcements (FOA) to develop new grants, or revision and issuance of existing grants through the development of a revised FOA.
- Oversees and directs development of planning strategies and priorities for program development on community, state or regional basis, ensuring timely implementation, addresses issues pertaining to the community prevention system improvement such as skill- development, and credentialing and certification of prevention programs and providers, focusing on the wide range of procedural and regulatory variables which have an impact upon quality of prevention services. The incumbent assists states and communities in understanding and implementing SAMHSA's strategic prevention framework.
- Acts as analyst in developing, monitoring, implementing, and evaluating current or projected complex, interrelated public health programs involving governmental and non-governmental organizations from multiple sectors at the community, State, national and/or international levels. Analyzes existing or proposed systems, strategies, services, or other health-related matters for long range implementation and administration of the public health program.

REQUIREMENTS/ HIGHLY RECOMMENDED:

- Open to PHS officers in any category who currently hold the LCDR or CDR temporary grade rank.
- Candidates must be local to the DC metro area. Relocation funding is not available.
- Candidates with a Master's or doctorate level degree are preferred.
- Grants management experience of at least 2-3 years preferred.
- Travel up 5-10% may be required for this position.
- Knowledge of the GPO's responsibility in the management of grants within legislative and regulatory requirements.
- Knowledge of and ability to interpret and apply policies, procedures, regulations and guidelines necessary for managing and administering public health programs.



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- Ability to formulate and develop program plans, strategies, objectives, goals, and priorities for direct impact and effect on the organizational goals and policies relating to behavioral health programs.
- Understanding of the importance of unique cultural issues which impact on state and community planning.
- Assess and oversee the dissemination of information on evidence-based practices, along with service delivery models, promoting expansion or replication of evidence-based practices for substance use and mental disorders programs.
- Familiarity or experience with federal performance reporting
- Ability to communicate, both orally and in writing, in order to: make clear, convincing, and concise presentations; explain and Justify recommendations; represent the Agency on assigned program or project areas; and, provide guidance and advice to program.

HOW TO APPLY:

Please submit your CV (saved under your last name), cover letter, and your last two COERs via email to Richard Carmi, Deputy Director, Center for Substance Abuse Prevention, at richard.carmi@samhsa.hhs.gov using the subject line “**DSP - Public Health Advisor vacancy**” by Monday, July 8, 2019. In your cover letter, please be clear and specific on your work experiences, duties and accomplishments that would relate to this position.

Functional Title: Chief, Personnel and Career Management Branch,
Unit: Personnel and Career Management Branch,
Division of Commissioned Corps Services,
Commissioned Corps Headquarters (CCHQ)
Grade: O-6
Supervisory: Yes
Category: Multidisciplinary
Duty Location: Rockville, MD

CCHQ, within the Office of the Surgeon General (OSG), serves as the principal staff arm and advisor to the Surgeon General (SG) and Deputy Surgeon General (DSG) on all matters related to the Commissioned Corps of the U.S. Public Health Service (Corps)—more than 6,300 officers. CCHQ provides the administration, policy, readiness, and personnel management of the Commissioned Corps under the direction of the SG.

Introduction:

The Chief of Personnel and Career Management Branch (PCMB) position resides in the Division of Commissioned Corps Services of CCHQ. This position is responsible for the oversight of Personnel and Career management activities to include: officer promotions (temporary and permanent, competitive and non-competitive), the Commissioned Officer Awards Program (COAP), the Defense Enrollment Eligibility Reporting System Program, Uniformed Service Educational Benefits administration (Montgomery GI Bill, Post 9/11 GI Bill), professional licensure validation, Freedom of Information Act (FOIA)/Privacy Act compliance, Commissioned Corps Management Information System (CCMIS) and USPHS.gov website maintenance and content administration, National Archives and Records Administration management of permanent Corps officer records, Commissioned Officer Evaluation Reports (COERs), Chief Professional Officer (CPO) selection boards, Flag Officer selection boards, Retention Review boards, and the Corps officers' absence and leave program (the electronic Commissioned Officer Resources Processing System (eCORPS)).

Major Duties Include:

- Manages and supervises staff members responsible for the administration of Corps-wide programs outlined above.
- Plans and establishes work priorities within work unit and for individual staff members as required.
- Provides leadership and mentorship to staff to ensure maximum effectiveness of work unit.
- Participates as a member of the CCHQ leadership team to coordinate activities across CCHQ operational units.
- Collaborates closely with Agency Commissioned Corps liaisons, CPOs, and Corps leadership in the administration of programs under the PCMB scope of responsibility.
- Evaluates policies which directly and indirectly govern the activities of PCMB programs. Collaborate with the CCHQ Policy and Evaluation Branch to provide input on required changes to policies to better serve the internal and external customers of the PCMB Section.
- Conducts informational presentations and training for various agencies and officer groups. Develops multi-media educational materials, job aids and programs.
- Receives, evaluates and responds to officers and liaison informational requests. Responsible for managing congressional requests for information and action related to PCMB programs.

- Recommends and implements changes that support the continuous improvement of the programs within the PCMB Section. Establishes tracks and meets performance metrics.
- Maintains liaison with and coordinates with the Division of Systems Integration in the testing, modifying, and improving of the systems which directly support PCMB activities.
- Supervisory responsibilities include supervising both Corps officers and civilian staff, completing annual COERs and PMAPs, and mentoring all staff to ensure their career progression and mission success.

Reports to: Deputy Director, Division of Commission Corps Services. Reviewing Official is CCHQ Director

Required Qualifications (Education and Experience, Skills):

- Current active duty officer in the Corps of the U.S. Public Health Service in good standing (i.e., no current adverse actions, basic ready, all COERs on file).
- Ten years' experience serving in a uniformed service with at least eight years serving in PHS.
- Experience in budget execution
- Supervisory experience
- Exceptional written and oral communication skills.
- Proficiency in Microsoft Excel and Access.
- Ability to use, analyze, and track data and metrics.
- Demonstrated customer service acumen and passion to deliver timely services to customers.
- Personal characteristics of honesty, compassion, integrity, and dedication to the Corps.
- Knowledge of the laws, regulations and policies of the Corps.
- Ability to plan and direct the completion of complex projects and assignments.
- Experience in statistics and data analysis.
- Experience in managing and tracking employee performance via evaluation tools or programs.
- Experience working with high level stakeholders internal and external to the Corps (including but not limited to agency heads, Agency Commissioned Corps liaisons, CPOs, and Congressional staffers).

How to Apply:

Interested applicants should submit in **one PDF**:

1. Current CV
2. Current full-length photograph in Service Dress Blue uniform
3. Detailed cover letter not exceeding one page (12 pt. font) explaining your interest and how you meet the requirements and qualifications of the position
4. Contact information for two references who can attest to your skills and abilities

Email the materials above and any questions to LT Zakiya Chambers at Zakiya.Chambers@hhs.gov with "CCHQ Personnel and Career Management Branch Chief" in the subject line.

Submissions must be received by 11:59 p.m. ET June 17, 2019.

Functional Title: Chief, Policy and Evaluation Branch
Unit: Policy and Evaluation Branch, Division of Business Operations and Management, Commissioned Corps Headquarters (CCHQ)
Grade: O-6/GS-14
Supervisory (Y/N): Yes
Category: Multidisciplinary
Duty Location: Rockville, MD
Date Updated: May 1, 2019

CCHQ, within the Office of the Surgeon General (OSG), serves as the principal staff arm and advisor to the Surgeon General (SG) and Deputy Surgeon General (DSG) on all matters related to the Commissioned Corps of the U.S. Public Health Service (Corps)—more than 6,300 officers. CCHQ provides the administration, policy, readiness, and personnel management of the Corps under the direction of the SG.

Introduction:

The Policy and Evaluation Branch Chief resides in the Division of Business Operations and Management, CCHQ, OSG. The Policy and Evaluation Branch has the responsibility to collaborate with all operational and administrative branches within CCHQ and OSG on all matters related to legal and policy activity of the Corps. This branch develops and maintains all personnel policy issuances and directives related to Corps operations, personnel, training, and readiness. Policy issuances and directives include areas such as officer assignment, deployment, promotion, pay, and retirement which must be published in the Commissioned Corps Issuance System (CCIS).

Major Duties Include:

- Provides oversight, development and direction on policy related matters, providing direct supervision to policy advisors and analysts
- Maintains the policy postings on Commissioned Corps Issuance System (CCIS) website
- Advises CCHQ leadership on all matters pertaining to policy and legal matters, to include, new policy development and evaluation (i.e. directives, instructions, personnel operations manuals, etc.), review and interpretation of proposed policy, and revisions of current policy.
- Collaborates with all Corps stakeholders, and CCHQ Branches to develop operational policies affecting or supporting statutory and administrative functions of the Corps.
- Maintains liaison with other relevant federal services, including other uniformed services, the Department of Defense and the Department of Veterans Affairs, with regard to all policy issues, entitlements, benefits, pay and travel.
- Collaborates and maintains effective working relationships with the OSG, and the Assistant Secretary for Health (ASH) to facilitate and finalize implementation of policies and analysis of legal issues.
- Increases quality, quantity and timeliness of work by facilitating team application of Continuous Process Improvement (CPI) methods, developing local performance measures to improve outcomes. The incumbent is accountable for the establishment of and implementation of short and long-term performance measures.
- Serves as a CCHQ representative on committees related to policy and legal issues.
- Responsible for the oversight of Memoranda of Understanding and Agreements (MOUs/MOAs) and Detail Agreements that involve Corps officers working with stakeholders as necessary.
- Performs other duties as assigned supporting the Director, CCHQ.

Reports To: Deputy Director, Business Operations and Management. Reviewing Official is CCHQ Director

Minimum Qualifications (Education and Experience)

- Current active duty officer in the Corps in good standing (i.e., no current adverse actions, basic ready, all COERs on file).
- A post-graduate degree in a health professional field or 10 years of experience in management and administration of PHS programs or policy development.
- Experience working successfully with multiple stakeholders within and external to the Department, such as the Office of the Assistant Secretary for Health (OASH), Office of General Counsel (OGC), the Office of Management and Budget (OMB), the Department of Defense, and other policy and legal professionals.
- Demonstrated leadership experience and success in policy-related initiatives
- Leadership and 5 years' experience related to sensitive legal and policy issues.
- Demonstrated advanced knowledge of laws, regulations, policies, and MOAs that affect all functions of the Corps
- Demonstrated supervisory experience minimum of 5 years.
- Demonstrated success in the ability to coordinate and complete multiple tasks simultaneously, including timely and accurate responses to all stakeholders.
- Demonstrated customer service orientation and have demonstrated success in such efforts.
- Training or experience in CPI and performance measurement methods.
- Experience in statistics and data analysis.
- Experience in managing and tracking employee performance via evaluation tools or programs.
- Advanced written communication skills.
- Characteristics that reflect highly of officership, leadership, consensus-building, and quality work that exemplify Corps values.

How to Apply:

Interested applicants should submit in **one PDF**:

1. Current CV
2. Current full-length photograph in Service Dress Blue uniform
3. Detailed cover letter not exceeding one page (12 pt. font) explaining your interest and how you meet the requirements and qualifications of the position
4. Contact information for two references who can attest to your skills and abilities

Email the materials above and any questions to LT Zakiya Chambers at Zakiya.Chambers@hhs.gov with "CCHQ Policy and Evaluation Branch Chief" in the subject line.

Submissions must be received by 11:59 p.m. ET Monday, June 17, 2019.

Functional Title: Chief, Recruitment and Assignments Branch,
Unit: Division of Commissioned Corps Services,
Commissioned Corps Headquarters (CCHQ)
Grade: O-6
Supervisory: Yes
Category: Multidisciplinary
Duty Location: Rockville, MD
Date Updated: May 1, 2019

CCHQ, within the Office of the Surgeon General (OSG), serves as the principal staff arm and advisor to the Surgeon General and Deputy Surgeon General (DSG) on all matters related to the Commissioned Corps of the U.S. Public Health Service (Corps)—more than 6,300 officers. CCHQ provides the administration, policy, readiness, and personnel management of the Commissioned Corps under the direction of the SG.

Introduction:

The Recruitment and Assignments Branch (RAB) Chief position resides in the Division of Commissioned Corps Services of CCHQ. This position is responsible for the oversight of Recruitment, Call to Active Duty, Junior and Senior COSTEP programs, Personnel Actions to include Assignments, Retirements and Separations.

Major Duties Include:

- Manages and supervises staff members responsible for the administration of the functions within the RAB
- Plans and establishes work priorities within work units and for individual staff members as required
- Provides leadership and mentorship to staff to ensure maximum effectiveness of the Branch
- Participates as a member of the CCHQ management team to coordinate activities across CCHQ Branch units
- Collaborates closely with Agency Corps liaison, Chief Professional Officers (CPOs) and Coops leadership in the administration of the recruitment and assignments activities.
- Evaluates policies and procedures which directly and indirectly govern the activities of RAB programs
- Recommends and implements changes that support the continuous improvement of the programs within the RAB Section. Establishes and tracks RAB statistics and performance measures and meets performance metrics
- Meets the needs of customers: applicants, officers and the Departments and Agencies that employ officers
- Provides oversight of the recruitment and application process
- Convenes and oversees appointment boards for all categories
- Evaluates constituent requests to fill vacancies and placement requirements
- Evaluates/grades billets
- Processes personnel orders
- Supervises both Corps officers and civilian staff, completing annual COERs and PMAPs, and mentoring all staff to ensure their career progression and mission success

Reports to: Deputy Director, Division of Commission Corps Services. Reviewing Official is CCHQ Director

Required Qualifications (Education and Experience, Skills):

- Current active duty officer in the Corps in good standing (i.e., no current adverse actions, basic ready, all COERs on file)
- Ten years' experience serving in a uniformed service with at least eight years serving in PHS.
- Must have knowledge of the laws, regulations and policies of the Corps
- Exceptional written and oral communication skills
- Demonstrated supervisory experience minimum of 5 years.
- Be accomplished in interpersonal skills with a demonstrated ability to be customer/client service oriented
- Demonstrated ability to negotiate and build consensus within immediate staff and among customer groups and to be open to new ideas and differing perspectives
- Minimum of 4 years of Supervisory (officers and civil servants) experience
- Experience in developing and executing training programs in a variety of settings.
- Ability to use, analyze, and track data and metrics
- Demonstrated customer service acumen and passion to deliver timely services to customers
- Personal characteristics of honesty, compassion, integrity, and dedication to the Corps
- Knowledge of the laws, regulations and policies of the Corps
- Ability to plan and direct the completion of complex projects and assignments
- Experience in statistics and data analysis
- Experience in managing and tracking employee performance via evaluation tools or programs
- Experience working with high level stakeholders internal and external to the Corps (including but not limited to agency heads, Agency Corps liaisons, CPOs, Congressional staffers)
- Recent, progressively responsible experience in managing complex programs or organizations including supervising a multi-functional staff

How to Apply:

Interested applicants should submit in **one PDF**:

1. Current CV
2. Current full-length photograph in Service Dress Blue uniform
3. Detailed cover letter not exceeding one page (12 pt. font) explaining your interest and how you meet the requirements and qualifications of the position
4. Contact information for two references that can attest to your skills and abilities

Email the materials above and any questions to LT Zakiya Chambers at Zakiya.Chambers@hhs.gov with "CCHQ Recruitment and Assignments Branch Chief" in the subject line.

Submissions must be received by 11:59 p.m. ET Monday, June 17, 2019.

Functional Title: Chief, Training
Unit: Training Branch, Division of Commissioned Corps Services, Commissioned Corps Headquarters (CCHQ)
Grade: O-6
Supervisory (Y/N): Yes
Category: Multidisciplinary Duty
Duty Location: Rockville, MD
Date Updated: May 1, 2019

CCHQ, within the Office of the Surgeon General (OSG), serves as the principal staff arm and advisor to the Surgeon General (SG) and Deputy Surgeon General (DSG) on all matters related to the Commissioned Corps of the U.S. Public Health Service (Corps)—more than 6,300 officers. CCHQ provides the administration, policy, readiness, and personnel management of the Corps under the direction of the SG.

Introduction:

The Training Chief position is located in the Division of Commissioned Corps Services of CCHQ. This position oversees the delivery of service-wide basic, administrative and career development instructional training programs for officers. Establishes the objectives, goals and performance plan to meet the defined Public Health Service (PHS) training mission. Designs and implements comprehensive training curriculum. Evaluates student, staff, and stakeholder feedback and implements continuous process improvement into training curriculum.

Major Duties Include:

- Supervises, mentors and manages the daily operations of up to 5 staff
- Manages and administers almost \$2 million in operational contracts for Corps training programs
- Reviews and authorizes travel for students, officers and attendees to training events.
- Leverages additional resources of adjunct volunteers, and support staff
- Develops and updates policies & procedures, and responds to inquiries related to training to include management of the training resource mailbox
- Serves as the principal spokesperson and educator regarding the Training Branch
- Oversees the training for the Commissioned Officer Training Academy.
- Works collaboratively with IT professionals (Corps, civilian, and contractors) to optimize systems that support training
- Serves as the primary point of contact for training-related matters for internal & external customers including Corps Agency liaisons, Chief Professional Officers (CPOs), Flag Officers, Department leadership and PHS officers
- Develops training programs to meet the needs of the Corps to enhance professional development and strengthen talent within the Corps
- Attends leadership meetings
- Performs other duties as assigned

Reports to: Deputy Director, Commissioned Corps Services Branch. Reviewing Official is CCHQ Director

Required Qualifications (Education and Experience, Skills):

- Current active duty officer in the Corps in good standing
- Ten years overall experience serving in a uniformed service with at least 8 years' experience serving in PHS
- Demonstrated supervisory experience minimum of 5 years.
- Experience in developing and executing training programs in a variety of settings.
- An advanced degree in a health profession or management field.
- Two years' experience in the management and administration of a PHS program.
- Contracting Officer Representative (COR) Level 2 certified with at least 2 years' experience managing contracts
- Proficiency in instructional lesson design, implementation and methods such as PowerPoint, online presentation/application techniques and Learning Management Systems
- Demonstrated knowledge of budget execution
- Experience in group instructional processes (classroom presentation, group learning and skill development exercise)
- Minimum of 4 years of Supervisory (officers and civil servants) experience
- Ability to plan and direct the completion of complex projects and assignments and adjust to rapidly changing circumstances without sacrificing the mission or quality of the work
- Ability to work in alternate work locations with varying schedules
- Advanced knowledge of the laws, regulations, and policies of the Corps, as well as, the customs and courtesies of a uniformed service
- Demonstrated ability to lead, mentor and motivate a staff into a highly productive team
- Confidence in professional interactions with senior officers and federal health leaders
- Demonstrated ability to negotiate and build consensus within immediate staff and among stakeholders and to be open to new ideas and differing perspectives
- Proficiency in oral and written communication skills
- Deployment experience with PHS
- Commissioned Corps Training Ribbon

How to Apply:

Interested applicants should submit in **one PDF**:

1. Current CV
2. Full length photograph in Service Dress Blue uniform
3. Detailed cover letter not exceeding one page (12 pt. font) explaining your interest and how you meet the requirements and qualifications of the position
4. Contact information for two references who can attest to your skills and abilities

Email the materials above and any questions to LT Zakiya Chambers at Zakiya.Chambers@hhs.gov with "CCHQ Training Branch Chief" in the subject line.

Submissions must be received by 11:59 p.m. ET Monday, June 17, 2019.

PUBLIC HEALTH ANALYST

O-5 Billet

DA Position Title: Public Health Analyst

Functional Title: Regional Consultant

Unit: Department of Health and Human Services/Office of the Assistant Secretary for Health/Office of the Regional Health Administrator, Region VI

Grade: O5

Supervisory: N

Category: Multidisciplinary

Duty Location: HHS Region VI, Dallas, Texas

Position Updated: May 10, 2019

Agency leadership determined this position meets Criteria 1: Serving the needs of vulnerable or medically underserved populations and Criteria 3: Being available for rapid deployment

INTRODUCTION:

This position is located in the Office of the Regional Health Administrator, Region VI (Dallas, Texas), Office of the Assistant Secretary for Health (OASH), Office of the Secretary, US Department of Health and Human Services (HHS). OASH optimizes the Nation's investment in health and science to advance health equity and improve the health of all people. OASH leads the development of policy recommendations on population-based public health and science and coordination of public health issues and initiatives across HHS. OASH comprises several core public health offices – including the Office of the Surgeon General and the U.S. Public Health Service Commissioned Corps – as well as 10 regional offices and many presidential and secretarial advisory committees.

About Regional Health Administrators

The OASH Regional Health Administrators (RHAs) serve as the senior federal public health official in their regions. They foster coordination and collaboration across federal departments and serve as spokespersons and extensions of OASH to ensure that HHS priorities are better incorporated at the local, state, and national levels. RHAs and their teams use their regional expertise and networks to catalyze public health action and impact leading health indicators across the Nation.

MAJOR DUTIES and RESPONSIBILITIES:

The duties and responsibilities involve the following:

- Interact and collaborate with state/local government entities, Non-Government Organizations (NGOs), as well as civic and faith-based organizations.
- Monitors emerging public health concerns, interacts with governmental, tribal and private sector authorities, and facilitates communication with OASH leadership.
- Coordinate with local communities to prioritize and conducts public health needs assessment; develop partnerships with state/local governments, NGOs, and civic/faith-based organizations.
- Conduct analysis of regional/state/local data and identify crosscutting public health issues.

- The employee keeps her/his supervisor informed of progress of potentially critical matters. Completed work is reviewed for feasibility, conformance to agency policy and practice, and effectiveness in meeting specific goals and objectives.
- The incumbent interprets and applies policies in terms of established goals, objectives, and accepted practices. Controversial or unprecedented issues are brought to the attention of the supervisor for more detailed direction and guidance.
- Incumbent reports to the RHA. The RHA sets the overall objectives and resources available. The incumbent, in consultation with her/his supervisor, develops guidelines, projects and timelines.
- Performs other duties as assigned.

Knowledge Required by the Position

Expert knowledge of a wide range of qualitative and/or quantitative methods to develop data collection tools and review, evaluate, survey, and improve domestic or international public health program operations;

Knowledge of agency program goals and objectives and the relationship with other programs and key functions internal or external to the agency to define requirements, integrate program activities, assess impact, and/or make decision on use of resources.

Knowledge of oral communication techniques to serve as bureau or agency representative and present findings and deliver briefings, explain and justify recommendations, and negotiate solutions to disputed recommendations;

Knowledge of written communication techniques to prepare reports used as the basis for key-executive-level management decisions; decision memos, proposals, policies; responses to inquiries; reports, marketing/outreach material; and other comparable documents;

Knowledge of interpersonal relationship skills to establish and maintain effective and diplomatic working relations and secure support and cooperation.

Knowledge of overall administrative requirements (e.g., contracts/awards/grants administration, budget, travel, facilities, etc.) to ensure that support is available and administrative actions are initiated properly.

Complexity

The work includes varied duties requiring many different and unrelated processes and methods involving the development and administration of unusually difficult and complex operating domestic or international public health programs. At this level, the analyst's conclusions, recommendations, and determinations often result in official positions or obligate substantial program resources that are conspicuous to the general public. Decisions regarding what needs to be done are often impacted by the social, cultural, economic, governmental, political, and other features of the environmental settings and include major areas of uncertainty in

approach, methodology, or interpretation and evaluation processes. The work frequently requires the development of new operational policies, practices, methods, and techniques to accommodate urgent public health needs of large populations or public health efforts.

Scope and Effect

The purpose of the work is to serve as an expert analyst in developing, monitoring, implementing, and evaluating current or projected complex, interrelated public health programs involving governmental and non-governmental organizations from multiple sectors at the community, State, tribal, national and/or international levels. Work contributes to the performance of program functions, improvement in developing and executing public health programs, and attainment of program goals and objectives.

Personal Contacts

Personal contacts are with the RHA, Deputy, and other staff in the office. Other contacts may include the Region VI OPDivs/StaffDivs in Dallas, other OASH HQ staff, other departmental staff, state, tribal, and local health officials, community-based organizations, foundations, national organizations, and non-profit organizations. Because of the nature of the work, elements of adversary relationship may exist that require the employee to exercise initiative, persistence, tact, and resourcefulness in establishing and continuing work relationship and gaining the confidence, support and compliance of those contacted.

Purpose of Contacts

The purpose of contacts is to provide critical advice and assistance on program operations, goals, and objectives; ensure that policies are accurately reflected in program activities, negotiate on policy issues, evaluate program activity, and/or influence and motivate individuals or groups to accept and comply with critical matters affecting the development and administration of domestic and/or international public health programs. The employee may encounter resistance and must be skillful in approaching the individual or group to obtain the desired effect.

Physical Demands

There are no unusual physical demands required of the incumbent.

Work Environment

The environment involves everyday risks or discomforts that require normal safety precautions. The work area is adequately lighted, heated, and ventilated. Travel would be on regularly scheduled airlines, but travel to rural areas may require incumbent to fly on small commuter airlines or in private or rented automobiles.

Other Consideration

The incumbent must demonstrate the ability to work effectively and efficiently in an autonomous work situation and one that requires working within a team. She/he must demonstrate the ability to think strategically and work under tight deadlines on a results-oriented basis, to develop innovative approaches and solutions. The incumbent must demonstrate interpersonal skills and ability to work harmoniously within a team who have varying expertise. The incumbent must have demonstrated the ability to adapt to diverse educational socio-political and cultural backgrounds and to maintain a high standard of personal conduct. Strong oral and written skills is needed to state facts and issues in a manner that presents sensitive information in clear and understandable fashion. Experience working with local communities and populations at high risk for exposure to public health priorities. Knowledge of multisector federal and non-federal programs that support public health, to include direct healthcare services, transportation, housing, education, agriculture, and national security.

How to Apply:

Interested applicants should submit:

1. CV/resume;
2. Detailed cover letter not to exceed one page (12 pt. font) explaining your interest and how you meet the requirements and qualifications of the position, specifically outlining how you would be best suited to help the Regional Office address public health challenges in Region VI and address the Assistant Secretary for Health and the US Surgeon General priorities;
3. Full-length photo in Service Dress Blue uniform and Service Khakis; and
4. Contact information for three references that can attest to your skills and abilities.

Email the materials above and any questions to Ms. Shandrea Jeffery
– Shandrea.Jeffery@hhs.gov

Submissions must be received by 20 July 2019, 11:59 p.m. ET, emailed to Shandrea Jeffery, Shandrea.Jeffery@hhs.gov

Ms. Shandrea Jeffery
Office of the Assistant Secretary for Health
Office of the Regional Health Administrator, Region VI
1301 Young Street, Suite 1124
Dallas TX, 75202

THIS OPPORTUNITY IS FOR USPHS COMMISSIONED CORPS OFFICERS ONLY.

Call for Applicants

Recruitment for Tier 1 **National Incident Support Teams** (NIST) now open! Team members are needed to fill positions in Planning, Administration and Finance, and Information Management. NIST officers may be from any professional category, duty station, rank, or geographic region.

NISTs

NISTs are Tier 1 teams within the US Public Health Service Commissioned Corps Readiness and Deployment Operations Branch of Commissioned Corps Headquarters. The roles of NISTs are to provide incident management and support by augmenting Incident Management Teams (IMT) for the Office of the Assistant Secretary for Preparedness and Response (ASPR).

IMTs

IMTs provide the field command and coordination of resources deployed under the operational control of the Assistant Secretary for Preparedness and Response (ASPR) to meet federal public health, medical, and human services disaster and emergency response responsibilities of the Department of Health and Human Services (HHS)

Applicant Requirements

Officers interested in joining a NIST must have met RedDOG Basic Readiness requirements, have no outstanding Commissioned Corps performance issues, and have the approval of their immediate supervisor at the time of their application.

NIST team membership is at minimum **a three (3)-year commitment**. NIST members are deployable on an on-call basis every fifth month. In the case of a large-scale incident(s), teams may be called upon outside of the normal rotation. NIST team members must be able to deploy within 12 hours of activation. Typical deployments can last up to 14 days. There are two typical types of NIST deployments.

- National Special Security Events such as the Independence Day Celebration and the Presidential Inauguration
- Emergency deployments which are unpredictable events occurring throughout the year such as severe weather or terrorist attacks.

Each NIST member is expected to participate in **up to** six (6) one-hour meetings per year, attend the annual IMT workshop and complete online independent study courses, classroom courses and pre-deployment/in field trainings as necessary for their positions and position credentialing. Trainings can include, but are not limited to:

1. HHS Incident Management Team Basic Online Course
2. FEMA IS-101, Deployment Basics
3. FEMA IS-300, Intermediate Incident Command System (ICS) (classroom)
4. FEMA IS-400, Advanced Incident Command System (ICS) (classroom)
5. FEMA IS-546, Continuity of Operations Awareness (Online)
6. FEMA, IS-808, ESF #8: Public Health and Medical Services [Online]
7. USFA O-305, Type 3 Incident Management Team (classroom)
8. Position required trainings per the IMQ Qualification System (IQS) (generally FEMA or Responder e-Learn)

How to Apply

By **COB August 19, 2019**, please send the following materials to RedDOG at Reddog@hhs.gov **AND** CAPT Kate Brett at kbrett@cdc.gov.

1. Brief letter of interest (Include any relevant deployment experience or experience in incident management)
2. Current Curriculum Vitae
3. Basic Readiness Acknowledgement: Screenshot of current readiness status
4. Completed Supervisor Approval Form (attached)

Thank you for your service!

Supervisory Approval Form for Membership/Renewal
The National Incident Support Team (NIST)
UNITED STATES PUBLIC HEALTH SERVICE

Date: [Fill in Date]

Subject: Request for Supervisory Approval for Membership/Renewal of NIST Membership of
[Fill in Rank, Name of Applicant]

Background:

The National Incident Support Team (NIST) was formed in 2009 to respond and support public health emergencies, threats of nationally significance, and natural/human caused adverse incidents and in support of National Security Special Events and Special Events that occur within the domestically. NIST members take on various leadership roles within the incident command structure in the Incident Response Coordination Team during deployments. A NIST is a Tier 1 team comprising 20-30 trained USPHS officer responders.

NIST team membership is at minimum **a three (3)-year commitment**. NIST members are deployable on an on-call basis every fifth month. Each NIST member is expected to participate in **up to** eight (8) one-hour meetings per year and complete online independent study courses, classroom courses and pre-deployment/in field trainings as necessary for their positions.

NIST team members must be able to deploy within 12 hours of activation. Typical deployments can last up to 14 days. There are two typical types of NIST deployments:

- Preplanned Events such as the Independence Day Celebration and the Inauguration
- Emergency Deployments which are unpredictable events occurring throughout the year such hurricanes and terrorist attacks.

Action:

The Officer understands the requirements and commitment to supporting the mission of this office and his/her job and that duty requirements may prevent scheduled training and deployment in support of the NIST.

The Officer understands the requirements and commitment requirements of the NIST and agrees to support the mission and NIST to the best of his/her abilities.

I am in full support of the Officer's involvement in the NIST and will support to the capacity that the primary mission will allow. My signature below indicates approval of this officer's participation as a NIST member, if selected.

Print Supervisor's Name	Signature	Date