ASSOCIATE EXECUTIVE DIRECTOR FOR HEALTH SCIENCES

Consumer Product Safety Commission

Open & closing dates
05/04/2020 to 06/02/2020

Service
Senior Executive

Pay scale & grade
ES 00

Salary
$131,239 to $197,300 per year

Appointment type
Permanent

Work schedule
Full-time

Locations
1 vacancy in the following location:

Rockville, MD
1 vacancy

Relocation expenses reimbursed
No

Telework eligible
Yes as determined by agency policy

This job is open to

The public
U.S. citizens, nationals or those who owe allegiance to the U.S.

Senior executives
Those who meet the five Executive Core Qualifications (ECQs).

Clarification from the agency
UNITED STATES CITIZENS MAY APPLY (no prior federal experience is required).
Duties

Summary

Join the team! This position is located in the Office of Hazard Identification and Reduction, Directorate for Health Sciences. The Directorate provides the scientific expertise that support Consumer Product Safety Commission's (CPSC's) regulatory mission, by reviewing and evaluating human health effects and hazards related to consumer product use.

Responsibilities

Responsible for planning, organizing, directing and evaluating CPSC's health sciences programs to accomplish CPSC's health science related goals. Establishes Directorate management policies relative to planning, scheduling, priorities, program emphasis, budgeting and staffing. Responsible for the direction of subordinate Divisions, delineating functional responsibilities, recommending improved organizational structures to the Deputy Assistant Executive Director and Assistant Executive Director (AED), and delegating authority within the Directorate.

Analyzes significant findings contained in formal program evaluation reports. Determines impact on and/or need for major changes in program direction and long-range goals. Identifies and seeks the elimination of significant obstacles to program accomplishment.

Advises the Assistant Executive Director for Hazard Identification and Reduction, the Executive Director, Chairman, and Commissioners on health matters which impact on the accomplishment of CPSC goals; allocation of resources; initiation, curtailment, consolidation or decentralization of program activities; evaluation of the applicability of new scientific developments to CPSC activities; delegation of authority; and on petitions and industry concerns as well as relevant provisions of specific legislation.

Responsible for the successful completion of all Commission annual operating plan projects assigned to the Directorate for Health Sciences to manage. Authority to manage project related tasks and activities may be delegated by the AED to Division Directors and other senior staff within the Directorate. However, the AED is directly responsible for the overall success of these efforts. Responsible for all Health Sciences tasks in other Commission projects.

Responsible for development and evaluation of product safety standards, and evaluation of product safety tests and test methods based on scientific and medical expertise as well as the evaluation of specific product testing and risk assessments to support general agency regulatory activity.

Responsible for evaluating scientific tests and test methods, participating in the scientific development of product safety standards, providing advice on proposed standards, collecting scientific and medical data, reviewing and evaluating toxicological, physiological, pharmacological, medical, and chemical hazards. Responsible for determining exposure, uptake and metabolism, including: identification of the toxicological and physiological bases that cause some population segments to be at special risk; performing risk assessments for chemical hazards and physical hazards based on scientific modeling in consumer products and human exposures; performing or monitoring research, conducting studies of the safety of, or of improving the safety of, consumer products; providing CPSC's primary source of technical expertise for implementation of the Poison Prevention Packaging Act; and providing scientific and medical support to all CPSC organizations, activities, and programs.

Works in collaboration with the Executive Director, Assistant Executive Director, and with the AED's for Epidemiology, Laboratory Sciences, Engineering Sciences, Compliance and Field Operations, Health Sciences, Economic Analysis, Office of the Budget, and the Office of Resource Management, to formulate policy options for Commission consideration and approval. Consults with other Directorates and their staffs on review and evaluation of scientific
program plans, objectives, priorities, accomplishments, and legislative recommendations from the health science perspective. Participates in the resolution of overall critical and controversial program problems which cross Directorate and Office lines.

Coordinates research and evaluation activities with the National Institutes of Health, National Academy of Science and other federal agencies, private industry and consumer interest groups. Reviews proposals for large-scale research activities with other Federal agencies and other organizations. Provides the Assistant Executive Director with advice on feasibility and/or proposed relative priorities of health sciences functions to be conducted by CPSC; in-house or by contract. Develops and provides liaison on contracts. Provides supervision and direction of all health sciences activities; including analyses of physiological studies and incident data, and recommends solutions.

Responsible for the technical health content and scientific integrity of information and education programs, discussions, and correspondence with consumers and representatives of industry and other Federal organizations concerning policies and objectives of CPSC.

**Travel Required**
Occasional travel - Up to 25% travel in Local Commuting Area.

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<th>Supervisory status</th>
<th>Promotion Potential</th>
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**Job family (Series)**

0601 General Health Science

[https://www.usajobs.gov/Search/?j=0601](https://www.usajobs.gov/Search/?j=0601)

**Requirements**

**Conditions Of Employment**

- U.S Citizenship Required.
- Background Investigation Required.
- Appointment to this position is subject to Commission approval.

This is a Public Trust Position. Employment in this position requires a background investigation. If you are selected and cannot obtain a favorable security determination within a reasonable period of time due to disclosed or undisclosed background issues, the tentative employment offer may be withdrawn.

A public financial disclosure statement is required upon appointment into the SES. This statement will be used to avoid conflicting situations in employment through advice and counseling. You will need to provide the information annually.

One year probationary period required for initial SES appointment.

The selectee will be required to complete a "Declaration of Federal Employment", (OF-306), prior to appointment and the appropriate background investigation forms to determine suitability for Federal employment. False statements or responses on these forms can jeopardize your employment opportunity and subject you to disciplinary action, including removal from Federal service.

The selectee will be required to complete a Personal Identity Verification (PIV) process that requires two forms of identification from the I-9 Form.[http://www.uscis.gov/sites/default/files/files/form/i-9.pdf](http://www.uscis.gov/sites/default/files/files/form/i-9.pdf)


https://www.usajobs.gov/GetJob/PrintPreview/567386900
Qualifications

All applicants must submit a separate written narrative response to each of the following ECQs. Additional information is available at: ECQ Information (https://www.opm.gov/policy-data-oversight/senior-executive-service/executive-core-qualifications/#url=Overview). Applicants are encouraged to follow the Challenge, Context, Action and Results model. It is recommended that you draft your ECQs in a Word document and then insert the responses into our system (limit of 6,400 characters per narrative).

EXECUTIVE CORE QUALIFICATIONS DEFINITIONS:

ECQ 1 - LEADING CHANGE. The ability to bring about strategic change, both within and outside the organization, to meet organizational goals. Inherent to this ECQ is the ability to establish an organizational vision and to implement it in a continuously changing environment.

ECQ 2 - LEADING PEOPLE. The ability to lead people toward meeting the organization's vision, mission, and goals. Inherent to this ECQ is the ability to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts.

ECQ 3 - RESULTS DRIVEN. The ability to meet organizational goals and customer expectations. Inherent to this ECQ is the ability to make decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks.

ECQ 4 - BUSINESS ACUMEN. The ability to manage human, financial, and information resources strategically.

ECQ 5 - BUILDING COALITIONS. The ability to build coalitions internally and with other Federal agencies, State and local governments, nonprofit and private sector organizations, foreign governments, or international organizations to achieve common goals.

Non-competitive applicants do not need to submit ECQ narratives but you must clearly state your status in your resume and submit a written narrative response to the Technical Qualifications. Proof of non-competitive eligibility is required. The agency has the option of considering you non-competitively or including you in the competitive process.

You are considered a non-competitive applicant if you are a current career Senior Executive, Qualifications Review Board (QRB) certified graduate of a Senior Executive (SES) Candidate Development Program (CDP) or an individual with SES reinstatement eligibility. You may be considered non-competitively for appointment to this position if you meet the mandatory technical qualifications requirements.

MANDATORY TECHNICAL QUALIFICATIONS: In addition, all applicants must submit a separate written narrative response to each of the following MTQs. Please give examples and explain how often you used your skills, the complexity of the knowledge possessed, the level of people you interacted with, the sensitivity of the issues you handled managing a large public or private sector organization that administers complex, rules-based benefits or services, etc. It is recommended that you draft your MTQs in a word document and then insert into our system (limit of 6,400 characters for each narrative).

1. Experience in advanced concepts, principles, and practices of a broad range of scientific and public health disciplines (biological, toxicological, biochemical, microbiological, and medical/physiological) that enable the applicant to serve as a recognized scientific authority.

2. Extensive knowledge of and experience in the application of biological sciences, chemical, medical or public health principles and concepts to address regulatory and issues.

Education

Mandatory Education Requirement. All applicants must meet the education requirement below to qualify:

Bachelor’s or graduate/higher level degree: major study in an academic field related to the medical field, health sciences or allied sciences appropriate to the work of the position.

A Ph.D., M.D., or D.Ph., or equivalent professional experience, or a combination of education and experience in biomedical sciences (e.g., pharmacology, toxicology, immunology, microbiology, or physiology), chemistry, public health or closely related fields is highly desirable.
You **MUST** provide transcripts to support your educational claims. Unofficial transcripts are acceptable during the application process. Official transcripts will be required upon appointment.

All materials must be submitted by the closing date of this announcement.

All education claimed by applicants will be verified.

### Additional information

All the information you provide will be verified by a review of the work experience and/or education as shown on your application forms, by checking references and through other means, such as the interview process. Any exaggeration of your experience, false statements, or attempts to conceal information may be grounds for not hiring you, or for firing you after you begin work.

If you are a male born after December 31, 1959 you must certify that you have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law. Please see [http://www.sss.gov](http://www.sss.gov) for more information.

Payment of relocation expenses is not authorized.

### How You Will Be Evaluated

Applicants will be rated and ranked by the CPSC Executive Resources Board (ERB) using only the information submitted for consideration. Applicants are to separately address the ECQs (unless exempted) and the Technical Qualifications question listed in the announcement by documenting demonstrated experience, training, and/or education. Applicants who do not separately address the required qualifications will be ineligible for consideration. The ERB will rate and rank each applicant based on the qualification requirements and refer the top candidates to the selecting official. The selecting official will consider the best qualified applicants referred based on the information provided, and possibly a personal interview. The ERB will approve the final selection and forward to the Chairman. In competitive cases, the Office of Personnel Management (OPM) will certify qualifications through the OPM Qualifications Review Board.

To preview questions please [click here](https://jobs.monstergovt.com/cpsc/vacancy/previewVacancyQuestions.hms?orgId=1&jnum=21904).

### Background checks and security clearance

#### Security clearance

**Not Required**


#### Drug test required

No

#### Trust determination process

**Credentialing**

[https://www.usajobs.gov/Help/faq/job-announcement/security-clearances/]

### Required Documents

Your package must be complete and submitted in the manner specified in this section. Packages that are submitted in any other manner without prior approval from the agency point of contact will not be considered.
A complete application includes: 1. Resume; 2. Vacancy question responses; and 3. Submission of any required documents.

If you are a current or former federal employee you must provide a copy of your most recent SF-50, Notification of Personnel Action, that shows: (1) permanent or career-conditional tenure (codes 1 or 2, in block 24), and (2) position occupied in the competitive service (code 1, in block 34). Indicate on your application the highest permanent grade you have held; if this grade is different from your current grade, submit a copy of an additional SF-50 showing this grade.

Veterans’ preference is not applicable to positions in the Senior Executive Service.

Proof of non-competitive eligibility (if applicable). Proof consists of an SF-50 showing career status in the SES and/or proof of certification of your Executive Core Qualifications (ECQs) from the OPM administered Qualifications Review Board (QRB).

**Non-Competitive Consideration:** You are considered a non-competitive applicant if you are a current career Senior Executive, Qualifications Review Board (QRB) certified graduate of a Senior Executive (SES) Candidate Development Program (CDP) or an individual with SES reinstatement eligibility. You may be considered non-competitively for appointment to this position if you meet the mandatory technical qualifications requirements.

Non-competitive applicants do not need to submit ECQ narratives but you must clearly state your status in your resume and submit a written narrative response to the Technical Qualifications. Proof of non-competitive eligibility is required. The agency has the option of considering you non-competitively or including you in the competitive process.

All supplemental documents must be submitted electronically before the closing date of this vacancy announcement. You have three choices for submitting your supplemental documents:
1. Download from your USAJOBS account; or
2. Upload your file(s); or
3. Fax using the online Fax Cover Sheet.

**If you are relying on your education to meet qualification requirements:**

Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications. Therefore, provide only the attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education [here](http://www.ed.gov/admins/finaid/accred/).

Failure to provide all of the required information as stated in this vacancy announcement may result in an ineligible rating or may affect the overall rating.

**Benefits**

A career with the U.S. Government provides employees with a comprehensive benefits package. As a federal employee, you and your family will have access to a range of benefits that are designed to make your federal career very rewarding.

- [Benefits for federal employees](https://www.usa.gov/benefits-for-federal-employees#item-36407)
- [Healthcare insurance](https://www.opm.gov/healthcare-insurance/)
- [Pay and leave](https://www.usajobs.gov/Help/working-in-government/pay-and-leave/)

CPSC offers a comprehensive benefits package that includes: paid vacation, sick leave, 10 paid holidays per year, life and health insurance, Long Term Care insurance, dental and vision insurance, flexible spending account program, and retirement savings and investment plan similar to 401(k) (Thrift Savings Plan). CPSC also offers a broad array of work-life flexibilities and services to employees such as, flexible work schedules, teleworking, transit subsidies, fitness center, and employee assistance and wellness programs.
Eligibility for benefits depends on the type of position you hold and whether your position is full-time, part-time, or intermittent. Contact the hiring agency for more information on the specific benefits offered.

**How to Apply**

A complete application package includes the following: your resume; your answers to the vacancy specific questions; AND the required supporting documentation.

Your package must be complete and submitted in the manner specified in this section. Packages that are submitted in any other manner without prior approval from the agency point of contact will not be considered.

You MUST apply on-line through [USAJOBS](http://www.USAJOBS.gov). Your application must be received by 11:59 p.m. Eastern Time on the closing date of this announcement. Uploaded resumes must include the following: applicant contact information and educational and professional background information including dates of employment and education, salary (and Federal grade level, if appropriate), and work schedule (i.e., FT/PT). Incomplete applications will not be considered and you will not be contacted to provide any missing information.

To begin the application process, select the "Apply On-line" button to the right on this screen. Then follow the prompts to login/register, submit all required supplemental documents, and complete the application process.

If you experience technical difficulties during the online application process, including error messages received when submitting your supporting documents, please contact the Help Desk by email at mgshelp@monster.com. The help desk is available for technical support questions Monday - Friday, 7:00 a.m. to 7:00 p.m. ET. On-line assistance is available at [USAJobs](https://help.usajobs.gov/index.php/Top_Ten_FAQ).

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**Agency contact information**

👩‍💼 HR Specialist

**Phone**

301-504-7925  
(tel:301-504-7925)

**TDD**

301-504-7925

**Email**

recruitapps@cpsc.gov  
(mailto:recruitapps@cpsc.gov)

Learn more about this agency  
(#agency-modal-trigger)

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**Join the team!** Every U. S. Consumer Product Safety Commission (CPSC) employee is proud to be a part of a team that works together to assure that the products you use every day are safe. We are looking for a talented senior executive who wants to be a part of the CPSC team.
Check us out on YouTube - Join the Team!
(https://www.youtube.com/watch?v=_Fjv9rl6es&feature=youtu.be)

Next steps
You will receive an email after the vacancy closes acknowledging receipt of your application and after a qualifications determination has been made.

Fair & Transparent
The Federal hiring process is setup to be fair and transparent. Please read the following guidance.

Equal Employment Opportunity Policy
The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy And gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

- Equal Employment Opportunity (EEO) for federal employees & job applicants
(https://www.eeoc.gov/federal/fed_employees/index.cfm)

Reasonable Accommodation Policy
Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application process should follow the instructions in the job opportunity announcement. For any part of the remaining hiring process, applicants should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

A reasonable accommodation is any change to a job, the work environment, or the way things are usually done that enables an individual with a disability to apply for a job, perform job duties or receive equal access to job benefits.

Under the Rehabilitation Act of 1973, federal agencies must provide reasonable accommodations when:

- An applicant with a disability needs an accommodation to have an equal opportunity to apply for a job.
- An employee with a disability needs an accommodation to perform the essential job duties or to gain access to the workplace.
- An employee with a disability needs an accommodation to receive equal access to benefits, such as details, training, and office-sponsored events.

You can request a reasonable accommodation at any time during the application or hiring process or while on the job. Requests are considered on a case-by-case basis.

Learn more about disability employment and reasonable accommodations
(https://www.opm.gov/policy-data-oversight/disability-employment(reasonable-accommodations/)
or how to contact an agency.
(https://www.usajobs.gov/Help/how-to/application/agency/contact/)

Legal and regulatory guidance

Financial suitability

Social security number request

Privacy Act

Signature & False statements
Selective Service

New employee probationary period