

Functional Title: Management Analyst
Unit: Commissioned Corps Headquarters
Personnel and Career Management Branch
Grade: O-5 / O-6
Supervisory: No
Category: Multidisciplinary
Duty Location: Rockville, MD
Date Updated: 5 October 2026

The Commissioned Corps Headquarters (CCHQ) is located within the Office of the Surgeon General under the direction of the Office of the Assistant Secretary for Health in the Department of Health and Human Services (HHS). CCHQ serves as the principal staff arm and advisor to the Surgeon General and Deputy Surgeon General on all matters related to the U.S. Public Health Service (USPHS) Commissioned Corps. CCHQ is responsible for all functions regarding personnel, administration, operations, readiness, recruitment, deployment, and policy for the USPHS Commissioned Corps.

Introduction

The Management Analyst position resides in the Personnel and Career Management Branch (PCMB) at CCHQ in Rockville, MD. PCMB is responsible for providing career management services to the USPHS Commissioned Corps throughout a Public Health Service officer's career and transition to retirement. The Management Analyst advises and assists the PCMB Chief and Deputy Chief and has responsibility for coordinating PCMB programs and portfolios.

Duties

- Assist with multiple PCMB programs such as Promotions, CPO Selections, Flag grade promotions, COERs, Practice Hours, Awards, Leave, Licensure, Credentialing, and other programs as needed.
- Perform duties as a subject matter expert in at least one PCMB program, to include briefing CCHQ and agency leadership, authoring new policy, and being the point of contact.
- Draft documents, including decision memos, presentations, communications, announcements, webinars, standard operating procedures (SOPs) and Frequently Asked Questions (FAQs).
- Provide technical review of documents prepared by other PCMB staff members.
- Coordinate communication and dissemination of PCMB programs and projects to the USPHS Commissioned Corps.
- Evaluate the management practices and methods, and administrative operations of substantive and complex functions.
- Identify issues and challenges impacting the PCMB portfolio and formulate/evaluate possible courses of action for resolution.
- Analyze data, prepare reports, and maintain records of work accomplishments and administrative information.
- Coordinate the preparation, presentation, and communication of work-related information to branch and CCHQ senior leadership.
- Perform other duties as assigned.

Minimum Qualifications (education, experience, and skills)

- Current active-duty officer in the USPHS Commissioned Corps in good standing (i.e., no current adverse actions, basic ready, all COERs on file).
- Expertise in group facilitation and presentation to represent the Department of Health and Human Services (HHS) and the USPHS Commissioned Corps in a high-visibility role with national-level impact.
- Ability to foster positive, trusting, and effective working relationships through clear communication.
- Experience delivering excellent customer service and timely services to internal and external clients, customer groups, and other stakeholders.
- Proven capability to handle urgent tasks and deadlines with efficacy and resilience under conditions of pressure and uncertainty.
- Ability to negotiate and build consensus within immediate staff and among customer groups and to be open to team dynamics.
- Proficiency in Microsoft 365 applications, such as PowerPoint, Excel and Word.
- Knowledge of the laws, regulations, and policies of the USPHS Commissioned Corps.
- Ability to plan and direct the completion of complex projects and assignments.
- Strong analytic, organizational, and problem-solving skills.
- Exceptional written and oral communication skills.

Reports To

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

How To Apply:

1. Interested Public Health Service officers should submit the following in **one PDF document**:
Detailed cover letter not exceeding one page (Times New Roman, 12-point font) explaining your interest and how you meet the requirements and qualifications of the position.
2. CV in current required format.
3. Last three COERs.
4. Contact information for two references (one must be your supervisor) who can attest to your professionalism, dedication, officership, skills, and abilities.

Submit application materials as one PDF document to CAPT Deborah Dee, PCMB Branch Chief, at Deborah.Dee@hhs.gov and LCDR Kyle Knight, PCMB Deputy Branch Chief, at Kyle.Knight@hhs.gov with the email subject line: "CCHQ PCMB, Management Analyst Application."

For questions related to this announcement, contact CAPT Deborah Dee at Deborah.Dee@hhs.gov and LCDR Kyle Knight at Kyle.Knight@hhs.gov.

Applications will be accepted on a rolling basis until the positions are filled.