

SMG 1251.12

**FDA STAFF MANUAL GUIDES, VOLUME I - ORGANIZATIONS AND
FUNCTIONS**

FOOD AND DRUG ADMINISTRATION

OFFICE OF MEDICAL PRODUCTS AND TOBACCO

CENTER FOR DEVICES AND RADIOLOGICAL HEALTH

OFFICE OF MANAGEMENT

DIVISION OF WORKFORCE MANAGEMENT

Effective Date: 07/23/2016

1. DIVISION OF WORKFORCE MANAGEMENT (DKKWKA).

- A. Provides leadership and direction for the Center's Human Capital programs, Commissioned Corps personnel services, position management, organizational changes, recruitment, and workforce planning, analysis, and reporting.
- B. Serves as a liaison between the Center and the Office of Human Resources for Center-wide human resources activities.
- C. Provides guidance and policy assistance to Center managers on human resources matters pertaining to Title 5, Title 42, Title 38, Senior Executive Service, Senior Biomedical Research Service, and Staff Fellows.
- D. Provides oversight and coordination of the Center's labor and employee relations and integrity activities.
- E. Directs and manages administrative and conflict of interest activities in support of the Center's Advisory Committee Program.
- F. Manages the Center's performance and reward/recognition program including development and implementation of related policy.

2. COMMITTEE MANAGEMENT BRANCH (DKKWKA1).

- A. Oversees advisory committee meeting logistics.
- B. Counsels and coordinates with Center management on the use of advisory committees, scientific consultants, and relevant resources.

- C. Develops Center policy and guidelines related to the appointment and utilization of scientific consultants and the utilization of advisory committees.
- D. Processes all special government employee (SGE) personnel actions, travel, payroll and conflict of interest reviews.
- E. Prepares necessary material and documents needed to establish or renew a committee, appoint committee members, schedule and conduct federal advisory committee meetings, prepare reports, and maintain records.

3. STRATEGIC RECRUITMENT BRANCH (DKKWKA2).

- A. Plans, manages, and evaluates the Center's compensation and appointment program activities.
- B. Serves as consultant/advisor to Center managers on all human resources matters prior to the submission to the Agency/Office of Human Resources.
- C. Oversees and maintains position management practices and principles within the Center; conducts position management analysis; and ensures organizational structures align with established position descriptions.
- D. Oversees and manages reorganizations and delegations for the Center.
- E. Serves as liaison for Commissioned Corps personnel.
- F. Serves as Center interface with the Office of Human Resources to implement and communicate Department of Health and Human Services and Agency policies and regulations regarding human capital program activities.
- G. Oversees the Center's Recruitment, Retention, and Relocation Incentive programs; provides guidance on policies related to special pay authorities.
- H. Provides oversight and coordination of the Center's Internship Programs.
- I. Manages the Center's talent acquisition process to include advancing outreach efforts for recruitment of highly skilled individuals. Promote public awareness of the Center's career opportunities, internships, and student appointments.
- J. Leads the management activities associated with the various peer review committees.

4. HUMAN CAPITAL MANAGEMENT BRANCH (DKKWKA3).

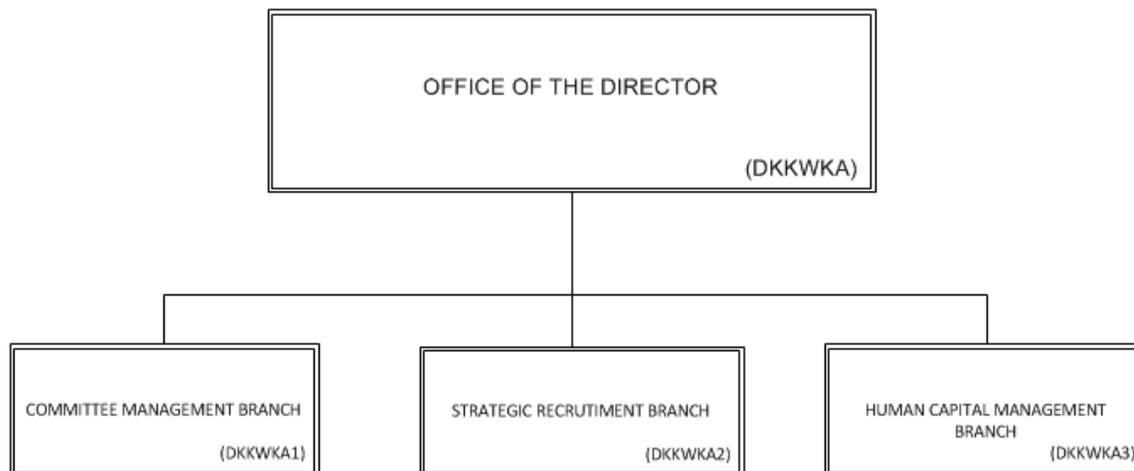
- A. Provides leadership for the Center on the implementation and execution of the Performance Management Programs. Develops Center-level policies and training.
- B. Plans and coordinates the Center's awards and recognition programs.
- C. Provides guidance to managers, supervisors and employees on the statutes, regulations and policies governing standards of conduct, outside activities, representational activities, post-employment, financial disclosure and other ethics-related issues.
- D. Provides oversight and management of the Center's Onboarding Program.
- E. Oversees the Center's equal employment opportunity and diversity, employee, and labor relations programs.
- F. Analyzes Center employment trends and develops policies, recommendations, and initiatives based on findings.
- G. Provides managers with advice and assistance with organizational development needs, such as employee engagement, action planning in response organizational improvement and effectiveness, and employee suggestions.
- H. Identifies and develops strategic initiatives to support transformational workforce to advance Center strategic goals and mission accomplishment.

5. AUTHORITY AND EFFECTIVE DATE.

The functional statements for this Office were approved by the Deputy Commissioner for Medical Products and Tobacco on February 17, 2016 and effective July 23, 2016.

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EFFECTIVE DATE: July 23, 2016

The following is the Food and Drug Administration, Office of Medical Products and Tobacco, Center for Devices and Radiological Health, Office of Management, Division of Workforce Management organization structure depicting all the organizational structures reporting to the Office Director.

OFFICE OF THE DIRECTOR (DKKWKA):

- COMMITTEE MANAGEMENT BRANCH (DKKWKA1)
- STRATEGIC RECRUITMENT BRANCH (DKKWKA2)
- HUMAN CAPITAL MANAGEMENT BRANCH (DKKWKA3)