



FDA Position Announcement
Regulatory Officer (Import Investigator/CSO)
ORA – O-2/3/4/5 Billet



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Position Title: *Regulatory Officer (Import Investigator/CSO)*
Position Grade(s): O-1 O-2 O-3 O-4 O-5 O-6 O-7 O-8
Supervisory: **NO**

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

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

Center: *FDA ORA Office of Regulatory Affairs*
Office: *Office of Enforcement and Import Operations*
Division: *Northern Border Division (DNBI)*
Location(s): *Calais, ME*

Opening Date: *Monday, June 08, 2020*
Closing Date: *Friday, June 19, 2020*

Who Can Apply: *Any PHS Officer Corps Wide*

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

Introduction:

This position is for a Regulatory Officer (also known as Investigator/Consumer Safety Officer) within the Office of Enforcement and Import Operations, Division of Northern Border Imports (DNBI) area of responsibilities (AOR). Regulatory Officers within the DNBI review, investigate, inspect, examine, sample collect and make admissibility decisions on all FDA regulated products offered for entry and sale into the United States from foreign sources coming through its ports of coverage. FDA import personnel work daily with the US Department of Homeland Security (DHS), US Customs and Border Protection (CBP), Homeland Security Investigations (HSI), US Department of Agriculture (USDA), US Fish and Wildlife Services (FWS), and National Oceanic Atmospheric Administration (NOAA), as well as other regulatory and law enforcement agencies to regulate and police the importation of products into the United States.

Required Qualifications Include:



- Active Duty PHSCC officer within the categories indicated, free of any duty station commitment and actual or pending adverse personnel actions; OR boarded PHS applicant within the categories indicated
- Must possess a valid, unrestricted driver's license

Additional Qualifications Include:

- This position may be subject to completion of a 1-year probationary period (unless you have already satisfied this obligation).
- Citizenship Requirement: You must be a U.S. Citizen or U.S. National to be considered for this advertisement. Foreign nationals or legal permanent residents are not eligible for consideration.
- Direct Deposit: All Federal employees are required to have Federal salary payments made by direct deposit to a financial institution of their choosing.
- Background Investigation Requirement: All employees must pass a security investigation. Failing to pass the background check may be grounds for removal or legal action. If hired, you may be subject to additional investigations at a later time.
- Meet basic educational/experience for the position.
- Selective Service Registration: All applicants born male, on (or after) 12/31/1959, must be registered with the Selective Service System OR have an approved exemption. Visit www.SSS.gov for more info.
- You may be asked to provide additional information at a later time. All interviews requests and selection decisions are at the full discretion of the hiring office.
- Certification of Accuracy: All information concerning eligibility and qualification is subject to investigation and verification. False representation may be grounds for non-consideration, non-selection, or appropriate legal action.
- The position may require the need to work long and unscheduled hours to include possible shift work. There will be exposure to all kinds and extremes of weather and noise and there is a need to lift heavy objectives up to 50 pounds, walk, bend, stand, stoop, kneel, and climb. The position also requires that the candidate meet the vision, hearing, and olfactory requirements necessary to perform the work of this position.

Duties/Responsibilities:

- Monitors and/or manages compliance initiatives and serves as FDA representative on inspections, investigations, sample, exams and other field activities.
- Reviews and evaluates evidence and findings to determine compliance with FDA-enforced laws and regulations.
- Work closely with Customs and Border Protection (CBP) on a daily basis.
- Prepares correspondence stating Agency concerns in regulatory reviews.
- 50% or less travel- You may be expected to travel for this position.
- Other Duties as assigned.

How to Apply:

Interested candidates should e-mail their Curriculum Vitae, cover letter, and last 2 COERs to Sandra.Sylvester@FDA.HHS.GOV or Michael.Burd@FDA.HHS.GOV not later than 5:00 PM on 6/19/2020. The cover letter should reference this job announcement, state your date of availability, and provide your contact information to include name, phone, and e-mail address. If you have any questions, please contact Ms. Sandra Sylvester at (716) 846-6221 or Mr. Michael Burd at (716) 846-6234.



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