

FDA STAFF MANUAL GUIDES, VOLUME I – ORGANIZATIONS AND FUNCTIONS

FOOD AND DRUG ADMINISTRATION

OFFICE OF OPERATIONS

OFFICE OF EQUAL EMPLOYMENT OPPORTUNITY

Effective Date: 04/10/2014

1. OFFICE OF EQUAL EMPLOYMENT OPPORTUNITY (DMMA).

- A. Advises and assists the Commissioner and other key officials on equal employment opportunity (EEO), diversity, and civil rights activities which impact on policy development and execution of program goals.
- B. Serves as the Agency focal point and liaison to the Department, and other Federal agencies, State and local governments, and other organizations regarding EEO, diversity and civil rights matters.
- C. Develops and recommends policies and priorities designed to implement the intent of the Office of Personnel Management, Equal Employment Opportunity Commission, and Office of Civil Rights, Department of Health and Human Services requirements under Executive Orders, regulations, EEO and Civil Rights legislation.
- D. Provides leadership, direction, and technical guidance to the Agency on EEO, diversity and civil rights matters.
- E. Examines the use and impact of administrative mechanisms on work assignments, pay systems, award systems, performance appraisal systems, promotion patterns, reorganization impacts, delegations of authority, management controls, information and documentation systems, and similar functions of management as they impact upon equal employment opportunities for all employees within the Agency.
- F. Issues policies, publications and information dissemination services to Agency employees including Commissioner Policy Statements, brochures, the EEO Counselors Manual, etc.
- G. Develops and maintains training and technical assistance programs for Agency EEO specialists, counselors, special emphasis/program representatives, employees, supervisory personnel, and other key officials.

H. Administer all regulatory reporting, key performance indicators (FDA-Track), marketing and communications.

2. COMPLIANCE STAFF (DMMA1).

- A. Develops plans, programs, and procedures designed to assure the prompt adjudication of complaints of alleged discrimination based on race, color, sex, age, religion, national origin, disabled, and sexual orientation.
- B. Provides sign language interpreting services and manages the interpreting services contracts.
- C. Assure that information on Reasonable Accommodations policies and procedures are disseminated to all employees within the Agency.
- D. Ensures reasonable accommodations are provided to individuals with disabilities who are employees or job applicants.

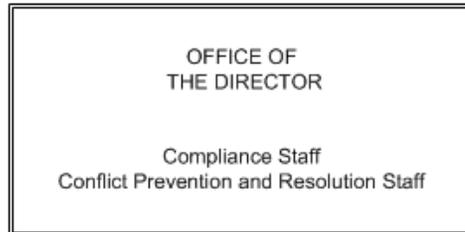
3. CONFLICT PREVENTION AND RESOLUTIONS STAFF (DMMA2).

- A. Develops and coordinates effective resolution processes and procedures.
- B. Provides confidential, informal assistance to employees and managers for resolving work-related concerns.
- C. Offers a variety of services and programs to address likely sources of conflict such as performance appraisals, harassment, mentoring relationships, and scientific collaboration.
- D. Operates as a neutral, independent, and confidential resource providing informal assistance to FDA scientists, administrators, and support staff in addressing work-related issues. Assists in resolving conflicts and addressing concerns prior to and within established grievance processes.
- E. Provides a neutral and impartial resource where employees can candidly discuss issues and explore options informally.
- F. Provides alternative dispute resolution and mediation services as needed.

4. AUTHORITY AND EFFECTIVE DATE.

The functional statements for this Office were approved by the Deputy Commissioner for Operations and Chief Operating Officer on April 10, 2014.

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STAFF MANUAL GUIDE 1117.7
ORGANIZATION AND FUNCTIONS
EFFECTIVE DATE: April 10, 2014

The following is the Food and Drug Administration, Office of Operations, Office of Equal Employment Opportunity organization structure depicting all the organizational structures reporting to the Office Director.

OFFICE OF THE DIRECTOR:

- Compliance Staff
- Conflict Prevention and Resolution Staff