

Office of Regulatory Affairs (ORA) Management Analyst GS-343-7/12

*Providing Analytical Advisory Services to ORA Leaders
and Managers to Protect Public Health*



Management Analyst

- ORA's Management Analysts evaluate and analyze the effectiveness of FDA's program operations to ensure FDA's mission and goals are met.
- Positions are available in various ORA offices including Office of Management (OM), Office of Partnerships and Operational Policy (OP), Office of Communication and Project Management (OCPM).
- Perform a vast variety of analytical and advisory services for ORA management relative to administrative policies and procedures in accordance with established FDA/ORA guidelines and policies.
- Handle a vast array of analytical duties to evaluate the management practices and methods, and administrative operations of an organizational unit. They identify and analyze issues, problems, and challenges facing management.
- Interpret findings that result from studies and drafts possible courses of action for resolving challenges; draw tentative conclusions based on relevant facts and propose solutions to management.
- Compile data and prepare administrative status reports for review at all levels.

FDA Management Analysts Add Value By:

- Supporting the FDA mission across all major administrative programs. Without Management Analysts, managers could not succeed in focusing on the importance of protecting public health.

Desired Experience

- There are no formal educational requirements for the position of Management Analyst.
- Successful candidates will be able to utilize standardized analytical tools when applying fundamental administrative principles and practices to evaluate complex, noncontroversial, and factual issues for which there are one or more readily apparent solutions.
- Candidates will also be able to analyze and evaluate (on a quantitative or qualitative basis) the effectiveness of line program operations in meeting established goals and objectives.
- At the full performance level (GS-12), Management Analysts are flexible toward the changing needs of the office and can develop life cycle cost analyses of projects or perform cost benefit or economic evaluations of current or projected programs.

Management Analyst Salary (Grade) Levels

At full performance level, (GS-12), Management Analysts are flexible toward the changing needs of the office and can develop life cycle cost analyses of projects or are able to perform cost benefit and economic evaluations of current and projected programs. Management Analyst positions are most commonly filled at the federal General Schedule (GS) grade levels. To qualify for higher-graded positions, candidates must have additional specialized experience or directly related education. The amount of additional experience or education required depends on the grade of the position. For a list of GS-grade salaries go to www.OPM.gov.

Department of Health and Human Services (DHHS)

Become a part of the Department that touches the lives of every American. At the [Department of Health and Human Services \(HHS\)](http://www.DHHS.gov) you can give back to your community, state, and country, by making a difference in the lives of Americans everywhere!

US Food and Drug Administration (FDA)

The HHS Food and Drug Administration (FDA) has been recognized as one of the Federal Government's best places to work. The FDA is responsible for protecting the public health by ensuring the safety, efficacy, and security of human and veterinary drugs, biological products, and medical devices; and by ensuring the safety of our nation's food supply, cosmetics, and products that emit radiation.

FDA Work Life Balance

While making an impact at ORA, additional benefits include: ten paid federal holidays, paid annual leave, sick leave, flexible work schedules, affordable healthcare and insurance, attractive retirement programs, mentoring programs, paid training and professional development tools and resources.

Office of Regulatory Affairs (ORA)

The Office of Regulatory Affairs, which includes virtually all the field offices of FDA as well as a significant presence in the Washington DC Metropolitan area, serves as the traditional eyes and ears of the agency through its network of investigators and laboratory analysts. ORA works closely with each of the FDA Centers and with other components of the agency to enforce the laws that protect and advance the public health. ORA protects consumers by maximizing compliance of FDA-regulated products and minimizing risk associated with those products. More than 5,000 ORA professionals work in a range of program areas and locations in 227 offices and 13 laboratories throughout the United States every day to maximize compliance of regulated products and to minimize public health risk. ORA regulates more than 135,000 business establishments that annually produce, warehouse, import, and transport \$1 trillion worth of consumer goods.

Where to Find Jobs & How to Apply

Go to www.USAJobs.gov and create a profile to upload or build your resume. Type "FDA ORA" in the search bar and your preferred job location (city and state). Apply for available Management Analyst positions and submit your application. Your resume will be reviewed by our Human Resources Specialists. This review process could take up to 60 days or longer. You can check the Status of your applications at www.USAJobs.gov after signing in to your account and clicking on "My Applications."

Find more information about ORA job openings and updates at www.fda.gov/orajobs.



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