

Engineer Vacancy and Transfer Assignments as of 04-10-2018

Job Title	Agency	Location	Contact	Contact Number	Contact E-mail	Billet or GS Level	announcement number/ see attached job description for detail	Closing Date
General Engineer	CDC	Atlanta, GA	CDC HELPDESK	(770) 488-1725	HRCS@CDC.GOV	O5	HHS-CDC-M4-18-10177809	4/17/2018
Supervisory Life Scientist/Environmental Engineer/Physical Scientist	EPA	Boston, MA	Alison Scribden	919-541-2186	Scribden.alison@epa.gov	O5	RTP-R1-MP-2018-0003	4/17/2018
Supervisory Life Scientist/Environmental Engineer/Physical Scientist	EPA	Atlanta, GA	Latera Marks	800-433-9633	marks.latera@epa.gov	O6	RTP-R4-MP-2018-0016	4/19/2018
Supervisory Life Scientist/Environmental Engineer/Physical Scientist	EPA	Atlanta, GA	Latera Marks	800-433-9634	marks.latera@epa.gov	O6	RTP-R4-MP-2018-0015	4/19/2018
Biologist/General Engineer/Environmental Engineer/Physical Scientist/Chemist (Leader) (Associate Division Director)	EPA	Cincinnati, OH	Chelsea Mackin	800-433-9633	mackin.chelsea@epa.gov	O6	RTP-ORD-MP-2018-0050	4/20/2018
Supervisory Life Scientist/Environmental Engineer/Physical Scientist	EPA	Guaynabo, PR	Alison Scribden	919-541-2186	Scribden.alison@epa.gov	O5	RTP-R2-MP-2018-0026	4/23/2018
Program Management Engineer/Senior Engineer Consultant	EPA	American Samoa Island	Michael Wolfram Carl Goldstein	415-972-3027 415-972-3767	wolfram.michael@epa.gov goldstein.carl@epa.gov	O5/O6	See Attached	Open Until Filled
Mechanical Engineer (2 vacancies)	FDA	Rockville, MD	FDA Applicant Help Desk	888-478-4340	quickquestions@fda.gov	O3/O4	FDA-OO-18-DE-10163731-YA	4/13/2018
Interdisciplinary Engineer	FDA	Silverspring, MD	Mid-Atlantic Services Branch	757-441-6765	norfolkmail@opm.gov	O2/O3	FDA-CDRH-18-DE-10052924JL	9/30/2018
Interdisciplinary Engineer	FDA	Silverspring, MD	Mid-Atlantic Services Branch	757-441-6765	norfolkmail@opm.gov	O4/O5	FDA-CDRH-18-DE-10052935JL	9/30/2018
Engineer	FDA	Silver Spring, Maryland	LCDR Samantha Spindel	301.796.5614	Samantha.Spindel@fda.hhs.gov	O2/O6	See Attached	Open Until Filled
Public Health Analyst	HHS	Washington, DC	Chanya Liv and Monica Stevenson		Chanya.Liv@hhs.gov Monica.Stevenson@hhs.gov	O4	See Attached	Open Until Filled
Liaison to U.S. Pacific Command	HHS	Honolulu, HI	Erika Elvander		Sandra.Howard@hhs.gov	O5	See Attached	Open Until Filled
General Engineer	I.H.S	Polacca, AZ	Emery Brown	(928) 737-6000	emery.brown@ihs.gov	O4/O5	IHS-18-PX-10158692-ESEP/MP	4/13/2018
Environmental Engineer	I.H.S	Lake side, AZ and Tempe, AZ	Emery Brown	(928) 737-6001	emery.brown@ihs.gov	O2/O3	IHS-18-PX-10174623-ESEP/MP	4/13/2018
Environmental Engineer	I.H.S	Sioux City, IA	Evelyn Nez	605-226-7209	Evelyn.Nez@ihs.gov	O2/O4	IHS-18-GP-10180165-ESEP/MP	4/18/2018
Supervisory General Engineer	I.H.S	Chinle, Arizona	Cecelia Yazzie	(928) 871-1452	Cecelia.Yazzie@ihs.gov	O5	IHS-18-NJ-10180639-ESEP/MP	4/25/2018
Environmental Engineer	I.H.S	Minot, ND	Evelyn Nez	605-226-7209	Evelyn.Nez@ihs.gov	O4/O5	IHS-18-GP-10119623-ESEP/MP	4/25/2018
Electrical Engineer	I.H.S/ANTHC	Anchorage, AK	CDR Leigh Hubbard	907-729-3561	lhubbard@anthc.org	O5	See Attached	Open until Filled

Regulatory Affairs Specialist	NIH	Regulatory Affairs Branch, Cancer Therapy Eval. Program	Brenda Hravey	301-402-9239	HarveyB@od.nih.gov	O6	See Attached	open untill filled
Health Science Administrator (Program Officer)	NIH	National Cancer Institute	Brenda Hravey	301-402-9239	HarveyB@od.nih.gov	O4/O6	See Attached	open untill filled
Supervisory Health Science Administrator	NIH	Extramural Division	Brenda Hravey	301-402-9239	HarveyB@od.nih.gov	O6	See Attached	open untill filled
Health Scientist Administrator	NIH	Div. of Cancer Treatment & Diagnosis Radiation Research Program	Brenda Hravey	301-402-9239	HarveyB@od.nih.gov	O6	See Attached	open untill filled
Mathematical Statistician	NIH	Div. of Cancer Treatment & Diagnosis Biometric Research Program	Brenda Hravey	301-402-9239	HarveyB@od.nih.gov	O6	See Attached	open untill filled
General Engineer	NIH	Bethesda, MD	Cathy Nader	301-594-3765	naderca@mail.nih.gov	O4/O5	See Attached	open untill filled
General Engineer	NIH	Bethesda, MD	Cathy Nader	301-594-3765	naderca@mail.nih.gov	O2/O3	See Attached	open untill filled
Civil Engineer	NPS	Three Rivers, CA	Sonya Coakley	202-513-7215	sonya_coakley@nps.gov	O4	See Attached	4/16/2018
Civil Engineer/Cyclic Maintenance Project Manager	NPS	San Francisco, CA Seattle, WA	Sonya Coakley	202-513-7215	sonya_coakley@nps.gov	O4	See Attached	5/4/2018

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 is also posted on the EPAC website under Job Opportunities and Vacancies.

**PUBLIC HEALTH ANALYST
(04 Billet)
OASH Immediate Office**

INTRODUCTION

This position is located with the Chief Medical Officer (CMO) of the Immediate Office, Office of the Assistant Secretary for Health (OASH), Office of the Secretary (OS), US Department of Health and Human Services (HHS). The CMO serves as the principal advisor to the Assistant Secretary for Health and the Principal Deputy Assistant Secretary for Health on policy issues related to medicine and science. The CMO works across HHS agencies to provide input and guidance on issues related to behavioral health, pain management, and opioids. The CMO also serves as the HHS lead for intradepartmental and interdepartmental coordination of behavioral health activities, pain management issues, and opioids.

MAJOR DUTIES AND RESPONSIBILITIES

The incumbent serves as a Public Health Analyst and provides program and technical assistance to the CMO. Specifically, the incumbent:

- Works under the guidance of the CMO and with other designated OASH senior staff.
- Manages and provides intellectual leadership for a myriad of complex policy and program issues concerning behavioral health, pain management, opioids, as well as takes on special assignments.
- Maintains cognizance of the priorities and interest of the CMO in relation to the overall mission of OASH.
- Assists with general program coordination and the development of strategies and solutions for monitoring progress toward program goals and objectives.
- Strong Project Management and analytical skills
- Maintains/Ability to protect sensitive and confidential information
- Demonstrates effective oral and written communications
- Proficiency in the full range of Microsoft program software
- Possesses skills in public relations and social media

FACTOR 4 – COMPLEXITY

The incumbent will interact with OASH staff, contractors, and many levels of personnel within and outside of HHS and the federal government. Typical assignments require developing, in collaboration with the CMO, plans, goals, and objectives for implementation of OASH behavioral health and pain management priorities.

FACTOR 5 – SCOPE AND EFFECT

The purpose of the work is to compile and synthesize relevant policy and programmatic information for the CMO and to coordinate communications including social media for

CMO. The incumbent resolves problems, in collaboration with the CMO and other CMO staff, which directly affect the accomplishment of goals and objectives.

FACTOR 6 – PERSONAL CONTACTS

Contacts include CMO team members, ASH, PDASH, COS and other OASH co-workers; leaders and staff of other HHS agencies, as well as other federal departments; contractors; representatives of non-federal organizations, and members of the general public, as needed.

FACTOR 7 – PURPOSE OF CONTACTS

The purpose of the contacts is to obtain and exchange information about behavioral health and pain management, to monitor the progress of achieving goals and objectives, to communicate OASH or HHS priorities and decisions, inform OASH leadership, and to assist in identifying or resolving policy issues.

FACTOR 8 – PHYSICAL DEMANDS

The work is essentially sedentary. Some travel may also be required.

FACTOR 9 – WORK ENVIRONMENT

The work is performed in an office setting.

Commissioned Officer Application Process:

Send your cover letter and CV by email to Chanya.Liv@hhs.gov and to Monica.Stevenson@hhs.gov:

Chanya Liv and Monica Stevenson
Office of the Assistant Secretary for Health
US Department of Health and Human Services
200 Independence Ave. SW, Room 736E
Washington DC 20201

Liaison to U.S. Pacific Command, Office of the Command Surgeon
0-5 Billet (GS-685-1/14)
Office of Global Affairs
Honolulu, Hawaii

INTRODUCTION

This position is located in the Office of Global Affairs (OGA), U.S. Department of Health and Human Services (HHS), in Honolulu at the U.S. Pacific Command (USPACOM), Camp H.M. Smith. Under the Secretary of HHS and the Director for Global Affairs at HHS, the incumbent serves as the primary point of contact within the U.S. Government (USG), for coordinating health and health security activities and policies with USPACOM and DTRA/CBEP. In addition, the incumbent will also coordinate closely with the HHS office in Honolulu. As a pivotal and functional stakeholder in this position, the Cooperative Biological Engagement Program (CBEP) under the Department of Defense's Defense Threat Reduction Agency (DTRA) will fund permanent change of station and this position for 3 years. CBEP focuses on increasing and aligning partner countries' Biosafety & Security and disease surveillance/detection capacities.

The Liaison will serve under the overall direction of the Director for Global Affairs, HHS in Washington, DC, with reporting requirements to the USPACOM Command Surgeon and DTRA/CBEP. In this context, the liaison may be requested to perform duties in furtherance of the overall responsibilities of USPACOM with approval of the Director for Global Affairs. As requested by HHS and CBEP, the candidate will also represent the USG in other countries of the region.

The Liaison position is critical in the overall strategic rebalance to the Indo-Asia-Pacific Region, as defined by national foreign policy guidance. This position is a vital interface to all PACOM partner nations, and multilateral organizations in the Indo-Asia-Pacific region. This includes, but is not limited to UN organizations such as WHO, FAO, and OIE; the Pacific Island Forum, ASEAN; and economic organizations such as APEC; and other technical organizations working at the country and regional level on health, health development, and health security. Routine interactions with the variety of regional stakeholders will ensure a constant U.S. presence and influence on health and health security issues in close coordination with counterparts in each country will be a primary focus for this position.

The Department places health and health security issues of regional and global significance at a premium as they align with the overall administration goals of health and health diplomacy and Global Health Security, and because of the need to maintain consistency between domestic policy positions and those adopted by, or advocated at, international organizations. As an engaged member of the global health security community, CBEP considers health security engagement opportunities pivotal to mission success in the PACOM AOR. The work of this position is also of direct importance to the U.S. Department of State in view of its overall responsibility for U.S. foreign policy. Similarly, these global health and health security matters are of central importance to the U.S. Agency for International Development (USAID) in its development assistance role and to other Federal agencies, such as the Environmental Protection Agency (EPA) and U.S. Department of Agriculture (USDA).

The primary function of the liaison is to identify areas for potential cooperation on health and health security issues within the PACOM AOR for USPACOM, HHS and CBEP; and to promote the positions of the U.S. Government on a wide range of health issues with PACOM partner nations. As appropriate the candidate may also represent the USG at the regional meetings of the WHO (WPRO and SEARO); APEC; the Global Fund to Fight AIDS, Tuberculosis and Malaria; and other international organizations involved in health, health diplomacy, and health security issues (e.g., the World Trade Organization, the International Committee of Red Cross and Red Crescent Societies). The importance of these issues has increased in recent years, as evidenced by the growing attention to health security threats, communicable and non-communicable disease prevention and surveillance as well as potential response to health security threats, and emerging/reemerging health issues as captured in HHS, CBEP and PACOM Surgeon mandates.

DUTIES AND RESPONSIBILITIES:

1. Serves as the representative to the USPACOM Commander for the Secretary of HHS and the Director for Global Affairs at HHS, and as appropriate, provides continuing information and advice on the U.S. policies and positions to regional fora and other regional health and social-service organizations.
2. Identify potential engagement opportunities and areas pertaining to health security for USPACOM, HHS and CBEP, especially those that further objectives of enhancing and standardizing biosafety/security and surveillance efforts throughout the PACOM AOR.
3. Provides guidance on U.S. positions pertaining to global health security issues impacting USG relations with PACOM AOR nations, and as appropriate, with WHO and other health-related stakeholders in the Asia-Pacific Region. Assesses/evaluates ongoing programs as well as new proposals, issues and attitudes of regional partners in relation to their effect upon U.S. foreign policy; implications for the U.S. health policy domestically, regionally and internationally; priority global health and social problems, including their regional implications; fiscal interests of the U.S. and the broader global international health community (e.g. World Bank and other lending institutions, other donor countries, non-governmental organizations.)
4. Actively promotes U.S. policies, as articulated by HHS, CBEP, the Department of State, and other Federal Agencies, on international health and provides recommendations to these agencies on positions to be taken and strategic approaches to achieve U.S. objectives.
5. Serves as a focal point for USPACOM, HHS and CBEP in PACOM AOR for matters related to the program of health cooperation policy issues, including activities funded by U.S. Government agencies under bilateral and regional health, public health, and research programs, foreign fellowships, other scientific exchange and research programs, etc.
6. As needed, presents U.S. positions to the executive and technical staffs of the WHO and senior officials of foreign Governments who may interact with USPACOM, HHS and CBEP; with officials of other U.S. Federal Departments and Agencies (e.g. USAID, EPA, USDA, and the Department of Defense); and with officials of private and professional organizations. Private organizations include industry representatives who deal with ASEAN, APEC, or other regional multilateral organizations working on health and social-services.

7. As appropriate, builds consensus and trust on important issues with other countries. This includes playing a facilitating role in the coordination groups among PACOM AOR partner nations.
8. Advises the PACOM Surgeon and other USPACOM senior staff on health issues with multilateral health policy implications.
9. With the concurrence of Department of State, serves as an HHS representative on U.S. Delegations to regional and international governing bodies, as designated by the Secretary of HHS or the Director for Global Affairs, including the ASEAN Health Ministers Meetings, WHO Regional Coordination Meetings, and other senior-level policy and decision making meetings. May also serve as an officer of the bureaus of intergovernmental bodies.
10. As appropriate, negotiates resolutions, decisions, plans of action, and other outcome documents, international instruments, conventions, and agreements formulated at international meetings.
11. Develops and recommends positions to be taken by members of HHS to meetings of PACOM and as appropriate, other regional and international organizations.
12. Responds to specific requests from Washington-based Federal agencies related to actions to be taken or information to be obtained. Provides regular reports on activities and policies of regional health and social-services agencies.
13. In cooperation with the appropriate HHS agency, or other appropriate U.S. Government agencies, participate in the development of new cooperative health and human services policy activities with USPACOM.

SUPERVISION AND GUIDANCE RECEIVED:

The incumbent in this position reports to the Director for Global Affairs at HHS, and through him/her to the Secretary of HHS. The Director of the Office of Asia/Pacific in HHS will provide direct supervisory responsibilities. USPACOM and DTRA/CBEP will provide additional duties as required to meet DTRA and USPACOM equities and mutual benefit. CBEP will work in close coordination with the incumbent to identify programmatic areas of interest for investigation and recommendations on how to maximize mission efficacy with PACOM AOR partner nations. Incumbent serves with wide latitude for independent judgment and action under the general direction of the PACOM Surgeon.

The activities of the Liaison are carried out in consonance with U.S. foreign policy objectives as determined by the Secretary of State and coordinated with USPACOM and DTRA/CBEP; and in consonance with U.S. health and health security objectives as determined by the Secretary of HHS.

The Director of the Office of Asia/Pacific in HHS will complete the periodic evaluation of the incumbent in terms of effectiveness, quality of output, and responsiveness to objectives, with informal input from USPACOM Command Surgeon and DTRA/CBEP.

MANDATORY COMPETITIVE QUALIFYING FACTORS

Candidates must possess the following knowledge and skills:

1. At least five years' experience working with multilateral organizations, health ministries, and regional health and social-services organizations particularly in Asia and the Pacific. A knowledge and perspective on the Asia Pacific's historical relationship with the United States, particularly in the area of public health, science and social welfare policy would be beneficial.
2. Demonstrated experience in negotiations and consensus-building in multilateral settings, including regional health and economic bodies. Applicant should have an ability to work effectively with those representing a wide variety of often competing interests.
3. Demonstrated experience in participating in U.S. Government Delegations to international venues at which applicant effectively articulated and presented ideas and policies to a range of audiences, including ministries of health, science and technology, foreign affairs, trade, and international development; as well as public-and-private-sector scientists and public health experts from developed and developing countries, and high-ranking officials of multilateral organizations.
4. At least five years' experience working within the policy and programmatic functions of the Office of the Secretary of HHS and/or HHS Operating and Staff Divisions. The incumbent should be able to demonstrate an understanding of the inter-relationships among the agencies engaged in international health and health security issues and the functions, responsibilities, and domestic and international policies of HHS.
5. The incumbent must possess, or be able to obtain a Top Secret security clearance.
6. Demonstrated experience in assessing and/or implementing biosafety & security, and disease surveillance projects.

EVALUATING FACTORS (KNOWLEDGE/SKILLS/APTITUDE):

1. Successful completion of a course of study from an accredited college or university, with a major in an academic field related to international affairs, management, public administration, or public health.
2. Thorough knowledge of international health priorities and programs of other Federal Departments and Agencies, such as the Department of State, USAID, DoD, and others.
3. Demonstrated skills in the development, analysis, and evaluation of public policy.
4. Excellent writing and analytical skills, and experience in the development and preparation of documents, including report, policy position papers, and analytical papers.
5. Ability to articulate ideas and policies effectively to a range of audiences, including proven ability to communicate with high-ranking officials of multilateral organizations and representatives of other Governments- developed and developing countries alike- including diplomats, scientists, and public health experts.
6. The incumbent must be able to work in a highly independent manner within broad policy and guidelines established by OGA.

Living and Working Conditions: The working and living is located at a military base with a few days at HHS offices in Hawaii. Note that relocation expenses will be paid; however, the salary will only include cost of living (COLA) for Hawaii since this is located outside the continent of

the United States (OCONUS). This job will require frequent travel, often to the Asia Pacific region, but also on occasion to Washington, DC for consultations.

CONTACTS AND RELATIONSHIPS

The purpose of these contacts are several-fold, and range from the development of policies and strategies for international cooperation to the simple exchange of information. It is important that the U.S. viewpoint be expressed convincingly and diplomatically, while ensuring that a resolution of an issue is in line with U.S. policy.

- Incumbent routinely has contact with senior officials, policy and technical experts of multilateral organizations, Ministries of Health, Foreign Affairs, other counterpart ministries and institutions of other Governments.
- Incumbent deals with senior DOD and HHS agency officials, including the Secretary, the Deputy Secretary, Assistant Secretaries, the Surgeon General of the United States and members of their senior staff teams, agency heads, heads of institutes, centers, bureaus, and other HHS experts on issues related to multilateral organizations, as well as with officials of other U.S. Government agencies.
- Incumbent also interacts with senior officials from the Permanent Missions of other countries, officials of U.S. and international non-governmental organizations, and representatives of the private sector who work in the international health and health security policy arena.

Commissioned Officer Application Process:

Send your cover letter and CV in one PDF document to Ms. Erika Elvander at Erika.Elvander@hhs.gov. Please place “**Job Announcement - Liaison to U.S. Pacific Command**” in the subject line.

OPEN UNTIL FILLED

Job Title: Program Management Engineer/Senior Engineer Consultant

Billet Level: 0-5/0-6

Agency: United States Environmental Protection Agency (USEPA)

Reimbursable Detail: As established under the Authority of the November 5, 2010 MOU between U.S. Environmental Protection Agency (USEPA), and U.S. Health and Human Services (HHS).

Introduction:

The USEPA is looking to recruit a PHS Commissioned Officer engineer to serve in American Samoa for the American Samoa Environmental Protection Agency (AS-EPA). This is a rare opportunity to work in responsible positions doing meaningful work in an exotic location. The assignment is for a minimum of two years, but a four-year stay is preferred. For more information, please contact Michael Wolfram at 1-415-972-3027 or wolfram.michael@epa.gov who is the American Samoa Program Manager in San Francisco, or contact Carl Goldstein at 1-415-972-3767 or goldstein.carl@epa.gov.

Summary:

This is a reimbursable detail between the USEPA, AS-EPA, and HHS. American Samoa is a Territory of the United States. Because of the remote nature of American Samoa, access to schools and medical treatment facilities are limited. The engineer provides engineering support to all technical programs and serves as technical advisor to the Director and Deputy Director. The Engineer will perform a wide range of technical functions, and reports directly to the Director or his/her designee.

Major duties and Responsibilities:

1. Provides technical oversight and assistance to agency managers and staff for the development and management of programs that involve wastewater, non-point source pollution, brownfields, hazardous waste, solid waste, drinking water, land use permitting, and other programs as appropriate.
2. Provide technical training for managers and staff for capacity development as deemed necessary.
3. Serves as a technical advisor to the Director and Deputy Director to guide environmental policy decisions, program development, grant management, and organizational structure.
4. Manages projects and grants as appropriate.
5. Conducts design reviews and site inspections for regulatory compliance determinations.
6. Develops regulations, guidelines, and operating procedures.

7. Prepares reports, position statements, formal correspondence to stakeholders that include government officials, community members and media.
8. Represents AS-EPA and the Territorial government during administrative hearings, national and international conferences.
9. Demonstrates leadership and preparedness to address unforeseen challenges for which no precedent or guidelines exist.

Minimum Qualifications:

Current registration as a professional engineer by any state, the District of Columbia, Guam, or Puerto Rico is required. Bachelors of Science degree in professional engineering from a U.S. ABET accredited institution and four (4) years applicable experience, or an advanced degree with three (3) years of applicable experience. Advanced degrees are preferred. Applicable education and experience includes any combination of, but is not necessarily limited to, knowledge and demonstrated work experience in: environmental health, environmental law, environmental management, environmental science, and/or environmental engineering.

Computer proficiency and excellent verbal and written communication skills in English are required. Applicants must be highly self-motivated professionals with an attention to detail. Strong interpersonal skills and the ability to work with diverse individuals from different cultural and educational background are critical.



**VACANCY ANNOUNCEMENT
CLOSING DATE: April 16, 2018**

National Park Service - Office of Public Health

Civil Engineer

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 Sequoia and Kings Canyon National Parks - Three Rivers, CA. Only officers in the Engineer Officer category will be considered.

Incumbent is a member of the Facility Support Division within the NPS' Sequoia and Kings Canyon National Parks, and is supervised by the Chief of Maintenance. The Division supports park 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 waste water collection, treatment and disposal/reuse facilities, and potable water supply, treatment and distribution 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, 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
- **Liaison/POC/Signatory Authority** with CA Drinking Water Program (DWP)
 - Annual State site visits; Periodic meetings at DWP office Fresno; all monitoring reporting; review, update and submission water system watershed sanitary surveys, operation plans, and bacteriological site sampling plans
- **Liaison/POC/Signatory Authority** with CA Regional Water Quality Control Program (RWQCB) (wastewater)
 - State site visits; Periodic meetings at RWQCB office Fresno; Reporting of actual SSO's when they occur; all monitoring and compliance reporting; Sanitary Sewer Management Plan (SSMP) review update and submission;
- Cross Connection Control Program Specialist for the Park
- SME & POC for HACH WIMS utility software system
- SME plan review of SEKI water/wastewater
- Monthly concession/contractor water usage reporting
- Annual development and submission of water/wastewater rates

Qualifications Required:

- Knowledge of infrastructure planning, design and construction
- Knowledge of water and waste water system permitting and operations
- Ability to effectively communicate orally and in writing
- Knowledge of policy, code and regulatory requirements from primacy agencies such as EPA, Regional Water Quality Boards, International Building Code, NPS RM83, ect.

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 April 16, 2018. If interested, please send a cover letter and CV to hhs_liaison@nps.gov.

Contact Information:

Position Information

Dan Blackwell, Chief of Facilities

Phone: 559-565-3140

Email: daniel_e_blackwell@nps.gov

Chris Carpenter, Civil Engineer PE

Phone: 559-565-3737

Email: chris_carpenter@nps.gov

Paul Schwarz, Public Health

Phone: 559-565-3144

Email: paul_schwarz@nps.gov

PHS Information

Sonya Coakley

Phone: 202-513-7215

Email: sonya_coakley@nps.gov

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VACANCY ANNOUNCEMENT

National Park Service - Office of Public Health
Civil Engineer/Cyclic Maintenance Project Manager
O-4 Billet (Non-Supervisory)
Promotional Potential: O-4 Billet
Duty Station: San Francisco, CA/Seattle, WA

CLOSING DATE: MAY 4, 2018

Position Description:

The Department of the Interior is recruiting a Commissioned Corps Officer to fill the position of Civil Engineer/Cyclic Maintenance Project Manager with a duty station in San Francisco, CA or Seattle, WA. Only officers in the Engineer Officer category will be considered.

This position is located within the Pacific West Regional (PWR) Office, Division of Facility Management (PWR-FM), Projects Branch and works under the direction of the Projects Branch Supervisor. The PWR-FM Division provides support for 64 parks in the Region which is comprised of the States of CA, HI, ID, NV, OR, & WA, as well as the Territories of American Samoa, Guam, and the Northern Mariana Islands. PWR-FM staff are located in offices in both San Francisco and Seattle. PWR-FM staffing consists of approximately 25 positions. Disciplines include Engineers, Architects, Landscape Architects, Facility Managers, Sanitarians, Budget Analysts and support staff. Primary duties of the branch in which this position is located is the Program Management for the Repair-Rehabilitation and Cyclic Maintenance Project Programs.

The primary purpose of this position is to provide technical guidance and professional leadership in the recurring maintenance, repair and rehabilitation of the constructed resources in parks and public facilities. The incumbent's work affects appropriate forecasting of needs, priority setting, and expenditure of millions of dollars in Regular Cyclic Maintenance (RCM) program funds. The work significantly impacts the quality of facilities and the visitor experience throughout the entire Pacific West Region (PWR). As the Civil Engineer/Cyclic Maintenance Project Manager, the incumbent is responsible for day-to-day management of the PWR RCM sub-program in all 64 PWR park units. The RCM is one of five sub-programs that comprise the full Cyclic Maintenance Program (the others are Cultural Cyclic, Exhibit Cyclic, Natural Resources Cyclic and Youth Conservation Corps).

Major Duties:

- As the subject matter expert, the incumbent assists other staff and managers in accomplishment of park objectives. The work involves establishing inventories, measuring condition, identifying deficiencies, estimating cost of repair and condition improvement, project tracking and completion, asset condition improvement, measuring planned versus actual costs for contracts and base funded staff, assessing program effectiveness, and analyzing program efficiency as it relates to individual parks and at the regional level.
- Ensures that the RCM program and strategies comply with policy, law and guideline, meet management objectives and are conducted with the benefit of the most current technical information available.

- Serves as a technical point of contact for issues regarding planning, specifications and estimates for RCM projects in small and medium size PWR parks. Projects typically involve painting, interior finish replacements, mechanical system component replacements, roofing replacements, sign and traffic marking replacements
- Works closely with the PWR Transportation Manager and Federal Highway Administration to provide support for and coordination with current transportation program activities across the Region to ensure that safety objectives are coordinated and incorporated into project development and programming, planning, design and management system development as well as long range transportation planning activities.
- Assures that appropriate National Environmental Policy Act (NEPA) and National Historic Preservation Act (NHPA) compliance is completed for all projects prior to funding and initiating projects

Qualifications Required:

- Comprehensive knowledge and understanding of Facility Management
- In-depth understanding, knowledge and experience in the principles of project management and federal facility portfolio management
- Demonstrated experience in managing program and project budgets
- Demonstrated experience in maintenance and/or construction estimating.
- Comprehensive knowledge of contracting administration procedures
- Demonstrated and advanced skills in communication and problem solving

Applicants must have specialized experience that has provided knowledge sufficient to plan, develop, coordinate, evaluate and advise on activities, which require separate and distinct information bases, and understanding numerous facets related to facility maintenance, cyclic programs. Additionally, the ability to use best professional judgment in adapting established principles and practices to new and changing situations in facility maintenance cyclic related issues in all parks of the PWR is required. 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 May 4, 2018. If interested, please send a cover letter and CV to hhs_liaison@nps.gov.

Position Information:

Dave Kruse
 Phone: 415-623-2270
 Email: dave_kruse@nps.gov

PHS Information:

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



ELECTRICAL ENGINEER III	
Approved Date: June 22, 2016	ICPA Level: 3
Job Code: 80148	FLSA : Exempt

JOB SUMMARY: Under general supervision, provides electrical design, engineering and assistance with operation and maintenance of sanitation and health facilities for the Division of Environmental Health & Engineering (DEHE).

*The following duties are intended to provide a representative summary of the major duties and responsibilities and **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

REPRESENTATIVE DUTIES

Provides project design and technical consulting services for electrical engineering, design and construction of health and sanitation facilities for the Division of Environmental Health & Engineering (DEHE).

Develops engineering calculations, design drawings, and project specifications for electrical power distribution, controls, and instrumentation systems in water/wastewater projects and facilities. Assures effective operation and maintenance of electrical systems. Assures the satisfaction of internal and external customers. Develops construction drawings and technical documentation as required. Reviews, approves, and seals final project plans and electrical system drawings.

Reviews and evaluates health and sanitation facilities design plans and technical specifications. Recommends improved engineering methods to prevent errors, enhance safety and reduce construction and operating costs for facilities. Reviews designs, specifications and vendor proposals for quality control review and conformance to operational and maintenance needs. Assists project managers in developing and implementing quality control plans.

Prepares electrical drawings, plans, charts, calculations and diagrams. Inspects completed facilities to assure compliance with specifications.

Performs field inspection and testing of facilities and equipment to verify operational parameters. Performs technical engineering assessment, analysis and calculations related to design, construction and cost estimates. Develops analytical comparisons of new and existing processes; recommends corrective actions and improved operational functions.

Provides direction and guidance to staff in technical processes and procedures. Confers with utility management representatives, and contractors regarding construction and design. Participates on various DEHE technical and advisory teams; provides advice and information on design and compliance issues.

Performs other duties as assigned.

KNOWLEDGE and SKILLS

- Knowledge of principles of electrical engineering and construction, including design of health and sanitation facilities in Arctic climates.
- Knowledge of applicable environmental health statutes, rules, regulations, ordinances, codes, administrative orders and other operational guidelines and directives.
- Knowledge of the principles and practices of project management.
- Knowledge of electrical and electrical processes and specifications for water/wastewater systems.

- Skill in analyzing water/wastewater issues and preparing recommendations for electrical systems based on findings.
- Skill in evaluating the work of contractors and consultants for compliance with project plans, specifications and applicable laws, ordinances and policies.
- Skill in maintaining effective working relations with co-workers, regional Tribal organizations, and representatives from other local, state and Federal agencies.
- Skill in assessing and prioritizing multiple tasks, projects and demands.
- Skill in reading and evaluating blueprints, and technical schematics.
- Skill in operating a personal computer utilizing a variety of software applications.

MINIMUM EDUCATION QUALIFICATION

A Bachelor of Science degree in Electrical Engineering or related field from ABET university or college program.

MINIMUM EXPERIENCE QUALIFICATION

Non-supervisory - Six (6) years of engineering design experience. Relevant Masters degree may be substituted for one (1) year of required experience.

MINIMUM CERTIFICATION QUALIFICATION

Candidate must possess a Professional Engineer license (PE) to practice in the State of Alaska, or have a PE license in at least one other state and obtain a PE license in the State of Alaska within 12 months of accepting the position.

PREFERRED EXPERIENCE QUALIFICATION

At least two (2) years experience engineering in Alaska or cold regions.

ADDITIONAL REQUIREMENTS

Travels occasionally within Alaska in small fixed wing aircraft; travels outside Alaska. An Alaska driver's license with a clean driving record is required.

MINIMUM PHYSICAL REQUIREMENTS

The following demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Must be able to lift approximately 50 pounds. Requires some exposure to hazardous working environments with heavy machinery and extreme weather conditions.

This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

Signature below acknowledges that I have received a copy of my job description and my supervisor has discussed it with me.

Employee Print Name

Employee Signature

Date

Health Information Technology Program Officer/Contracting Officer Representative-(COR) (O-5)

Position Description

INTRODUCTION:

This position is located within the Department of Homeland Security (DHS), Immigration and Customs Enforcement (ICE), Enforcement and Removal Operations (ERO), ICE Health Service Corps (IHSC), Office of the Deputy Assistant Director of Administration. Under the IHSC Health Information Technology Unit (HITU), the incumbent reports directly to the Chief of HITU.

As the Health Information Technology Program Officer, the incumbent will be assigned responsibilities for initiatives associated with the IHSC Electronic Health Record (eHR), network improvements, interoperability opportunities, Share Point development and maintenance for this Unit as well as project management for future procurement to continue the IHSC Information Technology (IT) modernization effort as assigned by the HITU Chief.

IHSC has a multi-sector, multidisciplinary workforce of more than 1100 employees, including U.S. Public Health Service (PHS) commissioned officers, federal civil servants, and contract staff. The IHSC provides on-site direct patient care to ICE detainees at 21 detention facilities throughout the country and manages the provision of off-site medical care for detainees housed in approximately 240 additional Intergovernmental Service Agreement (IGSA) facilities. The ICE detainee population is approximately 34,000 detainees on a daily basis, with an average length of stay of approximately 30 days, and over 400,000 detainees annually. The IHSC also provides medical support during ICE enforcement operations in the air, on the ground and at sea.

VISION:

To be the best health care delivery system in detention and correctional health care.

MISSION:

Provide the safe delivery of high quality health care to those in ICE custody.

COMPETENCIES:

1. Leadership skills.
2. Active listening skills.
3. Customer Service skills
4. Reading comprehension.
5. Demonstrates strong interpersonal and cultural competency.
6. Demonstrates strong organizational and time management skills.
7. Demonstrates strong problem solving, judgment and decision-making skills.

8. Integrity/honesty.
9. The flexibility to work independently, as well as in a team-centered environment

DUTIES AND RESPONSIBILITIES:

1. Serves as one of the primary points of contact for all IHSC eHR contracting activities to include, but not limited to, contracts related to adopting eHRs for dedicated IGSA's to improve documentation and tracking data on ICE detainees.
2. The candidate must be able to obtain and maintain a DHS level II Contracting Officer Representative (COR) within 6 months of hire and DHS level III Contracting Officer Representative (COR) certification within 12 month of hire.
3. Serve as the COR in providing technical oversight on assigned healthcare system contracts and procurement initiatives.
4. Reviews the adequacy of vendor's performance and provide recommendations for corrective action to the Contracting Officer.
5. Develops, reviews, and/or recommends all eHR related bid solicitations, Requests for Proposals (RFPs), Statement of Work (SOW), open, competitive outsourcing of requirements for goods and services.
6. Coordinate with subject matter experts on drafting Performance Work Statements (PWS), SOW, Statements of Need, Justifications for Other than Full and Open Competition (JOFOC) procurements, Quality Assurance Surveillance Plans (QASP), Independent Government Cost Estimates (IGCE) and other governance documents necessary for IHSC future Health IT projects.
7. Assists in the planning, coordination, and administration of Source Selection Evaluation Boards (SSEB) related to IHSC eHR contracts.
8. Establishes criteria for the measurement of progress toward acquisition goals, considering problems relating to priorities, timing, and interrelationships between the various procurement vehicles and contracting activities and review of contracts and acquisition strategies for the Division.
9. Responsible for collaboration with all Specialty Units/ HQ Unit Chiefs for needs and issues within the eHR to include: Medical, Nursing, Pharmacy, Dental, Behavioral Health, Public Health Safety Preparedness Unit, Resource management Unit Medical Case Management Unit, Medical Quality Management Unit, etc.
10. Works with IHSC IT Infrastructure Team to identify future and continual improvements to the eHR in use, to include building, revising and validating templates, Smart Forms, Order Sets, Diagnosis codes, Clinical Decision-Support Systems (CDSS), Provider Alerts and all other eClinicalWorks (eCW) configuration changes.
11. Responsible for assisting in User Acceptance Testing (UAT) of all eHR contract items and new eCW upgrades/features.
12. Conduct data monitoring and quality improvement to eCW and any validation work related to data entry.
13. Review/revise eCW Guides to assist with changes to workflow or reporting.
14. Collaborates with Chief of HITU regarding complex personnel and operational issues, providing potential resolutions
15. Participate in the eHR documentation by creating and reviewing IHSC User Guides directing current clinical processes and workflows based on IHSC policy and procedures.

16. Assist with continued development of the process of reporting and prioritizing system issues by working with IHSC team and our vendors.
17. Assist eHR Program team with end-users, management, vendors and technicians to assess computing needs and system requirements and make recommendations for strategies and processes identifying information on best practices within the eHR system.
18. Participate in all eHR related teleconferences/meetings.
19. Follows supervisory chain of command.
20. Travel may be required up to 40%; attend EBO Enterprise Business Optimizer Report training and administrative training initially and with upgrades/updates to applications, as needed.
21. Other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

1. DHS Contracting Officer Representative II within 6 months of hire.
2. DHS Contracting Officer Representative III within 18 months of hire.
3. Medical Licensed Professional (MLP) with Physician Assistant Degree, Nurse Practitioner Degree, Registered Nurse Degree or related field preferred, with minimum of 4 years of successful practice, that demonstrates high level administrative and leadership skills with a minimum of 4 years of HIT experience preferred.
4. Minimum 3 years of experience with resource management to include: Contracting, Logistics & Acquisitions, and Finance & Budget.
5. Experience with personnel security procedures, security investigations and clearances.
6. Knowledge of the federal contract and acquisition process.
7. Experience with overseeing and monitoring federal contracts.
8. Knowledge of resource management, logistics, and procurement processes, especially within a healthcare organization.
9. Knowledge of business principles and practices to identify requirements for contractor performed work, conduct quality review and assessment, and ensure proper payment of costs.
10. Knowledge of medical, administrative, ethical and legal requirements and standards related to healthcare delivery and the privacy of protected patient information.
11. Knowledge of regulations and standards as it pertains to Occupational Safety and Health Administration (OSHA), American Correctional Association (ACA), National Commission on Correctional Health Care (NCCHC), Joint Commission, and other regulating agencies in the developing, storing and communication of medical information.
12. Knowledge of program policies and guidelines, and operating procedures relating to medical information.
13. If the incumbent holds a clinical license, it is the responsibility of the incumbent to fulfill the obligation(s) of their licensing or certifying body to maintain currency. This position may be required to perform clinical activities with the scope of clinical license in times of critical needs within the agency.
14. Knowledge of organizations and responsibilities of multiple levels of government operations for medical information communication.
15. Ability to provide input for responses to congressional inquiries and to effectively communicate.

16. Flexibility and ability to adapt to sudden changes in schedules and work related requirements.
17. High degree of initiative, and follow-through on a wide range of sensitive, complex, and program issues.

PHYSICAL DEMANDS:

1. Sitting and/or standing for extended periods of time (6-8 Hours).
2. Performing repeated bending motion.
3. Above average manual dexterity for computer operation.
4. Phone use for extended periods of time.

DHS SUPERVISORY CONTROLS:

1. DHS
2. ICE
3. ERO

HHS SUPERVISORY CONTROLS:

1. DHHS
2. USPHS CC

SUPERVISORY CONTROLS

The Health Information Technology Program Officer works under the Supervision of the Chief of HITU

Position Description
GS-801-13 General Engineer

INTRODUCTION

This position is located in the Division of Facilities Operations and Maintenance (DFOM), Office of Research Facilities Development and Operations (ORF), Office of the Director (OD), National Institutes of Health (NIH), Department of Health and Human Services. The ORF employs a staff of approximately 550, including professional, scientific, administrative, technical, trades, and support positions. The ORF is primarily responsible for planning and directing services that provide master planning; capital facility project management; real property management, including architecture and engineering, maintenance, space and facility management; and, the acquisition of architecture and engineering services, leasing, construction, and facility maintenance and operations related services. In addition to its main campus covering over 300 acres in Bethesda, Maryland, NIH has research facilities throughout Montgomery County, MD; in Baltimore and Frederick, MD; in Research Triangle Park, NC; and, in Hamilton, MT. The types of facilities used by NIH are diverse and consist predominantly of special purpose space such as hospitals, multi-disciplinary clinics and biomedical research laboratories, and facilities that house computers, animals, unique testing devices, as well as general office and support space.

Within ORF, the Division of Facilities Operations and Maintenance (DFOM) oversees the operations, maintenance, and repair of all NIH owned facilities, and performs facility management for all NIH owned and leased real property. The division has responsibility for the safe and efficient operation of such facilities and property and responsibility to maintain a comprehensive facility management program. DFOM is responsible for assuring facilities are operated, maintained, and documented to support continued accreditation and certification: Animal Facility (AAALAC) Accreditation, Biocontainment (CDC) Certification, Patient Care (The Joint Commission) Accreditation, and Pharmaceutical Manufacturing cGMP and USP (FDA) Certification, etc.

Position Description
GS-801-13 General Engineer

1. Serves as a consultant to project officers and contractors; performs ad-hoc reviews of contract documents, design and construction contract submissions, including shop drawings, as-builts, control submissions, testing, commissioning, and equipment maintenance and operations.
2. Provides expert advice to other segments of NIH, other agencies, and to contract architect, engineers on mechanical engineering systems, particularly for those of major size and complexity.
3. Oversees major engineering programs for which DFOM is responsible.
4. Responsible for the development and implementation of new approaches to engineering systems for biocontainment research, animal, biocontainment, patient care and pharmaceutical manufacturing facilities using performance specifications.
5. Provides technical direction to maintenance groups and to contract architects and engineers where complex problems have arisen in applying new systems building techniques.
6. Prepares or reviews feasibility studies, special reports and investigations on problems related building mechanical systems, their related user needs and testing requirements.
7. Participates in the process for the selection of contractors such as: construction management firms, architectural and engineering services, etc.
8. Participates in the Commissioning Process to ensure that facilities perform as intended and provides analysis, recommends solutions, and cost effective alternatives for systems in need of repair or replacement.
9. Maintains state-of-the-art knowledge in engineering, current codes and standards in order to apply current technology to policies in development, to update and review the NIH Design Requirements Manual (DRM) and to identify need for new or revised policies. Uses national codes and standards extensively to perform duties and justify decisions.
10. Reviews project construction documents for operability and maintainability and in accordance with the NIH Design Review Process to ensure compliance with the design criteria in the ORM, codes, standards, guidelines, and industry practices required to build quality facilities within a specified budget and schedule. Develops processes to ensure that projects meet budget and schedule.
11. Translates highly complex technical information into "lay" terms that can be utilized by maintenance staff and be presented to upper level management.
12. Develops plans and specifications for various construction and maintenance projects,
13. Performs maintenance, repair, and construction site visits for projects on and off campus to observe and report on technical features of all features within the engineering field. Provides recommendations and reports when necessary.
14. Performs other duties as assigned.

Position Description
GS-801-13 General Engineer

FACTORS

Factor 1 - Knowledge Required by the Position, Level 1-8 (1550 points)

General Engineering in order to comprehend and perform the duties of the position. Knowledge of advanced engineering principles, practices, and procedures relative to the design and construction of biomedical laboratories, animal facilities, biocontainment, patient care and pharmaceutical manufacturing facilities.

Knowledge of other related professional engineering fields as they relate to the field of general engineering in order to comprehend overall projects and interface with engineers of other disciplines.

Mastery of concepts, principles and practices of engineering that enables the employee to serve as a technical specialist in the development of agency guide specifications and design criteria for mechanical systems in biomedical research, animal, biocontainment, patient care and pharmaceutical facilities. Knowledge and experience in performing technical reviews of highly complex and technical construction projects for research facilities; develop plans and specifications for various construction and maintenance projects; use commercial estimating guides, manufacturer's literature, equipment catalogs and previous drawings.

Ability to evaluate and incorporate the latest developments in the field into the technical guidelines for which the employee is responsible.

Knowledge of the organizational structure of the Office and subordinate subdivisions, and major projects to provide engineering expertise to complete mission requirements.

Ability to apply latest developments in solving problems not readily treatable by accepted methods.

Familiarity with national codes, standards and guidelines published by organizations such as ASHRAE, IMC, AAALAC, CDC, TJC, FDA, USP and the NIH Design Requirements Manual.

Knowledge of NIH Design Review Process for design and construction projects.

Knowledge of Design Build Principles.

Ability to conduct training as a subject matter expert.

Knowledge of computer based word processing, spread sheet program, and cost estimating methods for preparation and review of cost estimates of NIH projects.

Knowledge of commissioning principles and processes.

Knowledge of laboratory certification criteria.

Knowledge of contractor QNQC requirements and acquisition regulations to provide oversight over contractor personnel.

Knowledge of Value Engineering Principles

Knowledge of NIH Variance Process

Demonstrated ability to evaluate alternative engineering aspects and make recommendations for implementation on a project.

Position Description GS-801-13 General Engineer

Ability to communicate orally and in writing to communicate with others and monitor the work of contractors.

Factor 2 - Supervisory Controls, Level 2-4 (450 points)

Supervisor assigns work in terms of overall objectives, priority emphasis, budget, and project coverage. Within the assigned area of responsibility, the employee is expected to independently render advice, take actions and carry out assignments. At own discretion, the employee refers controversial issues or those having a far-reaching effect on the overall programs to the supervisor, along with the proposed course of action. The incumbent independently plans, designs, and completes work assignments. The incumbent keeps the supervisor informed of work in progress and controversial issues. Work is reviewed for completion of goals and objectives, conformance to NIH policy, effectiveness in meeting requirements and compatibility with the work of other engineering specialists in the organization.

Factor 3 - Guidelines, Level 3-4 (450 points)

As a recognized technical authority in mechanical systems, the employee is responsible for the development of NIH guide specifications, design criteria and other technical materials. Working only under general policy statements, the employee must exercise considerable judgment in determining what revisions and additions are necessary in the assigned technical material. Guidelines include agency regulations and policy statements, Federal Procurement Regulations, technical reports, and manufacturers' publications. While these publications are helpful, the employee must use a high degree of originality and creativity in adapting and extending these guides into solving a variety of complex technical criteria problems. Frequently, the guidelines are inadequate for new projects. The incumbent adapts or modifies existing guidelines when necessary requiring the employee to exercise judgment and resourcefulness in modifying or extending traditional methods when precedents are not applicable. Is also responsible for developing instructions and explaining materials to supplement guidelines.

Factor 4 - Complexity, 4-5 (325 points)

Assignments involve considerable analysis of many complex factors to complete the requirements of projects and develop reports of findings. The incumbent is required to adapt, modify, or develop new methods and techniques to complete work requirements. Assignments are complicated by many complex features and the dynamic nature of biomedical research. Many problems arising during testing may be without precedent. The incumbent must also consider long-range impact of work efforts. Assignments involve the full range of mechanical engineering activities associated with utilities production and distribution. Surveys and consultations with field activities require the ability to solve novel problems, to modify and extend standard techniques and to develop new approaches.

Position Description
GS-801-13 General Engineer

Factor 5 - Scope and Effect, Level 5-5 (325 points)

Work assignments involved planning, organizing, coordinating and preparing studies for a variety of biomedical research projects. Work also includes resolving significant issues associated with the respective projects. The incumbent acts as a consultant to project officers. Work significantly affects the projects in the Division and impacts the respective Agency biomedical research projects and facilities.

Factor 6 - Personal Contacts, Level 6-3 (60 points)

Contacts include various personnel within the organization and Agency, personnel outside the Agency in the Federal government or with contractor personnel.

Factor 7 - Purpose of Contacts, Level 7-3 (120 points)

Contacts are for the purpose of exchanging information, coordinating project efforts, discussing requirements, making recommendations, and presenting findings. The incumbent must persuade management officials and project participants to accept the results of work efforts.

Factor 8 - Physical Demands, Level 8-2 (20 points)

Work is primarily sedentary, but may require some bending, stooping, and standing to perform tests at various sites. Occasionally lifting or moving of equipment may be required.

Factor 9 - Work Environment, 9-1 (5 points)

Work is normally performed in an office setting and requires visits to local sites. Occasional travel to other Agency sites may be required. Travel will be required 2 days a month.

REGULATORY AFFAIRS SPECIALIST

GS-601-14

1. Introduction:

This position is located in the Regulatory Affairs Branch (RAB), Cancer Therapy Evaluation Program (CTEP). The CTEP implements and monitors the Division of Cancer Treatment and Diagnosis (DCTD) grant, cooperative agreement, and contract Supported clinical trials, designed to introduce anticancer agents developed in the laboratory into the clinical treatment of cancer. The Regulatory Affairs Professional's function within the RAB is to prepare and submit Investigational New Drug Applications (INDs) to the Food and Drug Administration (FDA) for initiating clinical trials and to meet all FDA regulatory requirements pertaining to these IND agents. The RAB also has the responsibility for negotiating and monitoring agreements with pharmaceutical companies for the co-development of investigational anticancer agents.

II. Major Duties and Responsibilities

The incumbent will report to the Associate Chief, Regulatory Affairs, and will

Specifically the incumbent:

- 1) Works independently in preparing, writing, organizing and submitting Investigational New Drug Applications (INDs) to the FDA for investigational anticancer and cancer diagnostic agents. Ensures that submitted INDs are correctly organized and complete and in compliance with FDA regulations and requirements, including use of the electronic Common Technical Document (eCTD) format for submissions. In addition, writes and edits Investigational Device Exemptions (IDE) for cancer diagnostic tests. Helps to establish policy with the FDA for various aspects of the DCTD INDs including quality control, safety testing, etc. Incumbent also assesses FDA and DCTD current policies in this area to identify conflicts and proposes solutions.
- 2) Plays a critical role in facilitating the preclinical and clinical development of promising investigational anticancer agents. These agents include cancer vaccines, ex vivo activated lymphocytes and dendritic cells, immunotoxins, monoclonal antibodies, recombinant DNA products and other biologic and chemotherapeutic agents.
- 3) As the knowledge of the potential role of cellular and genetic mechanisms in cancer etiology has expanded so has the complexity of anticancer product development and the complexity of the IND filings. The incumbent is often called upon to provide expertise on protocol design, product manufacture, purification and testing, as well as information on FDA regulations and requirements.
- 4) Coordinates responses to correspondence from the FDA regarding IND applications and amendments for investigational anticancer and cancer diagnostic agents. Reviews responses for scientific quality and compliance with FDA regulations and policy and makes appropriate recommendations. Acts independently to continuously update and amend INDs with all pertinent information such as annual reports, adverse event reports, protocols for clinical investigations, warnings to investigators about possible adverse events, and any other additional data as required by FDA regulations.

- 5) Provides advice and assistance to clinical investigators to assure compliance with adverse event reporting and other human subject protection policies and regulations.
- 6) Interacts on behalf of clinical investigators within the CCR and extramural program with the preclinical support sections of the DCTD, particularly the Developmental Therapeutics Program (DTP) and other laboratories within NCI and NIH, which are developing monoclonal antibodies, immunotherapeutics, cancer vaccines, gene transfer, imaging agents, cytokines, and other cancer treatment and diagnostic related agents.
- 7) Advises investigators in other institutes, laboratories and elsewhere (including international sites) about FDA guidelines and regulations pertaining to anticancer agents.
- 8) Works with the Investigational Drug Branch clinical oncologists of CTEP in the updating of clinical brochures regarding the use of IND agents in the clinic. This requires coordination among clinical investigators from other programs and branches of the DCTD, grantees, cooperative agreement holders, contractors, pharmaceutical companies and the FDA.
- 9) Attends and participates in relevant meetings regarding the use of monoclonal antibodies, immunotherapeutics, gene transfer agents, cancer vaccines, cytokines, tumor imaging agents and other biologic and chemotherapeutic agents. The incumbent is expected to be an expert in the FDA requirements concerning the manufacture, preclinical testing and clinical use of biologic and chemotherapeutic agents. Attends appropriate laboratory, local and national meetings to keep current on new innovations in cancer treatment. Routinely attends training and courses in relevant areas of responsibility.
- 10) Interacts independently and directly when needed, with the Office of Biotechnology Activities (OBA) and the Recombinant DNA Advisory Committee (RAC) regarding DCTD- sponsored protocols for viral vector cancer vaccines and gene transfer protocols. Advises clinical investigators on information that must be submitted to OBA for the initiation of viral vector cancer vaccine and gene transfer studies.
- 11) The incumbent coordinates meetings with CCR investigators advising them of CTEP policies as well as CTEP and DCTD resources available to them. The incumbent will also attend relevant meetings such as the those of the Protocol Review and Management Committee to assist them in protocol review related activities.
- 12) Interacts with the RAB Support Contract staff in advising them on the content, organization and format of INDs prepared by the contractors and ensuring the accuracy and completeness of their work.
- 13) Regularly functions as part of a multidisciplinary team (including physicians, statisticians, pharmacists, and data coordinators) to facilitate the development and conduct of important anticancer clinical trials.

111. FES Factors:

Factor I - Knowledge Required by the Position

- Professional qualifications in one of the following scientific disciplines: biology, biochemistry, microbiology, pharmacology, chemistry, immunology or clinical oncology.
- Expertise in the principles, practices and procedures of cancer treatment.
- Knowledge of clinical trials methodology including FDA and NIH requirements and guidelines for clinical trials with investigational agents. Knowledge of the scientific basis and rationale for clinical oncology research. Knowledge of the application of NIH and NCI policies and procedures for clinical trials. Knowledge of CTEP's policies and procedures for different types of clinical trials. Knowledge of policies and procedures for ensuring compliance with the regulations and requirements of the FDA for clinical trials with investigational agents carried out by a variety of resources; i.e., Cooperative Groups, Cooperative Agreement holders, contractors, Comprehensive Cancer Centers and other single institutions conducting clinical research.
- Current knowledge of pharmaceutical industry practices related to quality assurance of clinical trials; FDA regulations; Department of Health and Human Services, National Institutes of Health, National Cancer Institute and Public Health Service policies regarding DCTD obligations as an IND sponsor.
- Knowledge of the legislative basis for FDA regulations, NIH policies and procedures, Office of Biotechnology Activities policies and procedures, and the Office of Human Research Protections (OHRP) policies and regulations pertaining to clinical cancer research. Knowledge of the goals and accomplishments of DCTD and designs, implements and carries out new policies and procedures to accomplish DCTD goals. - Interpersonal skills to deal with difficult and sensitive situations which arise with extramural and intramural investigators pertaining to regulatory awareness, protocol administration and protection of human subjects.
- Knowledge of the regulatory requirements for different types of oncologic clinical trials including gene transfer, biologic agents, cancer diagnostic agents, imaging agents and radiation sensitizers. Familiarity with how pharmaceutical companies conduct clinical trials and comply with regulatory issues in the international setting.
- Knowledge of state-of-the-art activities in investigational agent research development.
- Training and experience in preclinical research to effectively communicate with laboratory investigators and participate in the research and training functions of the program.

Factor 2 - Supervisory Controls

The incumbent serves under the general direction of the Associate Chief, RAB and is assigned areas of responsibility. It is expected that the incumbent will have the

necessary scientific expertise for the performance of their duties. The incumbent is expected to act independently within his/her areas of responsibility. Overall the incumbent operates within policies established by the Associate Director, CTEP. The incumbent functions with independence in interactions with the FDA and in interactions with other branches of DCTD as an NCI spokesperson. Guidance is provided in those instances in which existing policy precedent or general guidelines seem inappropriate, inapplicable or difficult to interpret.

Factor 3 - Guidelines

Guidelines include the regulations and policies of NIH, PHS, FDA, ICH and DHHS concerning the obligations of IND sponsors and investigators to conduct clinical studies with investigational anticancer and cancer diagnostic agents. Other guidelines include DHHS, and NIH policies for grants, cooperative agreements and contracts. The incumbent applies knowledge of regulations to all aspect of clinical trials with investigational anticancer agents.

Interpretation of regulations is essential. Judgment is used in the application of regulations in particular as they apply to individual investigational anticancer agents. Utilizes judgment and knowledge of both regulations and precedents to make independent decisions regarding the proper preparation of IND documents submitted to the FDA because of the changing types of investigational anticancer agents and the increasing complexity of IND filings.

Factor 4 - Complexity

Utilizes knowledge of regulations and precedents to make decisions regarding the proper conduct of clinical trials and the interpretation of regulatory requirements. Interpretation requires independent judgment in areas where applicability is not clearly delineated in the regulations.

Provides oral and written consultation to other federal agencies, universities, Cooperative Groups, Cooperative Agreement holders, contractors, Comprehensive Cancer Centers and others concerning the proper conduct of clinical trials. Serves as a resource for intramural and extramural investigators on federal regulations and the policies and procedures for administrative aspects for research protocols.

Factor 5 - Scope and Effect

The purpose of the work is to assure that all documents prepared for submission to the FDA for investigational anticancer agents sponsored by the DCTD, NCI meet all regulations and policies of the FDA, NIH, PHS, OBA and DHHS. Identifies deficiencies in any document which could ultimately affect the approvability of a clinical study by the FDA.

Factor 6 - Personal Contacts

Personal contacts include staff of CTEP as well as staff from other DCTD programs, NCI Divisions, FDA, the Office of Biotechnology Activities, the Recombinant DNA Advisory

Committee, the Office for Human Research Protections, National Center for Complementary and Alternative Medicine and other offices involved in the clinical development of investigational anticancer agents. Outside contacts include key regulatory staff from pharmaceutical companies with whom DCTD is co-developing promising investigational anticancer agents. Other outside contacts include key managerial and executive personnel from organizations involved in clinical trials supported by the NCI as well as clinical research investigators with national reputations for excellence. Other contacts include Cooperative Group Chairpersons, Cancer Center Directors, individual principal investigators, pharmacists, etc.

Factor - 7 Purpose of Contacts

The purpose of the contacts is to provide or exchange information, provide advice and guidance, explain or interpret Federal regulations or agency policy and procedures, negotiate or settle issues for problems and help resolve controversial and sensitive issues.

Factor 8 - Physical Demands

Work is mostly sedentary. Little travel is required.

Factor 9 - Work Environment

Work is performed in an office setting 95% of the time. The other 5% is devoted to travel to meetings related to job requirements.

Health Scientist Administrator (Program Officer)

GS-601-12

INTRODUCTION:

The NCI is the principal agency of the Federal government for cancer research and for carrying out the National Cancer Program. The Institute conducts research in its own facilities, directs research carried out under contracts, and provides grant support of research and training in non-Federal institutions in the United States and abroad. The Institute has an organization consisting of the Office of the Director and six major Centers and Divisions: Center for Cancer Research, Division of Cancer Epidemiology and Control, Division of Cancer Biology, Division of Cancer Prevention, Division of Cancer Control and Population Sciences, and Division of Extramural Activities. The Institute operates with a staff of approximately 3,500 and an annual budget of approximately \$5.0 billion.

DUTIES AND RESPONSIBILITIES:

As a Health Scientist Administrator, the incumbent performs a wide variety of duties and responsibilities relating to the administration of a large research grants program involving epidemiologic, basic and clinical studies. S/he utilizes her/his knowledge and training to provide advice in program planning, solicitation, and evaluation to perform day-to-day administrative functions related to research grants and interagency agreements supporting research projects in his/her scientific area. S/he evaluates the availability and level of resources that can be applied to program area needs and stimulates interest in projects and special activities through communication with the scientific community.

Program Planning and Development

Participates in the overall planning, development, and implementation of policies and procedures of the Branch and Division. Assists in the Identification and formulation of program needs to achieve an integrated and responsive effort in the assigned area. Utilizes specialized training, experience, and knowledge in his/her field to provide technical advice and assistance in the assigned area of responsibility. Identifies opportunities and problem areas, research gaps and relevant program needs and makes recommendations to the Chief. Organizes and conducts discussions with basic, preclinical and/or clinical and/or epidemiology/population researchers concerning an overall agenda for the assigned program area. Coordinates the use of various support mechanisms to achieve a balanced program within approved resources. Provides suggested recommendations concerning program direction, priorities and funding levels for areas of responsibility.

Provides advice in the planning and implementation of IC-supported studies or other activities (e.g., plans and implements innovative basic/applied/clinical/population research studies and participates in the evaluation of overall design, objectives, and hypotheses and the identification and resolution of scientific or other issues that might impede a proposed study).

Identifies new basic, translational and clinical research concepts, projects and initiatives to appropriate advisory groups and formulates and develops Program Announcements, RFAs, RFPs, or a combination of these, to achieve objectives. May serve as a reviewer for assigned concepts, focusing on scientific relevance and feasibility of the concept. Presents written and oral critique of concept to IC advisory council.

Program Management

Performs scientific and administrative reviews and analyses of applications/proposals from a programmatic viewpoint. Provides advice on the selection of consultants to ensure the complete and fair scientific evaluation of applications/proposals. Provides advice and makes recommendations regarding actions on matters relating to research for specific research proposals in assigned program area. Reviews and evaluates recommendations of initial review groups and/or other advisory groups as to their adequacy in assessing the scientific abilities of proposed investigators, the scientific merit of the proposed research, the availability and adequacy of facilities; and justification for individual budget items and total funds recommended, as related to the scientific objectives and needs of projects. Prepares information for and attends advisory/review committee/panel meetings and responds to issues and concerns about specific applications/proposals pertaining to assigned program area.

Consults with and advises grantees/contractors during preparation of applications/proposals and provides guidance on program issues. Monitors scientific progress, program relevance and merit. Determines the need for and/or makes site visits to evaluate contractor/grantee efforts and initiates appropriate action when research progress is inadequate. Provides recommendations regarding continued funding.

Participates in the development, coordination, and administration of grants, cooperative agreements, and contracts established to fulfill the mission of the Branch and the Division. Scientific and technical responsibilities extend from formulation and clearance through writing specifications for the work that is to be accomplished. Reviews and evaluates periodic and interim progress reports to determine effectiveness of support and achievement of objectives. Provides recommendations for funding plans and initiatives.

Collaborates with other Branch and Division staff and NIH staff offices, as required. Assists with the coordination of scientific and technical management of grants/contracts within assigned program area with other Divisions and other investigators in the NIH

community. Interfaces with and provides effective liaison with grantees/contractors, IC staff (e.g., grants management staff, scientific review staff) and NIH staff (e.g., Center for Scientific Review staff) and IC peer review groups.

Communicates with grantees/contractors, cooperative group members/representatives and others on policy interpretation, merit review and evaluation processes and procedures, and on decisions, concerns or other issues/matters of a scientific nature.

Participates in the administration of unsolicited grant/contract proposals assigned to the Branch. Interacts with investigators seeking support, advising them of funding options and areas of Program emphases. Advises applicants how to improve submissions and which scientific areas/approaches are most likely to be successful in garnering support through peer review.

Periodically, and on request, prepares research highlights and other reports summarizing and explaining the significance of key research accomplishments by grantees. From his/her knowledge of the field, indicates trends of research and provides recommended areas of future need and expansion on new program implementation.

Information Dissemination:

Organizes and conducts workshops, conferences, symposia or similar activities to foster the aims of the Branch and the Division, to facilitate communication among investigators, or to advise on the status of progress and emerging directions of research in the assigned program area.

Stays abreast of relevant science and of current research, developments and advances in his/her scientific field and maintains an awareness of national efforts in assigned and related program areas by attending and representing the Institute at professional society meetings, national/international workshops, conferences, and symposia. Presents and disseminates information about advances and promising new approaches and developments in assigned program area, results of basic/applied/clinical/population research, or other program-related information at relevant scientific meetings and major national and international meetings. May publish articles in peer-reviewed scientific journals or other publications.

Visits universities, research institutions, commercial organizations, other Government agencies, and public and private organizations. Visits are made for such purposes as to promote and explain the objectives of assigned program area; to exchange information; to explain objectives of programs; and to stimulate interest in participation by research groups.

Responds to requests for information in area of assigned responsibility.

Collaborative/Consultative/Liaison and Related Responsibilities:

Facilitates communication and collaborative efforts with other Institute components, other ICs, and other DHHS agencies in assigned area of responsibility. Also, establishes and maintains effective collaborative and working relationships with other government agencies and academic and other research institutions and organizations. Consults with and represents the Branch in interactions with the private or public sector. Consults with voluntary and professional health and research organizations in identifying and meeting research or other Program/Branch needs and objectives.

Serves as a scientific liaison with other IC and NIH scientists and with scientific and other professional staff representing other Government agencies, or nongovernment organizations and institutions.

SUPERVISION AND GUIDANCE RECEIVED:

The incumbent and Branch Chief develop a mutually acceptable project plan which typically includes identification of the work to be done, the scope of the project, and deadlines for its completion. Within the parameters of the approved project plan, the employee is responsible for planning and organizing, coordinating, and conducting all phases of the project. The incumbent informs the supervisor of potentially controversial findings, issues, or problems with widespread impact. Recommendations in regard to the scientific worth, feasibility, and possible impact of new and renewal proposals are reviewed by higher grade level scientists for propriety and logic of scientific justification, and compliance with regulations, procedures, and policies for supporting research. Evaluations of proposals or program data which indicate doubtful attainment of objectives or redirection of research efforts are reviewed critically.

OTHER SIGNIFICANT FACTORS:

This position involves professional responsibility for the administration of a federal grants program of basic and applied research related to public health that requires an extensive, professional scientific background that is normally obtained by meeting the requirements of a Ph.D. in an appropriate field, followed by relevant post-doctoral research.

Supervisory Health Scientist Administrator

GS-601-15

INTRODUCTION:

This position is located in the Extramural Division in an Institute or Center in the NIH that has an extramural function. The position supervises high level Health Scientist Administrators and other scientists who oversee work on complex research projects.

DUTIES AND RESPONSIBILITIES:

Supervisory Responsibilities

Serves as a Supervisory Health Scientist Administrator in an Extramural Division, responsible for managing and coordinating all functional requirements of the organization. Supervises Health Scientist Administrators, other scientists, and support staff.

Deals with general personnel management policy with regard to leave granting, recommending promotion, employee counseling and disciplinary action. Builds a cohesive work unit, relying on principles of human resource management.

Manages workload and project priorities and ensures timelines are adhered to. Directs work so that it remains focused on research goals. Coordinates with higher level management for needed resources.

Nonsupervisory Responsibilities

Serves as a Health Scientist Administrator responsible for providing technical leadership and guidance in a major subject matter area. Stimulates, plans, advises, directs, and evaluates program activities for a portfolio of research project, research program and other grants/awards, cooperative agreements, and/or contracts in the assigned program area and the discovery, development and evaluation of associated prevention and therapeutic strategies.

Program Planning and Development

Identifies and formulates program needs to achieve an integrated and responsive effort in the assigned area. Using specialized training and experience and knowledge of current advances and developments in his/her field, provides leadership and technical expertise in the assigned area of responsibility. Identifies opportunities and problem areas, research gaps and relevant program needs and makes recommendations for and facilitates new research efforts,

clinical studies, or other initiatives. Evaluates the significance of trends and emerging fields and assesses the adequacy of research competency within the field to achieve a quality and quantity of research to meet the agency's mission and objectives. Organizes and leads discussions with basic, preclinical and/or clinical and/or epidemiology/population researchers concerning an overall agenda for the assigned program area. Coordinates the use of various support mechanisms to achieve a balanced program within approved resources and established objectives of the organization and the Division.

Provides leadership and scientific expertise in the planning and implementation of IC-supported studies or other activities (e.g., plans and implements innovative basic/applied/clinical/population research studies, including the evaluation of overall design, objectives, and hypotheses and the identification and resolution of scientific or other issues that might impede a proposed study).

Program Management

Performs scientific and administrative reviews and analyses of applications/proposals from a programmatic viewpoint. Provides expert advice and makes recommendations regarding actions on matters relating to research for specific research proposals in assigned program area. Establishes criteria and standards for others to follow in planning, reviewing, and evaluating research projects. Reviews and evaluates recommendations of initial review groups and/or other advisory groups as to their adequacy in assessing the scientific abilities of proposed investigators, the scientific merit of the proposed research, the availability and adequacy of facilities; and justification for individual budget items and total funds recommended, as related to the scientific objectives and needs of projects. Prepares information for and attends advisory/review committee/panel meetings and responds to issues and concerns about specific applications/proposals pertaining to assigned program area.

Coordinates program efforts with other organization and Division staff and NIH staff offices, as required. Coordinates the scientific and technical management of grants/contracts within assigned program area with other IC Divisions and other investigators in the NIH community. Interfaces with and provides effective liaison with grantees/contractors, IC staff (e.g., grants management staff, scientific review staff) and NIH staff and IC peer review groups.

Communicates with grantees/contractors, cooperative group members/representatives and others on policy interpretation, merit review and evaluation processes and procedures, and on decisions, concerns or other issues/matters of a scientific nature.

EEO Responsibilities

The incumbent is responsible for furthering the goals of equal employment opportunity (EEO) by taking positive steps to assure the accomplishment of affirmative action objectives and by adhering to nondiscriminatory employee practices in regard to race, color, religion, sex, national origin, age, handicap, or sexual orientation.

Performs other related duties as assigned.

OTHER SIGNIFICANT FACTORS:

This position involves professional responsibility for the oversight of a federal grants program of basic and applied research related to public health that requires an extensive, professional scientific background that is normally obtained by meeting the requirements of a Ph.D. in an appropriate field, followed by relevant post-doctoral research.

FACTORS:

Factor 1 Program Scope and Effect FL 1-3

The work directed involves complex extramural biomedical research that directly contributes to a large research program. Work accomplishments directly and substantially advance the biomedical research programs of the NIH.

Factor 2 Organizational Settings FL 2-3

The incumbent is accountable to a position occupied by an SES-level manager or equivalent.

Factor 3 Supervisory and Managerial Authority FL 3-2

The incumbent performs the following supervisory duties:

Plans work to be accomplished by subordinates, sets and adjusts short-term priorities, and prepares schedules for completion of work; assigns work to subordinates based on priorities, selective consideration of the difficulty and requirements of assignments, and the capabilities of employees; evaluates work performance of subordinates; gives advice, counsel, or instruction to employees on both work and administrative matters; interviews candidates for positions in the unit; recommends appointment, promotion, or reassignment to such positions; hears and resolves complaints from employees, referring group grievances and more serious unresolved complaints to a higher level supervisor or manager; effects minor disciplinary measures, such as warnings and reprimands, recommending other action in more serious cases; identifies

developmental and training needs of employees, providing or arranging for needed development and training; finds ways to improve production or increase the quality of the work directed; and develops performance standards.

Factor 4 Personal Contacts and Purpose of Contacts

Nature of Contacts FL 4A-3

Contacts are with high ranking scientific, medical, and administrative officials, and professional staff. These include SES level leadership and senior scientists within the Institute or Center and collaboration with senior scientific staff in other Institutes and Centers. Other contacts include national and international scientists, contractors, and representatives of private companies, foundations, universities, public health agencies, private research institutions, and health care and related institutions.

Contacts take place in meetings and conferences and in unplanned interactions for which the incumbent is designated as a contact point by higher management. They often require extensive preparation of briefing materials or up-to-date information regarding complex subject matter issues.

Purpose of Contacts FL 4B-3

The purpose of contacts is to justify, defend, or negotiate matters associated with the organization, in obtaining or committing resources, and in gaining compliance with policies, regulations, or contracts. The incumbent participates in meetings, conferences, or presentations involving problems or issues of considerable importance to the organization and program segment managed.

Factor 5 Difficulty of Typical Work Directed FL 5-8

The full performance level of the highest level of base work which constitutes at least 25% of the mission oriented work of the organization is at GS-14 level. This position supervises employees whose work is characterized by exceptional complexity and scope.

Factor 6 Other Conditions FL 6-5

The incumbent supervises and manages work that requires significant and extensive coordination and integration of a number of important extramural research projects or program segments. Supervision involves major recommendations which have a direct and substantial effect on the organization and projects managed. For instance, the incumbent makes major recommendations in the following areas or in other, comparable areas: restructuring, reorienting, recasting immediate and long range goals, objectives, plans, and schedules to meet substantial changes in program authority and/or

funding; determinations of projects or program segments to be initiated, dropped, or curtailed; changes in organizational structure, including the particular changes to be effected; the resources to devote to particular programs (especially when staff-years and a significant portion of an organization's budget are involved); and/or policy formulation, and long range planning in connection with prospective changes in functions and programs.

Health Scientist Administrator, GS-601-15
(Organizational Title: Chief, Radiotherapy Development Branch)

I. Introduction

This position is located in the National Institutes of Health, National Cancer Institute, Division of Cancer Treatment and Diagnosis Radiation Research Program, Radiotherapy Development Branch. The Radiation Research Program (RRP) is located within the Division of Cancer Treatment and Diagnosis (DCTD). It encompasses the planning, administration, evaluation, and coordination of NCI's radiation-related extramural research in the areas of physical, chemical, biological and epidemiological effects, diagnosis, and treatment. The Radiation Research Program consists of three branches: the Radiotherapy Development Branch (RDB), the Clinical Radiation Oncology Branch (CROB) and the Molecular Radiation Therapeutics Branch (MRTB). The RDB is responsible for basic and applied research in the development of treatment modalities related to various forms of radiation as well as means of enhancing its anti-tumor effects. The types of research funded in the RDB cover the spectrum from physics and chemistry to biology and clinical studies.

II. Major Duties and Responsibilities

The Branch Chief is responsible for stimulating new areas of research and anticipating new opportunities and direction for the Radiation Research Program. The incumbent has a major role in evaluating ongoing national programs under the supervision of the Branch and in guiding them towards completion or continued productivity. The incumbent is responsible for recommendations to the Associate Director and Deputy Associate Director, RRP, on the overall scope, expansion, and phasing out of specific areas of research of the Radiotherapy Development Branch. The decisions are discussed and coordinated with CROB and MRTB.

The Chief is responsible for the development and implementation of the radiation research program's grant portfolio and for the coordination of grant portfolio relating to radiation oncology and biology with other programs within NCI extramural program. The incumbent along with the CROB chief plans, develops, administers and evaluates a grant and contract supported pre-clinical and clinical research program encompassing such areas as low LET radiation effects, high LET radiation effects, modification of the radiation response with radiosensitizers, radio protectors, hyperthermia, combinations of radiotherapy with chemotherapy, immunotherapy, and surgery, acute and late effects of radiation on normal tissues as well as activities addressing cancer disparities and cancer outreach. The incumbent maintains liaison with and coordinates programs with other appropriate federal and non-federal organizations, institutions, and scientists. The incumbent encourages research by industrial concerns with a serious interest in radiation research. The incumbent collects and disseminates information on cancer research involving radiation. The incumbent consults with appropriate individuals and agencies in the planning, development, coordination and support of research programs involving radiation in other countries.

The work involves the radiation and allied treatment approaches against specific malignancies;

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the incumbent works with the CROB chief to provide the needed contact between investigators of various disciplines and encourages participation in research by physicians and other professionals required to carry out the needed multi-modality approaches. The incumbent identifies on a worldwide basis the investigators and researchers from all disciplines which will enable the assembling of advisory groups to launch new therapeutic ventures involving radiation and allied technologies. The incumbent identifies meritorious radiation research that warrants presentation at periodic "state of the art" review meetings including contractors, grantees, industry and cooperative group representatives. The incumbent is a nationally and internationally recognized scientist-administrator in the field of radiation research. The incumbent evaluates scientific trends and advances relative to the treatment of cancer by radiation and allied technologies .

The incumbent is responsible for the coordination of the scientific scope of RDB programs and serves as the chief liaison with the grant and contract Technical Review Committees responsible for the peer review of research contracts and grant activities of the Branch.

The Branch Chief supervises other three scientific professionals in the Branch who possess special expertise in appropriately related areas and, for grant policy and procedures, also helps supervise all members of the RRP for grant review and distribution. Performs the full range of supervisory functions for the staff of the RDB and RRP. Formulates general guidelines for the projects and specific approaches to be used by subordinates. The incumbent develops long- and short-range plans for the staff. Plans work to be accomplished by subordinates, setting priorities, and scheduling completion. Assigns work to subordinates based on priorities and selection consideration of the difficulty of assignments and capabilities of employees. Evaluates performance and provides advice, counsel or instruction to individual employees on both technical work and administrative matters. Interviews candidates and recommends appointment, promotion or reassignment to positions. Hears and resolves complaints from employees and refers serious grievances and unresolved complaints to higher-level management officials. Periodically reviews subordinate job descriptions for accuracy and recommends improvements in work methods and organizational structuring of positions. Identifies training needs for subordinate staff and schedules necessary training. Promotes acceptance and adherence to provisions of such programs, i.e., Equal Employment Opportunity and management objectives. Counsels subordinates regarding career potential and opportunities. Provides recognition to deserving employees.

The incumbent is responsible for furthering the goals of Equal Employment Opportunity (EEO) by taking positive steps to assure the accomplishment of affirmative action objectives and by adhering to nondiscriminatory employee practices in regard to race, color, religion, sex, sexual orientation, national origin, age, or physical disability. Specifically, as supervisor, the incumbent initiates nondiscriminatory employee practices and affirmative action for the area under his/her supervision in the following: (1) merit promotion of employees and recruitment and hiring of applicants; (2) fair treatment of all employees; (3) encouragement and recognition of employee

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achievements; (4) career development of employees; and (5) full utilization of their skills.

The incumbent is responsible for furthering Equal Employment Opportunity by demonstrating fairness in making selections, encouragement and recognition of employee achievements, including minority groups, women and the physically impaired. He/She keeps informed of, supports, and communicates to employees EEO policies, plans and programs. He/She seeks out and utilizes available resources, including appropriate personnel specialists, EEO specialists, and training resources in conducting these responsibilities. Incumbent will be appraised on the effectiveness of his/her EEO performance.

Provides scientific support upon request to the Associate Director, Division Director, Director of the NCI and to other Institutes, and to Advisory Boards on matters pertaining to radiation research.

Performs other related duties as assigned.

III. Factors

Factor 1. Knowledge Required by the Position

Mastery knowledge and understanding of program administration, the regulatory policies and procedures pertaining to radiation research such as radiotherapy, radiobiology, radiation epidemiology and radiation physics sufficient to analyze data and an understanding of research infrastructure development issues in academia.

Highly developed scientific skills in several of the major areas of radiotherapy research such as high LET radiation, hypoxic radiosensitizers, molecular radiation therapeutics and radiation biology, interaction of radiation, chemotherapy and hyperthermia sufficient to develop program analytic documents, reports and assessments regarding the program policies and activities.

Expert knowledge of laws, regulations, executive orders, procedures, and policies governing radiation research- program goals and objectives in order to oversee the development and implementation of the program.

Comprehensive experience and mastery knowledge of a particular field of radiation and the ability to translate complex medical research concepts to lay audiences. Comprehensive capacity to quickly establish expert knowledge and make appropriate contacts and recommendations in new areas as assigned.

Mastery knowledge of radiation biology, radiation physics, and radiation therapy sufficient to make recommendations to improve radiation therapy.

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Expert knowledge in applying a wide range of qualitative and/or quantitative analytical and evaluative methods for assessment and improvement of program effectiveness. This knowledge is applied to a broad range of complex radiation programmatic issues that cut across NIH, PHS, and other agencies and departments within the Federal government and that have national impact.

Comprehensive, in-depth knowledge of complex radiation research concepts, administrative laws, policies, regulations, and precedents relevant to NIH as well as the NIH's mandate, mission priorities, goals, and objectives.

Expert knowledge of relationships between various types of radiation program phases and its impact on research projects such as radiation therapy and/or related therapies.

Skill in analytical and evaluation of radiobiology sufficient to clarifying alternative strategies and options and recommending courses of action.

Skill in the teaching of radiation biology.

Factor 2. Supervisory Controls

The incumbent is provided administrative direction by Division Chief and Program Chief. As a recognized expert in the analysis and evaluation of radiation issues and approaches, the incumbent independently develops approaches to assignments, based on scientific and policy direction concerning overall project priorities and objectives.

The incumbent is delegated responsibility to plan, schedule, and carry out major projects concerned with analysis and evaluation of programs. The incumbent exercises discretion and judgment in determining whether to broaden or narrow scope of projects or studies, and in coordinating work with others. The incumbent is recognized as an expert in several NIH-wide issue areas.

This work frequently involves definitive interpretation of new approaches and initial application of new methods supporting pre-clinical and clinical research program. The incumbent advises the supervisor of findings and issues that have broad implications on radiation research science policy and objectives. The incumbent's completed work is generally accepted as technically authoritative and is reviewed only in terms of timeliness or response in compliance with NIH policy objectives.

Health Scientist Administrator, GS-601-15
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Factor 3. Guidelines

Guidelines consist of general policy statements concerning the issue or problem under study, and may include agency policy initiatives, legislative histories, relevant judicial decisions, state and local laws, and precedent studies. Guidelines are often complex and may even be conflicting, and assignments may be without specific administrative precedent. The incumbent exercises considerable judgment and sensitivity in determining intent and applicability of existing guidelines to new assignments and in proposing the formulation of new agency guidelines and policies for use by others within or outside the employing organization.

These sources provide general guidance; however, the employee uses judgment to apply appropriate guidelines to specific situations and problems. The performance of work typically requires the incumbent to deviate from traditional methods to formulated criteria. Guidelines are not directly applicable to situations, which require significant analysis and application of sound judgment in interpretation and application and or correlation to the programs. The employee uses initiative in researching medical issues to develop improved program direction and policy changes for NIH requirements. The employee demonstrates resourcefulness in assigned projects by formulating new approaches and integrating projects.

The incumbent is recognized as an expert in radiation therapy program and issues. The incumbent independently develops approaches to assignments, based on administrative and policy direction concerning overall project priorities and objectives. The incumbent uses initiative and sound judgment of staff functions involving planning, and policy development. Guidelines are often nonspecific and stated in terms of broad goals and objectives of the National Institutes of Health's national interest and the interests of other agencies

Factor 4. Complexity

The work involves an in-depth knowledge and research of the medical and/or biological science related to radiation oncology, biology and physics. Research assignments involve planning, organizing, and carrying research for new initiatives in radiation research to improve the treatment of patients. This is accomplished by conducting research using ionizing or non-ionizing radiation, which requires the application of broad medical functions and processes of national interest. Scientific Issues are highly complex and require input and consultative advice from other agencies, the radiation research community, and experts outside the government. The incumbent is required to identify new research initiatives, conduct research in unexplored and/or under explored areas for improving the response of cancer patients to radiation therapy or related therapies.

Identifies the nature of issues or problems to be studied/researched; plans, organizes, and determines the scope and depth of the research undertaken is an extremely complex process. The

Health Scientist Administrator, GS-601-15
(Organizational Title: Chief, Radiotherapy Development Branch)

undefined nature and scope of issues contributes to the difficulty in discerning the intent of the medical impact on patients and on the way that patients are treated.

Research assignments are frequently without precedent, of long duration, and of such scope that they require directing a team effort. Tasks are complicated by the complexity and sensitivity of issues addressed in the absence of well-defined research policies and direction, and the need to consider and evaluate the long-term consequences of proposed research changes in goals and objectives. Difficulty is also encountered in separating research issues into scientific and technical components and balancing the individual requirements and interrelationships between and among the components.

Carries out assignments that require the incumbent to make sound judgments, evaluate the need for possible departures from existing practices and policies, and to devise new strategies to address emerging issues in radiation research.

Factor 5. Scope and Effect

The work contributes to the ability of NIH leadership to identify emerging trends in radiation science and to respond rationally and systematically to issues that have broad implications for further development of NIH radiation research program and policies; for the missions of other Federal agencies; for the radiation research community, and for the national and international radiation research effort. Issues are of significant interest to the public and to Congress and are often of a highly sensitive nature. The impact of the work affects the direction of radiation research and the substantial redirection of Federal efforts or policy related to national radiation research issues.

Factor 6. Personal Contacts

The incumbent interacts with high-ranking officials such as senior managers in the DHHS, scientists at the various institutes and centers at the National Institutes of Health. Interaction also occurs with high-ranking officials in the private sector with a role in radiation scientists and researchers in academia, professional academic societies, educational and research institutions, public research organizations, and executives of business and industry as well as Congressional staff and members of the public.

Factor 7. Purpose of Contacts

The purpose of contacts is to influence scientists who conduct radiation research for the sole purpose of improving the quality of life for cancer patients. The purpose of the contacts is to influence management in terms of planning research development pertaining to key program decisions for the National Institutes of Health. In addition, contacts provide the incumbent with

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an important avenue for keeping abreast of issues of concern to the research and science policy, community, Congress, and the public. Contacts may have diverse views and objectives that require unusual skill to maintain a harmonious working relationship aimed at achievement of common goals.

Factor 8. Physical Demands

This position is performed in an office setting. The work is primarily sedentary, although some slight physical effort may be required.

Factor 9. Work Environment

This position is performed in an office that has adequate lighting and a controlled climate. It may require occasional travel to sites both local and outside the vicinity.

MATHEMATICAL STATISTICIAN
GS-1529-15
(Organizational Title- Branch Chief)

I. INTRODUCTION

The National Cancer Institute (NCI) is responsible for planning, conducting and coordinating nationwide programs which involve research on the cause, prevention, detection, diagnosis, and treatment of cancers and on rehabilitation from cancer. This position is assigned extramural program responsibilities and is located in the NCI Division of Cancer Treatment and Diagnosis (DCTD), Biometric Research Program under the Biostatistics Branch.

The Biometric Research Program (BRP) consists of a Biostatistics Branch (BB) and a Computational and Systems Biology Branch (CSBB). The Biostatistics Branch provides statistical leadership and oversight for the national program of therapeutic and diagnostic clinical trials of the NCI as well as translational research in developmental therapeutics, diagnostics and cancer imaging. The Biostatistics Branch also conducts research in methods for the design, monitoring and analysis of clinical trials and related studies. The Computational and Systems Biology Branch (CSBB) collaborates in the pre-clinical programs of the DCTD to utilize genomic and proteomic technology to identify molecular targets, resistance mechanisms and effective new drugs, drug combinations and biomarkers for guiding treatment. Members of the CSBB conduct research on mechanisms of carcinogenesis and systems pharmacology. The branch develops bioinformatics systems to support genomic variant based clinical trials and to facilitate analysis of cancer genomics data by cancer biologists and pharmacologists. The branch also collaborates in the analysis of genomic data from the clinical trials program of the NCI and with intramural and extramural laboratories.

The BRP staff combines two functions: (i) collaboration and consultation with the staff of the DCTD and intramural investigators of the NCI; and (ii) conduct self-initiated research on topics important to cancer research. Combining these functions has enabled the program to recruit and retain an expert staff and to provide the highest quality collaborations to DCTD and NCI scientists.

Multiple new precision medicine initiatives sponsored by the NCI have created the need for a highly skilled individual with multi-faceted expertise in mathematical and biomedical statistics; molecular assay development and validation; analysis of high-dimensional data; regulatory processes pertinent to new therapeutics and device development; evaluation of biomarker-based test for their safety for investigational and clinical use and for their clinical utility; evaluation of analytical or technical performance of biomarker assays and biomedical imaging systems; and design of biomarker-driven clinical trials. To recruit an individual with this broad expertise who can effectively interact and collaborate in precision medicine projects and serve as an authoritative voice and representative of NCI in global precision medicine efforts, it is essential that the individual be of nationally and internationally recognized stature.

The primary purpose of this position is to serve as Branch Chief for approximately 15 percent of the time and perform senior advisor duties for 85 percent of the time which consists of conceptualizing, planning, implementing, managing, and evaluating statistical research programs designed to advance

MATHEMATICAL STATISTICIAN
GS-1529-15
(Organizational Title- Branch Chief)

the state of the art. The work may span basic, translational, and clinical research, involves extremely complex scientific and administrative issues, and may receive Congressional and media attention. Incumbent is a senior expert in the field of mathematical statistics; formulates policy concerning extramural statistical research policy and priorities, and advises top NCI officials on the direction of research efforts.

II. MAJOR DUTIES AND RESPONSIBILITIES

Working as a senior member of BRP, the incumbent directs a program of studies and research in the development of new methodologies and techniques in mathematical and/or applied statistics, including research having direct relevance to design and analysis of precision medicine clinical trials and analysis of biomarker and high-dimensional data such as genomic, transcriptome, and proteomic data. Provides cutting edge research that furthers the state of the art in statistical theory, and results in new concepts and methodologies for application to cancer research. Formulates and develops new concepts, determines the most promising research initiatives, and visualizes how the research can be used to assess the usefulness of statistical inference in validating biomedical research. Once the concept is formulated, the incumbent presents and justifies its relevance and validity to both internal and external audiences, e.g., division/institute professional and management staff; and scientific review boards.

Serves as a key advisor to the BRP Associate Director, the Cancer Diagnosis Program (CDP) Associate Director, the Clinical Trials Evaluation Program (CTEP) Associate Director, the DCTD Director, and the NCI's scientific colleagues on all clinical and laboratory correlative science research issues and provide objective, experience-based guidance and oversight; provides authoritative advice and leadership with trial and correlative study design, concept and protocol review, trial monitoring and audit functions, and handling of unanticipated problems relating to patient safety, or to technical problems or scientific issues arising during the course of a trial;

Oversees statistical evaluation to ensure that NCI DCTD-sponsored clinical trials involving biomarkers or molecularly-guided therapeutic strategies are conducted in full compliance with all applicable regulations and policies and meet established standards of quality, integrity, and ethics; identify and resolve complex management, policy, and administrative issues that may arise concerning the use of molecular diagnostics in cancer therapy trials and may require close coordination and interfacing with the NCI, other DCTD programs, with NIH Institutes, FDA, and other Federal agencies, as well as pharmaceutical companies and patient advocacy and community groups

Will serve as principal or co-principal statistician for one or more national biomarker-driven clinical trials or biomarker assay analytical performance studies. May also individually or jointly direct and coordinate a single or multi-center cancer clinical trial or research study. May also direct and coordinate data systems for collection of clinical, pathological, or molecular data associated with a national program of clinical trials and cancer-related studies to maximize return on research investments through ethically and legally appropriate data sharing.

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Develops guidelines for the design and analysis of biomarker driven studies and serves as spokesperson for NCI on biomarker development and validation.

Mentors junior employees, instructing them in all phases of the research process, from selecting projects, to choosing proper analytic techniques, to authorship and publication. Serves as an expert advisor to colleagues and collaborators for mathematical statistics and biostatistics techniques applicable to cancer research and related studies.

Oversees basic research in mathematical and applied statistics and probability, developing new techniques and methodologies to address statistical problems and challenges inherent in the design and analysis of cancer research and related studies. As a statistical consultant and collaborator with expertise in the application of probability and statistics, the incumbent confers with NCI and other scientists on the feasibility and logic of experimental design, sample size requirements, mechanics of data collection and data management, and appropriate methods of statistical analysis. As required, exercises technical leadership over the statistical analysis activities of other professionals and technical personnel.

Develops a research agenda and proposes a schedule of research priorities, with special emphasis on projects with substantial statistical content. Manages some statistical efforts in the unit, including potentially guiding the work of junior and senior statisticians as well as the statistical analysis of major projects. Given broadly stated or ill-structured problems, determines the nature of the problem, turning general research objectives into well-defined statistical and mathematical hypotheses. Determines whether the available data, or the data to be collected, will allow these hypotheses to be tested, and whether existing methodology is appropriate to test new hypotheses or if new analytic approaches or methods must be developed. Engages in scientific collaboration on technological developments and advancements in cancer research and statistical methodology with researchers in outside organizations.

Provides authoritative technical assistance and scientific and statistical review to Program staff who manage or oversees one or more contracts or grants, including development and specification of the work scope and technical oversight, in order to assure compliance with study requirements and effective use of all resources. Collaborates and provides technical assistance to justify and interpret controversial findings to high-level scientists and officials in NCI, NIH and other organizations.

Oversees the statistical design and implementation of molecular assay validation processes in preparation for the investigational use of molecular diagnostics in DCTD-sponsored clinical trials in which those diagnostics will be used for eligibility determination or therapy selection;

Oversees the statistical design and implementation of biomarker-driven clinical trials sponsored by DCTD.

Serves as an official representative of the NCI on special projects with national and international scientific organizations, such as the National Academy of Sciences, International Association for Research on Cancer, American Association for Cancer Research, American Society of Clinical

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Oncology, European Organization for Research and Treatment of Cancer, and the World Health Organization.

Serves as an internationally recognized authority in precision medicine, genomic research, and clinical biomarker assays, on scientific advisory panels, policy and guidelines committees convened by institutions, and national and international scientific organizations such as the National Academy of Sciences, International Association for Research on Cancer, American Association for Cancer Research, American Society of Clinical Oncology, European Organization for Research and Treatment of Cancer, and the World Health Organization.

Interacts with and provides statistical advice to other DCTD, NCI and NIH components, other government agencies and private organizations on topics of mutual scientific interest.

Upon completion of statistical studies, oversees the preparation of the results for publication in scientific journals and presentation at scientific meetings. Collaborates with other investigators in the preparation of manuscripts and reports with regard to the appropriate use of statistical methods and validity of conclusions. Participates in the activities of professional societies by attending and participating in sessions pertinent to NCI and biomedical and statistical research activities in order to keep abreast of developments in the fields of statistics and cancer research. Reviews manuscripts submitted to professional journals on both theoretical and applied topics and makes recommendations regarding their suitability for publication.

Works jointly with other national and international organizations involved in the collection and analysis of cancer-related and other biomedical data to promote the standardization of data collection practices as well as to facilitate information exchange through collaboration and efforts to maximize dissemination of scientific findings.

For less than 15 percent of the time, the employee supervises a staff. Serves as a first-level supervisor. Plans work to be accomplished by subordinates, sets and adjusts short-term priorities, and prepare schedules for completion of work; assigns work to subordinates based on priorities, selective consideration of the difficulty and requirements of assignments, and the capabilities of employees; evaluates work performance of subordinates; gives advice, counsel, or instruction to employees on both work and administrative matters; interviews candidates for positions in the unit; recommends appointment, promotion, or reassignment to such positions; hears and resolves complaints from employees, referring group grievances and more serious unresolved complaints to a higher level supervisor or manager; effects minor disciplinary measures, such as warnings and reprimands, recommending other action in more serious cases; . Identifies developmental and training needs of employees, providing or arranging for needed development and training; finds ways to improve production or increase the quality of the work directed; and develops performance standards.

Is responsible for furthering the goals of equal employment opportunity (EEO) by taking positive steps to assure the accomplishment of affirmative action objectives and by adhering to non-discriminatory employment practices in regard to race, color, religion, sex national origin, age or handicap.

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Specifically, the employee initiates non-discriminatory practices and affirmative action for the area under his/her supervision in the following: (1) merit promotion of employees and recruitment and hiring of applicants; (2) fair treatment of all employees; (3) encouragement and recognition of employee achievements; (4) career development of employees; and, (5) full utilization of their skills.

Performs other related work as assigned.

III. FACTORS

FACTOR 1-KNOWLEDGE REQUIRED BY THE POSITION

Professional mastery of advanced mathematical and statistical theory, principles, concepts, and current research developments, supplemented by extensive, broad professional experience. In addition, it requires mastery of the programs, policies, priorities, and practices of the BB, including knowledge of methodologies for using multiple statistical software packages in one or more computing environments. Must have the skill to manage very large national or international projects, and to formulate guidance for extramural statistical policy, including the formulation, testing, and evaluation of new statistical principles and theories which advance the state-of-the-art in statistical practice.

Mastery knowledge of and skill in applying the principles, concepts, and methods for statistical theory and methods for biomedical research, including predictive modeling, clinical trial design, laboratory and diagnostic study design sufficient to develop new theories and approaches. . Typically, this knowledge would be used to design statistically valid, adequately powered and efficient clinical, laboratory, or diagnostic studies and to determine the most appropriate statistical methods for analysis. Extensive training in biostatistics, statistics, or a related field is required. This includes determining which among many complex statistical designs are optimal and which analysis strategies are most appropriate for particular types of data.

Mastery of the programs, policies, priorities, and practices of the NCI, DCTD, BB sufficient to provide authoritative advice and guidance to management and other professionals in the field.

Mastery of statistical computing, including methodologies for using multiple statistical software packages in one or more computing environments, including supercomputers.

Skill in formulating, testing, evaluating, and validating new theories, principles, concepts, and methodologies which advance the state-of-the-art.

Skill to serve as an authoritative representative of the NCI and NIH at professional conferences, meetings with other public health and medical research agencies, and in negotiations with private industry and major universities partnering with the NCI in statistical or medical research.

Knowledge of responsibilities and proper procedures to be followed as a principal or co-principal

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statistician for biomarker-driven clinical trials, including regulatory requirements that must be met to permit investigational use of biomarker assays to direct treatment in a clinical trial. Recognition as a major contributor to published research studies or pioneering efforts that produce advanced theories, innovative applications, new scientific principles, or new research techniques

Knowledge of appropriate statistical design and analysis methods to evaluate analytical or technical performance of laboratory and imaging biomarker measurement systems.

Understanding of tumor biology and mechanisms of action of drugs and other therapeutic strategies sufficient to communicate effectively with other scientists and clinicians in collaborative teams to develop novel promising biologically-based therapeutics and evaluate them in rigorously and efficiently designed clinical trials.

Understanding of the biological and technical processes underlying a variety of biomarker assay systems, particularly including those which generate high-dimensional biomarker measurements at the DNA, RNA, and protein levels. Ability to apply this knowledge to design studies to effectively evaluate and quantify sources of assay analytical variation within and between laboratories and assay systems.

Expert knowledge sufficient to develop cooperative working relationships with professional and support staff, other Federal and state agencies; and private institutions in order to support appropriate design and conduct studies and ensures proper analysis of data.

Extensive knowledge of the principles and methods for development and validation of precision medicine approaches, including biomarker and targeted therapy development that reaches the level of internationally recognized, authoritative expert. Individuals with such skills would be highly sought after in national and international efforts to educate clinical and laboratory translational scientists on best research practices and to establish guidelines for clinical practice.

Familiarity with government contracts and grant policies and procedures.

Ability to supervise a staff.

FACTOR 2- SUPERVISORY CONTROLS

The supervisor provides administrative direction consisting of broadly defined missions, functions, and programs. The incumbent has ongoing management responsibility for assigned programs; specific assignments frequently originate from liaison activities or at the incumbent's initiative. Plans, designs, executes, and evaluates those programs, independently determining statistical methods and strategic approaches to be employed in their execution. Results of the work are considered technically authoritative and are normally accepted without significant change. Review of the work is to verify the fulfillment of program objectives, the effect of advice on the overall program, and contributions to the advancement of statistical theory and practice. Recommendations for new projects and alteration of objectives are evaluated for availability of funds and resources and for consistency with broad

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program goals and national priorities.

Factor 3 - GUIDELINES

The guidelines used by the employee consist of broadly stated national goals and objectives, as well as the statistical and scientific literature. Because of the advanced nature of the work, standard guidelines and methods are not applicable, and those that are available may be ambiguous and require extensive interpretation. The incumbent uses a high degree of judgment and ingenuity to interpret policy statements and develop new and novel statistical methodology. Exercises technical judgment to assess, select, and make optimum use of a wide variety of statistical methods and computer hardware and software. Incumbent is recognized as a technical authority in the development and interpretation of guidelines for use by NCI staff and the professional staff at partner organizations. Uses extraordinary creative and technical capabilities to initiate statistical analyses and methodologic investigations and results are used by others in the field. Collaborates with others in maximizing the information that can be derived from biomedical studies and statistical methodologic investigations. Exercises technical judgment to assess, select and make optimum use of a wide variety of statistical methods and computer hardware and software. Organizes and links information, possibly collating various databases.

FACTOR 4 - COMPLEXITY

This position requires that the employee work on extraordinarily complex problems and issues. The incumbent plans, develops, and carries out broad and complex multidisciplinary statistical studies that affect broad functional areas and research processes. Requirements are undefined, and require the development of new statistical methods to advance the state of the art. The incumbent provides authoritative advice and counsel to senior officials of NCI, other government agencies, and non-government research centers. Establishes concepts and theories to resolve unyielding problems for which traditional methodology is neither applicable nor easily adaptable. The employee reviews clinical trial protocols for adequacy of study design, sample size, and statistical methods used

Factor 5 - SCOPE AND EFFECT

The work involves planning, developing and carrying out statistical projects and programs that are essential to the accomplishment of BRP and the DCTD. Assignments involve in-depth statistical studies, assessing the impact of new approaches and methodologies applicable to research programs of considerable breadth and originality. This includes planning, coordinating, implementing, managing, and evaluating research activities, ensuring they are compatible with NCI goals and priorities. Defines and develops research objectives, exploits established and emerging methodology, develops extramural statistical research policy, and gives authoritative advice and counsel to senior management, resulting in decisions affecting the direction of NCI research. Research studies may be multi-million dollar initiatives involving the thousands of patients enrolled in NCI large scale clinical trials; results often are highly visible and controversial. Assignments contribute substantially to reducing illnesses and treating those already afflicted on a long term basis, which is the primary

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mission of the NCI.

FACTOR 6 - PERSONAL CONTACTS

Contacts are with scientists and statisticians in DCTD, NCI, NIH, and other Federal agencies and extramural research institutions on the development and use of statistics in the analysis of cancer related data. Many of these contacts are in a moderately unstructured setting; such as a face-to-face meeting.

Factor 7 - PURPOSE OF CONTACTS

The purpose of contacts is to represent the BB, BRP, DCTD, and NCI in conferences, meetings, or presentations involving problems of great consequence or importance on research and studies of mutual interest and concern; to influence colleagues and management to accept and implement findings and recommendations; and to collaborate with and provide advice to other organizations on scientific issues of mutual interest.

FACTOR 8 - PHYSICAL DEMANDS

The work is mostly sedentary. There may be frequent trips to attend meetings.

FACTOR 9 - WORK ENVIRONMENT

The work is performed in an office setting.

Engineer

GS-0801-09

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INTRODUCTION

This position is located in the Clinical Center Facilities Branch, Division of Facilities Operations and Maintenance (DFOM), Office of Research Facilities Development and Operations (ORF), Office of the Director (OD), National Institutes of Health (NIH), Department of Health and Human Services (DHHS).

The National Institutes of Health (NIH), an agency of the Department of Health and Human Services (DHHS), is the world's foremost medical research institution, consisting of 27 separate Institutes and Centers (ICs) and is the steward of medical and behavioral research for the Nation. Its mission is science in pursuit of fundamental knowledge about the nature and behavior of living systems and the application of that knowledge to extend healthy life and reduce the burdens of illness and disability. The goals of the agency are to: foster fundamental creative discoveries, innovative research strategies, and their applications as a basis to advance significantly the Nation's capacity to protect and improve health, develop, maintain, and renew scientific human and physical resources that will assure the Nation's capability to prevent disease; expand the knowledge base in medical and associated sciences in order to enhance the Nation's economic well-being and ensure a continued high return on the public investment in research; and exemplify and promote the highest level of scientific integrity, public accountability, and social responsibility in the conduct of science.

The NIH Office of the Director provides overall leadership to these efforts by providing executive guidance and decisions to the work of the NIH Institutes and Centers (ICs). In addition to providing executive leadership, senior members of the Office of the Director develop and maintain relationships with outside organizations, such as research institutions, organizations representing research professionals and patient advocacy groups, Congressional staff and constituents, oversight organizations, etc. These relationships are necessary to carry out research objectives of the agency, to obtain the input of affected individuals/groups/organizations into executive decisions of the agency, and to ensure that the nation has a coordinated approach toward advancing medical research and findings. NIH is currently appropriated over \$28 billion to carry out its mission and employs over 18,000 full time and part time staff in a wide variety of occupations embracing professional; scientific; administrative; technical; support; trades/craft specialties; Senior Executive Service; Senior Biomedical Research Service, and senior scientific positions. In addition, NIH hosts more than 3,000 trainees, volunteers, and guest researchers.

The Office of Research Facilities Development and Operations (ORF) advises senior NIH officials and staff on the planning, development, and management of owned and leased research and research support facilities; assists in formulating and executing buildings and facilities appropriation; develops and maintains policies and standards governing the development and use of real property; and plans and directs master planning, capital facility project management, real property management including architecture and engineering, maintenance, space and facility management, and the acquisition of architecture and engineering services, construction, and facility maintenance and operations related services.

Within ORF, the Division of Facilities Operations and Maintenance (DFOM) oversees the operations, maintenance, repair, and renovation of all NIH facilities and utility systems, and performs general facility management for all NIH real property. The division has responsibility for the safe and efficient operation of

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NIH leased and owned real property; a comprehensive facility management program; a predictive, and repair program of facilities; the central point of contact for the Division of Facilities Operations and Maintenance (DFOM).

The incumbent serves as a Program Specialist, with responsibility for overseeing, directing, and coordinating daily operational issues for NIH facilities, services, and equipment via staff and contractors.

MAJOR DUTIES

Planning and Design

The incumbent assists in evaluating design and construction objectives and prepares preliminary designs. The incumbent coordinates with subject matter specialists (higher graded engineers) prior to and during design development to assure that all technical areas receive proper design consideration.

Site investigations

The incumbent investigates project sites to determine the condition of a facility or property and records observations and technical information.

Estimates

The incumbent prepares detailed fee estimates used for negotiating and estimating projects with construction support as well as architect-engineering firms for design services.

Construction Inspection

The incumbent makes in-progress inspections, checking in detail all phases of contract compliance with specifications and drawings, and verifies quality and acceptability of work. This position makes detailed reports listing omissions and defects and assures the correction of all omissions and defects listed.

Training

The incumbent keeps abreast of emerging technologies to ensure regulatory knowledge and construction technologies will not become obsolete. This position uses computers/computer software such as information management programs, computer aided design and drafting (CADD) programs, and project tracking programs to solve engineering problems and facilitate work. This incumbent keeps current in relevant software applications.

Safety

The incumbent complies with health, safety, and environmental rules and procedures and performs work in a manner that enhances the safety of the work environment. The incumbent ensures federal, state, and local codes concerning health, safety, and the environment are strictly adhered to in the programming, design, and construction of real property facilities. The incumbent is responsible for ensuring construction contractors are meeting all local, state and federal health and safety requirements.

Perform other related duties as assigned.

FACTORS

Factor 1 Knowledge Required by the Position FL 1-6

Professional knowledge of, and skill in applying, theories, concepts, principles, and methodologies of an engineering discipline sufficient to: research, analyze, interpret, evaluate, and carry out difficult but conventional assignments; determine relevancy and use of aesthetic, factual, economic and financial, engineering, and/or scientific information; prepare, provide, and evaluate conventional plans, designs, design specifications, and related documentation; perform and interpret calculations, analyses, and computations for unknown factors or relationships primarily in matters of a factual nature or involving well-understood mechanisms; conduct analytical investigations using the scientific method; use performance monitoring and quality assurance principles and methods; research and apply accepted and relevant business, marketing, and organizational practices, as needed; and articulate information through various venues such as discussions, meetings, fact sheets, reports, design documentation, briefings, and presentations.

Knowledge and skill sufficient to design and/or evaluate technical blueprints or project objectives, prepare or evaluate cost projections for work, and to evaluate products for compliance with cost or project requirements.

Familiarity with engineering disciplines such as civil, electrical, structural and mechanical methods, techniques and concepts to ensure that areas of overlapping responsibilities between technical disciplines receive proper consideration to meet project objectives.

Basic knowledge of project management practices to monitor work.

Ability to communicate orally and in writing.

Factor 2 Supervisory Controls FL 2-3

The supervisor or designated employee outlines or discusses possible problem areas and defines objectives, plans, priorities, and deadlines. The supervisor or designated employee provides assistance on controversial or unusual situations without clear precedents.

The employee: independently plans and carries out the assignments in conformance with accepted policies and practices; adheres to instructions, policies, precedents, and guidelines in exercising judgment to resolve commonly encountered work problems and deviations; and brings controversial information or unusual findings to the supervisor's attention for direction.

The supervisor or designated employee reviews completed work for conformity with policy, technical soundness, adherence to deadlines, and accomplishment of objectives. The supervisor does not usually review methods used to complete the assignment.

Factor 3 Guidelines FL 3-3

Guidelines include: a variety of technical manuals; local, State and Federal codes and standards; agency design and construction standards; and, standard professional/design practices and methods. The guidelines are not always directly applicable to the work and they may have gaps in specificity. Precedents are available outlining the preferred approach to more general problems or issues.

The employee considers precedents and uses judgment to research, select, interpret, modify, adapt, and apply available guidelines to specific problems or issues.

Factor 4 Complexity FL 4-3

Work consists of different and unrelated processes and methods concerning the design, layout, repair, alteration and/or construction of various Federal structures.

The employee: analyzes and evaluates phases, subjects, issues, conditions, and/or problems related to the assignment; selects the appropriate course of action from many acceptable alternatives; and conducts technical analyses and field and/or laboratory work to achieve desired products or services.

The employee exercises versatility, judgment, and perception to: identify and interpret diverse factors, situations, and conditions; understand interrelationships among different strategies, standards, and activities; explain and justify determinations, recommendations, and implemented actions; and assess implemented and planned actions for accuracy, feasibility, and/or adequacy in meeting objectives.

Factor 5 Scope and Effect FL 5-3

Work involves applying engineering and architecture precedents and established techniques to design, construct, repair and/or alter complex buildings within a designated geographic area. The work has an impact on the design, operation, safety, economy and efficiency of such facilities and those housed in these structures.

Factor 6 Personal Contacts FL 6-2

Contacts are with employees in the same agency and/or the general public in a moderately structured setting. Contacts may include professionals and specialists from other occupations or functions (e.g., scientists, contractors, and client organizational representatives). Contacts within the agency may be with people at various levels, such as headquarters or field offices.

Factor 7 Purpose of Contacts FL 7-B

Contacts are to exchange information regarding client requirements or design objectives; to conduct site visits; to resolve specific design or construction problems; and to explain recommendations or decisions regarding technical findings, performance of private firms and/or cost calculations. Discussions typically involve identifying options for resolving problems. Contacts with contractors often involve technical differences, which require persuasion and tact to resolve the issue.

Factor 8 Physical Demands FL 8-1

Work is sedentary except for occasional walking and bending during project or construction site visits.

Factor 9 Work Environment FL 9-1

Work is normally performed in an office setting with some site visits to the laboratory and animal areas where bio-hazard exposure is possible and some visits to mechanical equipment rooms and power plants where exposure to noise, high voltage and moving parts is common.

Engineer

GS-801-11

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INTRODUCTION

This position is located in the Clinical Center Facilities Branch, Division of Facilities Operations and Maintenance (DFOM), Office of Research Facilities Development and Operations (ORF), Office of the Director (OD), National Institutes of Health (NIH), Department of Health and Human Services (DHHS).

The National Institutes of Health (NIH), an agency of the Department of Health and Human Services (DHHS), is the world's foremost medical research institution, consisting of 27 separate Institutes and Centers (ICs) and is the steward of medical and behavioral research for the Nation. Its mission is science in pursuit of fundamental knowledge about the nature and behavior of living systems and the application of that knowledge to extend healthy life and reduce the burdens of illness and disability. The goals of the agency are to: foster fundamental creative discoveries, innovative research strategies, and their applications as a basis to advance significantly the Nation's capacity to protect and improve health, develop, maintain, and renew scientific human and physical resources that will assure the Nation's capability to prevent disease; expand the knowledge base in medical and associated sciences in order to enhance the Nation's economic well-being and ensure a continued high return on the public investment in research; and exemplify and promote the highest level of scientific integrity, public accountability, and social responsibility in the conduct of science.

The NIH Office of the Director provides overall leadership to these efforts by providing executive guidance and decisions to the work of the NIH Institutes and Centers (ICs). In addition to providing executive leadership, senior members of the Office of the Director develop and maintain relationships with outside organizations, such as research institutions, organizations representing research professionals and patient advocacy groups, Congressional staff and constituents, oversight organizations, etc. These relationships are necessary to carry out research objectives of the agency, to obtain the input of affected individuals/groups/organizations into executive decisions of the agency, and to ensure that the nation has a coordinated approach toward advancing medical research and findings. NIH is currently appropriated over \$28 billion to carry out its mission and employs over 18,000 full time and part time staff in a wide variety of occupations embracing professional; scientific; administrative; technical; support; trades/craft specialties; Senior Executive Service; Senior Biomedical Research Service, and senior scientific positions. In addition, NIH hosts more than 3,000 trainees, volunteers, and guest researchers.

The Office of Research Facilities Development and Operations (ORF) advises senior NIH officials and staff on the planning, development, and management of owned and leased research and research support facilities; assists in formulating and executing buildings and facilities appropriation; develops and maintains policies and standards governing the development and use of real property; and plans and directs master planning, capital facility project management, real property management including architecture and engineering, maintenance, space and facility management, and the acquisition of architecture and engineering services, construction, and facility maintenance and operations related services.

Within ORF, the Division of Facilities Operations and Maintenance (DFOM) oversees the operations, maintenance, repair, and renovation of all NIH facilities and utility systems, and performs general facility

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management for all NIH real property. The division has responsibility for the safe and efficient operation of NIH leased and owned real property; a comprehensive facility management program; a predictive, and repair program of facilities; the central point of contact for the Division of Facilities Operations and Maintenance (DFOM).

The incumbent serves as a Program Specialist, with responsibility for overseeing, directing, and coordinating daily operational issues for NIH facilities, services, and equipment via staff and contractors.

MAJOR DUTIES

Planning and Design

The incumbent confers with customers regarding design and/or construction requirements, material needs, building limitations and functional use of space to determine the most economical solution to satisfy operational needs. The incumbent evaluates design and construction objectives and identifies the most economical and efficient procedures for building renovation, design and construction. The incumbent coordinates with subject matter specialists (higher graded engineers or architects) prior to and during design development to assure that all technical areas receive proper design consideration and that the total project objective and schedules are met.

Site investigations

The incumbent investigates project sites to determine the condition of a facility or property and evaluates and records observations and technical information.

Estimates and Contract Documents

The incumbent prepares correspondence, plans, fact sheets, technical reports, detailed fee estimates, status reports and schedules used for negotiating, estimating and completing project assignments. Prepares specifications and detailed cost estimates for use in bid evaluations and change order requests. Reviews contractors' reports, samples, developmental models to determine the adequacy of their contract and performance requirements; and makes recommendations to senior engineers or the Project Officer for improvement of the plans and specifications where appropriate.

Construction Inspection

The incumbent makes final inspections, checking in detail all phases of contract compliance with specifications and drawings, and verifies the quality, timeliness and technical competency of work. This position makes detailed reports listing omissions and defects and assures the correction of all omissions and defects listed.

Training

The incumbent keeps abreast of emerging technologies to ensure regulatory knowledge and construction technologies will not become obsolete. This position uses computers/computer software such as information management programs, computer aided design and drafting (CADD) programs, and project tracking programs to solve engineering problems and facilitate work. This incumbent keeps current in relevant software applications and all engineering theories, practices, policies and procedures.

Safety

The incumbent complies with health, safety, and environmental rules and procedures and performs work in a manner that enhances the safety of the work environment. The incumbent ensures federal, state, and

local codes concerning health, safety, and the environment are strictly adhered to in the programming, design, and construction of federal property facilities. The incumbent is responsible for ensuring construction contractors are meeting all local, state and federal health and safety requirements.

Perform other related duties as assigned.

FACTORS

Factor 1 Knowledge Required by the Position FL 1-7

Broad professional knowledge of, and skill in applying, the theories, concepts, principles, computer systems applications, and methodology of the art and science of engineering relevant to the development of a wide range of complex construction projects sufficient to develop engineering designs and plans for new or the rehabilitation of existing institutional structures

Knowledge of engineering principles, concepts, and practices to plan, execute, oversee, and direct a variety of project management and engineering activities; conduct site surveys and verify various dimensions; produce instructions, scope of work documentation, specifications, reports, and correspondence; and coordinate with and integrate the work of other professional engineers in their functional areas in design concepts and plans.

Knowledge of, and skill in applying, a wide range of construction, design or engineering principles, concepts and practices to inspect completed construction projects to ensure that engineering components are built and installed in compliance with contract provisions, specifications, and approved shop drawings.

Knowledge and skill sufficient to design and/or evaluate technical blueprints or project objectives, prepare or evaluate cost projections for work, to monitor work in progress, and to evaluate completed products for compliance with cost or project requirements.

Familiarity with engineering disciplines such as civil, electrical, structural and mechanical methods, techniques and concepts to ensure that areas of overlapping responsibilities between technical disciplines receive proper consideration to meet project objectives.

Knowledge of project management practices to ensure that all aspects of the work are properly monitored in progress and upon completion.

Ability to communicate orally to determine, explain, and recommend alternative solutions responding to client requirements.

Factor 2 Supervisory Controls FL 2-4

The supervisor outlines overall objectives and available resources. The employee and supervisor, in consultation, discuss scope of the assignment, approaches, time frames, and possible execution phases.

The incumbent plans and carries out the assignment and coordinates the work with others as necessary while resolving most conflicts independently. The incumbent interprets policy and regulatory requirements in terms of established objectives. The employee keeps the supervisor informed of progress and potentially controversial problems, issues, or other matters. In the course of ongoing projects, the incumbent provides recommendations for improvements in order to meet program objectives.

The supervisor reviews completed work for soundness of overall approach, effectiveness in meeting requirements or producing expected results, the feasibility of recommendations, and adherence to requirements. Techniques used to complete work are not usually reviewed in detail.

Factor 3 Guidelines FL 3-3

Guidelines include: a variety of technical manuals; local, State and Federal codes and standards; agency design and construction standards; and, standard professional/design practices and methods. The guidelines are not always directly applicable to the work and they may have gaps in specificity. Precedents are available outlining the preferred approach to more general problems or issues.

The employee considers precedents and uses judgment to research, select, interpret, modify, adapt, and apply available guidelines to specific problems or issues.

Factor 4 Complexity FL 4-4

The work consists of a number of diverse engineering projects involving design and construction of new and existing structures of varied sizes, styles, and ages, which may feature complex design criteria or engineering conflicts between agency and State or local requirements. The incumbent visits site locations and inspects existing properties to establish design parameters; assesses plans and designs submitted by regional offices, contract conservators, and other design, construction and engineering firms; and conducts research on the best methods and techniques concerning the design, layout, repair, alteration and/or construction of various Federal structures. The incumbent exercises judgment and creativity to select, interpret, and apply guidelines, making compromises when necessary; recommend appropriate actions to correct undesirable conditions or problems involving structure, finished interior and exterior materials, mechanical and electrical systems, safety and security systems, and accessibility; and determine efficient, effective, and feasible solutions to meet the project or situation requirements and constraints. The employee exercises judgment and originality in planning and prioritizing the sequence, direction, and progress of the work; devising solutions to resolve engineering issues, conditions, and problems; and modifying, adapting, and/or refining existing applications, processes, precedents, and techniques.

Factor 5 Scope and Effect FL 5-3

Work involves applying engineering precedents and established techniques to design, construct, repair and/or alter complex buildings within a designated geographic area. The work has an impact on the design, operation, safety, economy and efficiency of such facilities and those housed in these structures.

Factor 6 Personal Contacts FL 6-3

Individuals or groups from outside the agency, including consultants, contractors, or representatives of the media or professional associations, in moderately unstructured settings. This level may also include contacts with agency officials who are several managerial levels removed from the employee when contacts occur on an ad hoc basis. The employee must recognize or learn the role and authority of each party during the course of the meeting.

Factor 7 Purpose of Contacts FL 7-B

Contacts are to exchange information, to plan, coordinate, or advise on work efforts, or to resolve issues or operating problems. Contacts involve influencing or persuading people who have a cooperative attitude and mutual goals. Discussions typically involve identifying options for resolving problems.

Factor 8 Physical Demands FL 8-1

Work is sedentary except for occasional walking and bending during project or construction site visits.

Factor 9 Work Environment FL 9-1

Work is normally performed in an office setting with some site visits to the laboratory and animal areas where bio-hazard exposure is possible. Visits to mechanical equipment rooms and power plants where exposure to noise, high voltage and moving parts is common may require normal safety precautions.

Job Analysis

General Engineer, GS-0801-9, FPL 13

Tasks (Must be evident in Position Description)	Related Competencies/KSAs/Factors	Selective Factor Y/N	Items/Questions
<p>Assists in evaluating design and construction objectives and prepares preliminary designs.</p> <p>Coordinates with subject matter specialists (higher graded engineers) prior to and during design development to assure that all technical areas receive proper design consideration.</p>	<p>Skill in planning, managing and designing multi-phase new construction, renovation, and improvement projects.</p> <p>Competencies: Oral Communication Written Communication Analysis Engineering Technology Problem Solving Critical Thinking Building and Construction Design Technical Competence</p>	N	<p>USE DEFAULT SCALE:</p> <ol style="list-style-type: none"> 1. Conduct new construction facilities project planning. 2. Conduct renovation or improvement facilities project planning. 3. Conduct research facilities project planning from conception to occupancy. 4. Conduct animal care facilities project planning from conception to occupancy. 5. Design engineering project drawings and specifications. 6. Create systems for monitoring project status. 7. Determine the condition of existing structures in the design and development process of renovation projects.
<p>Investigates project sites to determine the condition of a facility or property and records observations and technical information.</p>	<p>Ability to conduct engineering site investigations and evaluate data.</p> <p>Competencies: Oral Communication Written Communication Analysis Problem Solving Critical Thinking</p>	N	<p>USE DEFAULT SCALE:</p> <ol style="list-style-type: none"> 8. Conduct site investigations to determine feasibility of engineering projects. 9. Write analytical reports of findings. 10. Recommend courses of action based on report findings. 11. Prepare briefings or presentations.

Tasks (Must be evident in Position Description)	Related Competencies/KSAs/Factors	Selective Factor Y/N	Items/Questions
<p>Prepares detailed fee estimates used for negotiating and estimating projects with construction support as well as architect-engineering firms for design services.</p> <p>Makes in-progress inspections, checking in detail all phases of contract compliance with specifications and drawings, and verifies quality and acceptability of work.</p> <p>Makes detailed reports listing omissions and defects and assures the correction of all omissions and defects listed.</p>	<p>Knowledge of contract management principles and procedures.</p> <p>Competencies: Oral Communication Written Communication Information Management Analysis Problem Solving Critical Thinking Contract Administration</p>	<p>N</p>	<p>USE DEFAULT SCALE:</p> <p>12. Write engineering project status reports. 13. Make formal engineering design presentations. 14. Monitor and assess the effectiveness of contractors in meeting contractual requirements.</p>
<p>Uses computers/computer software such as information management programs, computer aided design and drafting (CADD) programs, and project tracking programs to solve engineering problems and facilitate work.</p>	<p>Ability to use computers and computer software applications.</p> <p>Competencies: Information Management Problem Solving Critical Thinking</p>	<p>N</p>	<p>USE DEFAULT SCALE:</p> <p>15. Use computers/computer software to assess spatial needs. 16. Use information management applications to record, track, and report on project progress. 17. Use program applications to compute and test engineering design elements.</p>

Tasks (Must be evident in Position Description)	Related Competencies/KSAs/Factors	Selective Factor Y/N	Items/Questions
<p>Complies with health, safety, and environmental rules and procedures and performs work in a manner that enhances the safety of the work environment. Ensures federal, state, and local codes concerning health, safety, and the environment are strictly adhered to in the programming, design, and construction of real property facilities.</p> <p>Ensures construction contractors are meeting all local, state and federal health and safety requirements.</p>	<p>Knowledge of health, safety and environmental rules and procedures.</p> <p>Competencies: Public Safety and Security Planning and Evaluation Technical Competence Building and Construction Engineering Technology Design</p>	N	<p>USE DEFAULT SCALE:</p> <p>18. Ensure that engineering projects comply with health, safety, and environmental rules and procedures.</p> <p>19. Perform new construction and/or renovation projects where security and surveillance systems are critical for protection of animals, research, etc.</p> <p>20. Conduct safety, health, and environmental assessments.</p>

IC	Announcement No.	Position Title/Series/Grade(s) General Engineer, GS-0801-9	HR Specialist Signature	Date	Subject Matter Expert/Selecting Official Signature	Date 11/21/10
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Job Analysis

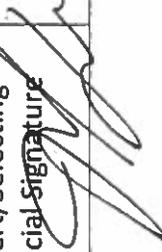
General Engineer, GS-0801-11, FPL 13

Tasks (Must be evident in Position Description)	Related Competencies/KSAs/Factors	Selective Factor Y/N	Items/Questions
<p>Confers with customers regarding design and/or construction requirements, material needs, building limitations and functional use of space to determine the most economical solution to satisfy operational needs.</p> <p>Evaluates design and construction objectives and identifies the most economical and efficient procedures for building renovation, design and construction.</p> <p>Coordinates with subject matter specialists (higher graded engineers or architects) prior to and during design development to assure that all technical areas receive proper design consideration and that the total project objective and schedules are met.</p> <p>Develops engineering designs and plans for new or the rehabilitation of existing structures.</p>	<p>Skill in planning, managing and designing multi-phase new construction, renovation, and improvement projects.</p> <p>Competencies: Oral Communication Written Communication Analysis Engineering Technology Problem Solving Critical Thinking Building and Construction Design Technical Competence</p>	<p>N</p>	<p>USE DEFAULT SCALE:</p> <ol style="list-style-type: none"> 1. Conducts new construction facilities project planning. 2. Conducts renovation or improvement facilities project planning. 3. Prepares engineering project plans, including schedules for completion. 4. Conducts administrative facilities project planning from conception to occupancy. 5. Conducts research facilities project planning from conception to occupancy. 6. Conducts animal care facilities project planning from conception to occupancy. 7. Designs engineering project drawings and specifications.

Tasks (Must be evident in Position Description)	Related Competencies/KSAs/Factors	Selective Factor Y/N	Items/Questions
<p>Investigates project sites to determine the condition of a facility or property and evaluates and records observations and technical information.</p> <p>Visits site locations and inspects existing properties to establish design parameters; assesses plans and designs submitted by regional offices, contract conservators, and other design, construction and engineering firms; and conducts research on the best methods and techniques concerning the design, layout, repair, alteration and/or construction of various Federal structures.</p> <p>Inspects completed construction projects to ensure that engineering components are built and installed in compliance with contract provisions, specifications, and approved shop drawings.</p>	<p>Ability to conduct engineering site investigations and evaluate data.</p> <p>Competencies: Oral Communication Written Communication Analysis Problem Solving Critical Thinking</p>	<p>N</p>	<p>USE DEFAULT SCALE:</p> <p>8. Conducts site investigations to determine feasibility of engineering projects. 9. Writes analytical reports of findings. 10. Recommends courses of action based on report findings. 11. Prepares briefings or presentations.</p>

Tasks (Must be evident in Position Description)	Related Competencies/KSAs/Factors	Selective Factor Y/N	Items/Questions
<p>Prepares correspondence, plans, fact sheets, technical reports, detailed fee estimates, status reports and schedules used for negotiating, estimating and completing project assignments.</p> <p>Prepares specifications and detailed cost estimates for use in bid evaluations and change order requests.</p> <p>Reviews contractors' reports, samples, developmental models to determine the adequacy of their contract and performance requirements; and makes recommendations to senior engineers or the Project Officer for improvement of the plans and specifications where appropriate.</p> <p>Makes final inspections, checking in detail all phases of contract compliance with specifications and drawings, and verifies the quality, timeliness and technical competency of work.</p> <p>Makes detailed reports listing omissions and defects and assures the correction of all omissions and defects listed.</p> <p>NIH/CSD 1/2012</p> <p>NIHSTRD0801GS13JACL</p>	<p>Knowledge of contract management principles and procedures.</p> <p>Competencies: Oral Communication Written Communication Information Management Analysis Problem Solving Critical Thinking Contract Administration</p>	<p>N</p>	<p>USE DEFAULT SCALE:</p> <p>12. Writes engineering project status reports.</p> <p>13. Makes formal engineering design presentations.</p> <p>14. Monitors and assesses the effectiveness of contractors in meeting contractual requirements.</p>

Tasks (Must be evident in Position Description)	Related Competencies/KSAs/Factors	Selective Factor Y/N	Items/Questions
<p>Uses computers/computer software such as information management programs, computer aided design and drafting (CADD) programs, and project tracking programs to solve engineering problems and facilitate work.</p>	<p>Ability to use computers and computer software applications.</p> <p>Competencies: Information Management Problem Solving Critical Thinking</p>	<p>N</p>	<p>USE DEFAULT SCALE:</p> <p>15. Uses computer aided design (CAD), or computer aided design and drafting (CADD), or similar</p> <p>16. Uses program applications to compute and test engineering design elements.</p>
<p>Complies with health, safety, and environmental rules and procedures and performs work in a manner that enhances the safety of the work environment.</p> <p>Ensures federal, state, and local codes concerning health, safety, and the environment are strictly adhered to in the programming, design, and construction of federal property facilities.</p> <p>Ensures construction contractors are meeting all local, state and federal health and safety requirements.</p>	<p>Knowledge of health, safety and environmental rules and procedures.</p> <p>Competencies: Public Safety and Security Planning and Evaluation Technical Competence Building and Construction Engineering Technology Design</p>	<p>N</p>	<p>USE DEFAULT SCALE:</p> <p>17. Ensures that engineering projects comply with health, safety, and environmental rules and procedures.</p> <p>18. Conducts safety, health, and environmental assessments.</p> <p>19. Performs assessments at the request of management under deadlines</p> <p>20. Uses applications and systems that include the latest engineering technology</p>

IC	Announcement No.	Position Title/Series/Grade(s) General Engineer, GS-0801-11	HR Specialist Signature	Date	Subject Matter Expert/Selecting Official Signature 	Date 11/24/10
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- The Food and Drug Administration (FDA) is looking for a for a team leader and engineering expert (O-6 Billet) as well as engineering reviewers (0-2 to 0-5 billets) for the Center for Tobacco Products (CTP), Office of Science, Division of Research, Product Science Staff. The position is located in Silver Spring, MD (to be moved to Calverton, MD within one year).

Team leader position (0-6 billet):

The incumbent must be knowledgeable about tobacco product research as well as understand the regulations and laws applicable to tobacco products.

The incumbent is a senior expert and reviewer, keeping up with the engineer literature and scientific developments. The incumbent provides scientific evaluations of tobacco product applications, reviews and assesses the effectiveness of the application. In addition, the incumbent develops research projects to fill gaps in knowledge related to regulatory decisions; provides engineering support in developing guidance; reviews documents submitted for regulatory action; advises the CTP and CTP-OS management on issues related to engineering subject matter; and provides verbal and written responses. The incumbent is required to apply technical judgment and discretion in determining intent, and in interpreting and revising existing policy and regulatory guidance.

Engineering reviewer positions (0-2 to 0-5 billets available):

No prior experience with tobacco products is required. Given the FDA Commissioner's recent emphasis on tobacco regulation, we intend to hire several engineers.

Please contact Samantha Spindel at 301.796.5614 or Samantha.Spindel@fda.hhs.gov for more information. **Open until filled.**

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