

JOB INFORMATION

Effective Date	6/27/2023
Job Code:	0404
Job Title:	OCHMO/HMTA Integrator
Salary Grade/Structure:	999 - Admin-Professional
Career Level Name:	
FLSA Name:	Exempt
EEO Code:	10-Exec, Admin, Mgmt
Job Function:	
Job Family:	
Job Summary	The OCHMO/HMTA Integrator will serve as a liaison with other NASA organizations, Federal Agencies, and International Partners to ensure the assigned areas and special projects adequately meet the needs of OCHMO and NASA with the purpose of a safe and successful execution of human spaceflight exploration. Will work in a dynamic and challenging environment where integration, coordination, and negotiation skills are at a premium. The role of the Health and Medical Technical Authority (HMTA) is to execute the Technical Authority governance model for human space flight for the Office of the Chief Health and Medical Officer (OCHMO).

COMPETENCIES

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

QUALIFICATIONS

Education

Education Level	Education Details	Required/Preferred	
Bachelor's Degree	Degree in Life Science, Engineering, Human Factors, or related discipline.	Required	

Work Experience

Experience	Experience Details	Required/Preferred	
Less than 3 yrs			
Less than 3 yrs	Experience supporting multiple human spaceflight programs and participating in human spaceflight vehicle design reviews.	Preferred	
Less than 3 yrs			

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred
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Knowledge, Skills and Abilities

KSAs	Proficiency
• Knowledge of human spaceflight and associated risks.	Basic
• Knowledge of different disciplines supporting human performance for spaceflight.	Basic
• Knowledge of best practices for quality assurance plan, policies, and procedures.	Basic
• Skills in supporting logistics of the Chief Health and Medical Officer Management Board (managing a SharePoint or equivalent/pitches/decision records) as needed.	Basic
• Skills to produce products that meet quality, safety, performance, cost, and schedule requirements.	Basic
• Excellent verbal and written communication skills.	Proficient
• Ability to work effectively in a multidisciplinary team.	Proficient
• Ability to communicate effectively with project managers, project leads, section personnel, customers, and with contract colleagues is essential.	Basic
• Ability to communicate with stakeholders maintaining human spaceflight awareness across the agency.	Basic

JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

Essential Functions

Essential Function	% TIME
• Review and develop Standard Operating Procedures for defined activities.	20%
• Assist with preparation of summary charts as required.	20%
• Responsible for compliance with Safety, Health, and Environmental plan.	10%
• Assist with the development and management of Agency health and medical policy.	10%
• Screening products coming to OCHMO for review and approval. Responsible for implementing OCHMO office strategy as pertains to the Technical Authority.	10%
• Assist with communication and information flow between OCHMO and HMTA Program delegates.	10%
• Supporting logistics of the Chief Health and Medical Officer Management Board (managing a SharePoint or equivalent/pitches/decision records) as needed.	10%
• Responsible for compliance with the Quality Assurance Plan, policies, and procedures.	5%
• Other related duties as assigned.	5%

PRE-EMPLOYMENT

MVR:	No
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

PHYSICAL DEMANDS/WORKING CONDITIONS

Office and Administrative Support

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Carrying		X				
Pushing		X				
Pulling		X				
Climbing		X				
Balancing		X				
Stooping		X				
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching		X				
Handling			X			
Grasping			X			
Feeling		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Travel Requirements

Estimated Amount	Brief Description