

Vacancy: Attorney Advisor (FDA and Public Health programs) (Open to the Public) (Advice Branch Vacancy #2022 – 2)

Overview

Opening and Closing Dates: Monday, January 10 – Friday, January 28, 2022

Salary: per year \$94,373 - \$164,102 (depending on location)

Pay Scale and Grade: GS 13 – 14

Location: One vacancy in a location negotiable after selection.

Telework Eligible: Yes – as determined by the agency policy.

Travel Required: Occasional travel - You may be expected to travel for this position.

Relocation expenses reimbursed: No

Appointment type: Permanent

Work Schedule: Full-time

Service: Excepted

Promotion Potential: 15

Job Family (Series): 905 Attorney

Supervisory status: No

About the Office

The Office of Inspector General (OIG) for the Department of Health and Human Services (HHS) fights fraud, waste and abuse in HHS programs including Medicare, Medicaid, the National Institutes of Health (NIH), the Food and Drug Administration (FDA), the Centers for Disease Control and Prevention (CDC) and more. HHS OIG is the largest Federal inspector general's office, employing a nationwide network of auditors, investigators, attorneys, and evaluators to provide program recommendations to decision-makers, distribute educational resources to the industry and public, and investigate cases to root out

fraud. HHS OIG conducts critical oversight of programs administered by HHS, promotes public health and safety by recommending improvements, and helps ensure the integrity of these programs by identifying and addressing fraud, waste, abuse, or other misconduct.

The HHS OIG is recognized as one of the Federal Government's best places to work. HHS OIG is the #1 Best Place to Work within HHS and ranked in the top 10% of agency subcomponents (#16 of 411) in the Partnership for Public Service's "The Best Places to Work in the Federal Government" 2020 rating. For more information, see (<http://www.bestplacetowork.org>).

With a staff of more than 120 professionals, the Office of Counsel to the Inspector General (OCIG) provides all legal services for OIG. The office is divided into six branches. The Advice Branch fulfills the role for OIG similar to the role fulfilled by a typical government general counsel's office. Advice attorneys support OIG's auditors, evaluators, law enforcement agents and its management and policy staff. Advice attorneys handle a wide range of topics, including legal reviews of audits, evaluations and other written products created by the other OIG components, subpoenas, law enforcement questions, employment issues, internal inquiries, ethics, privacy, contracts, and constitutional tort claims. For more information about the HHS OIG, go to <http://oig.hhs.gov>.

Job Duties

OIG is seeking an experienced attorney to serve in the Advice Branch to provide counsel primarily related to OIG's oversight of the FDA and other public health programs. The attorney will provide advice to clients within OIG who are doing work to promote the safety of FDA-regulated food, drugs, and devices that Americans rely on. OIG's recent oversight of FDA includes its response to the COVID-19 emergency, combating the opioid crisis, fostering drug competition, and curtailing youth tobacco use. The attorney will also provide advice to clients within OIG who are doing work related to HHS's efforts to promote public health, including OIG's oversight of the NIH and the CDC.

The Attorney Advisor will be responsible for providing legal advice to OIG regarding various HHS programs, with a primary focus on FDA. Specifically, the Attorney Advisor will:

- Provide legal advice to OIG's auditors, evaluators, investigators, and other staff;
- Provide legal review of audits, evaluations, and other written products created by OIG components;
- Train various OIG components about the Inspector General (IG) Act, IG jurisdiction, records access, and laws, regulations and policies pertinent to HHS programs; and
- Assist with special inquiries concerning current issues affecting HHS

Conditions of Employment

- U.S. Citizenship required.
- Males born after December 31, 1959 must be registered or exempt from Selective Service - <http://www.sss.gov>.

- Suitable for federal employment.
- Appointment will be subject to the applicant's successful completion of a background security investigation and favorable adjudication. All information concerning qualifications is subject to investigation.
- All Federal employees are required to have Federal salary payments made by direct deposit to a financial institution of their choice.
- All qualification requirements must be met by the closing date.
- Financial disclosure statement may be required.
- Two-year trial period may be required.
- This position is subject to the Executive Order 14043 mandating COVID-19 vaccination for Federal employees.

Qualifications

Minimum Qualifications Requirements

- Graduation from an ABA accredited law school with a Juris Doctor (J.D.) Degree; and
- Membership in good standing with a State Bar or the Bar of the District of Columbia.

Specialized Experience for the GS-13 position

- At least two (2) years of post-J.D. legal experience, completed by the time of hire, which may include a judicial clerkship.
- Experience evaluating and addressing legal issues related to the FDA.
- Experience developing recommendations on legal issues related to the FDA.

Specialized Experience for the GS-14 position

- At least three (3) years of post-J.D. legal experience, completed by the time of hire, which may include a judicial clerkship.
- Experience serving as an authority on legal issues related to the FDA.
- Experience on coordinating and communicating on legal and policy issues relating to the FDA.

Education

Applicants must be graduates of a full course of study in a School of Law accredited by the American Bar Association and be a member in good standing of the bar of a state, territory of the United States, the District of Columbia, or the Commonwealth of Puerto Rico.

Applicants will be required to provide proof of good standing after selection.

Required Documents

Interested candidates must submit all required documents by 11:59 PM EST on the closing date of this announcement, Advice Branch Announcement #, by closing date Friday, January 28, 2022, via email to Advice.Resumes@oig.hhs.gov.

- Cover letter describing your interest in a position with OCIG and addressing experience in providing legal advice on FDA related matters and issues;
- Resume;
- Law school transcript, if graduated from law school within the past five (5) years;
- One (1) legal writing sample not to exceed ten (10) pages;
- Proof of active bar status in good standing and eligibility to practice law in a state, U.S territory, the District of Columbia, or the Commonwealth of Puerto Rico;
- Most recent Performance Appraisal received within the last 18 months and signed and dated by your supervisor, if available.
- Names and contact information for at least three (3) professional references; and
- Veteran's Preference - If you are claiming veteran's preference you must submit a copy of your DD 214 (<https://www.usajobs.gov/Help/working-in-government/unique-hiring-paths/veterans/>).

Please reference the Advice Branch Announcement # in your email.

If you have any questions, please submit them to Advice.Resumes@oig.hhs.gov.

Evaluation Factors

Applicants will be evaluated based on if the applicant meets the job requirements and how well the application package (cover letter, resume, etc.) demonstrates the applicant's ability to carry out the duties and responsibilities of the position.

How to Apply

Complete application package must be sent to the OCIG Advice Branch Chief via email at Advice.Resumes@oig.hhs.gov. The complete application package must be submitted by 11:59 pm (EST) on the closing date, Friday, January 28, 2022, to receive consideration. Please reference the Advice Branch Announcement # in your email.

Additional Information

Vaccination Mandate: In accordance with Executive Order 14043, Federal employees are required to be fully vaccinated against COVID-19 regardless of the employee's duty location or work arrangement (e.g., telework, remote work, etc.), subject to exceptions that may be required by law. If selected, you will be required to submit proof of vaccination before your entrance on duty. Your HR Consultant will provide a list of documents acceptable as proof of vaccination and instructions for how to submit a request for a legally required exception, if needed, to comply with vaccination requirement.

Expanded/Maximum Telework Posture: Due to COVID-19, HHS OIG is currently in a maximum telework posture. If selected, you may be expected to telework upon your appointment. As employees are permitted to return to the office, you may be required to report to the duty station listed on this announcement, even if your home/temporary telework site is located outside the local commuting area. Your position may be eligible for workplace flexibilities which may include remote work or telework options, and/or flexible work scheduling. These flexibilities may be requested in accordance with agency policy.

This agency provides Reasonable Accommodations to applicants with disabilities. If you require accommodations for any part of the application and/or hiring process, please send an email to Advice.Resumes@oig.hhs.gov.

Fair and Transparent

OIG is an Equal Opportunity/Reasonable Accommodation Employer. Except where otherwise provided by law, there will be no discrimination based on color, race, religion, national origin, politics, marital status, disability (physical or mental), age, sex, gender identity, sexual orientation, genetic information, status as a parent, membership or non-membership in an employee organization, on the basis of personal favoritism, or any non-merit factor. OIG welcomes and encourages applications from persons with disabilities. OIG is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced on the basis of merit. This agency provides reasonable accommodation to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

There is no formal rating system for applying veterans' preference to attorney appointments in the excepted service; however, OIG considers veterans' preference eligibility as a positive factor in attorney hiring. Applicants eligible for veterans' preference must indicate their preference in their cover letter or resume and they must submit supporting documentation (e.g., DD 214, Certificate of Release or Discharge from Active Duty and other supporting documentation) which verifies their eligibility for preference. Although the "point" system is not used, per se, applicants eligible to claim 10-point preference must submit Standard Form (SF) 15, Application for 10-Point Veteran Preference, and submit the supporting documentation required for the specific type of preference claimed (visit the OPM

website, http://www.opm.gov/forms/pdf_fill/sf15.pdf for a copy of SF 15, which lists the types of 10-point preferences and the required supporting document(s)).