

FDA Staff Manual Guides, Volume I – Organizations and Functions

Department of Health and Human Services

Food and Drug Administration

Office of Operations

Office of Talent Solutions

Effective Date: December 14, 2018

1. Office of Talent Solutions (DCNJ)

- A. Provides leadership in the planning and development of personnel policies and human resources programs to include employment, classification, recruitment, staffing, pay and compensation, executive resources, Commissioned Corps personnel utilization, and strategic human capital planning.
- B. Provides technical assistance to the Food and Drug Administration (FDA) to effectively and efficiently accomplish its mission through improved planning and recruitment of human resources.
- C. Designs and implements human resources programs to support and facilitate FDA strategic goals and objectives to promote effective management.
- D. Serves as the FDA's liaison to the Department of Health and Human Services (HHS), Office of Personnel Management (OPM) and other centralized personnel management agencies and organizations.
- E. Provides strategic leadership to develop human resources program and policies across a broad range of human resources matters.
- F. Performs and enhances the Office of Talent Solutions (OTS) role as a strategic business partner while maintaining appropriate regulatory oversight.
- G. Advises and assists FDA managers and supervisors on policies and procedures for the use of Public Health Service Commissioned Corps Officers.
- H. Provides recommendations and training to strengthen compliance and accountability programs.
- I. Provides guidance and leadership in the analysis, development, planning, coordination, implementation and evaluation of administrative management,

policies, including office operations related program and organizational planning, budget, financial, security, and safety management.

- J. Provides policy advice and guidance for Intergovernmental Personnel Act (IPA) assignments.

2. Commissioned Corps Staff (DCNJ1).

- A. Provides advice and assistance to FDA managers and supervisors regarding Commissioned Corps policies and procedures, and the use of commissioned officers in the FDA.
- B. Performs all personnel actions and issues involving Public Health Service Commissioned Corps Officers.
- C. Works closely with other members of the Public Health Service.

3. Executive Resources Staff (DCNJ2).

- A. Provides the full range of human resource services and policy guidance on FDA-wide executive resources including: Senior Executive Service (SES), Title 42(f), Senior Level (SL), Scientific and Professional (ST), Political Appointees, Senior Biomedical Research Service (SBRS), and Recruitment, Retention, Relocation (3Rs) incentives programs.
- B. Serves and provides expertise on the interpretation of legal and regulatory requirements for all matters related to executive resources to include recruitment/staffing and pay compensation.
- C. Ensures individuals appointed under Title 42(f), Presidential Appointed with Senate Confirmation (PAS), SES (Career and Noncareer), SBRS, SL, ST or Schedule C hiring authorities, are in compliance with governing Federal statutes and regulations, Department policies, FDA's Guiding Principles, and FDA and Veteran Administration pay caps.
- D. Provides support to FDA-level boards such as the Executive Resources Board (ERB), Performance Review Board (PRB), Physician Compensation & Credentials Board (PCCB) for Title 38 and the SBRS Credentialing Committee.

4. Policy and Accountability Staff (DCNJ3).

- A. Provides oversight, management and leadership for human resources (HR) policy and accountability functions.
- B. Develops, interprets, coordinates, reviews issues and implements human resources policies and procedures for FDA HR activities involving hiring authorities, hiring flexibilities, qualifications, assessment and selection, position classification and position management, pay administration, compensation and

incentives, benefits and retirement, leave administration, work life programs, veterans services, employee and labor relations, performance management, information systems and records management, human capital management, etc.

- C. Reviews legislation, Federal Register Notices for changes to HR regulations proposed by Congress, OPM, etc., to assess impact to the FDA and to determine the need for additional policy or procedures; gathers comments and recommendations for consideration; and disseminates policies from HHS and OPM.
- D. Provides updates, training and briefings on HR policies and programs to stakeholders and employees including recommendation for demonstration and/or pilot projects.
- E. Conducts benchmarking studies and other special pay studies of other Federal agencies HR programs and various academia, industrial, pharmaceutical, or profit and non-profit entities to develop and implement new human resources/human capital programs to support the FDA in meeting organizational and programmatic needs. Reports findings to HHS, Government Accountability Office (GAO), OPM, Office of Management and Budget (OMB) and Equal Employment Opportunity Commission, upon request.
- F. Monitors, evaluates, and reports on the effectiveness, efficiency and compliance with law, rule and regulation, veterans' preference, and merit system principles as it relates to HR management at the FDA. Develops and implements a full scope accountability program that includes periodic audits and reviews of all major HR programs (e.g., staffing, delegated examining, merit promotion, pay and compensation, classification, performance and incentive programs, labor-employee relations, training, etc.).
- G. Coordinates with HHS, OPM, and other external organizations on the review of FDA HR programs.
- H. Oversees the documentation and control of regularization of personnel actions.
- I. Provides recommendations on training to strengthen HR compliance and accountability.

5. Scientific Talent Recruitment Staff (DCNJ4)

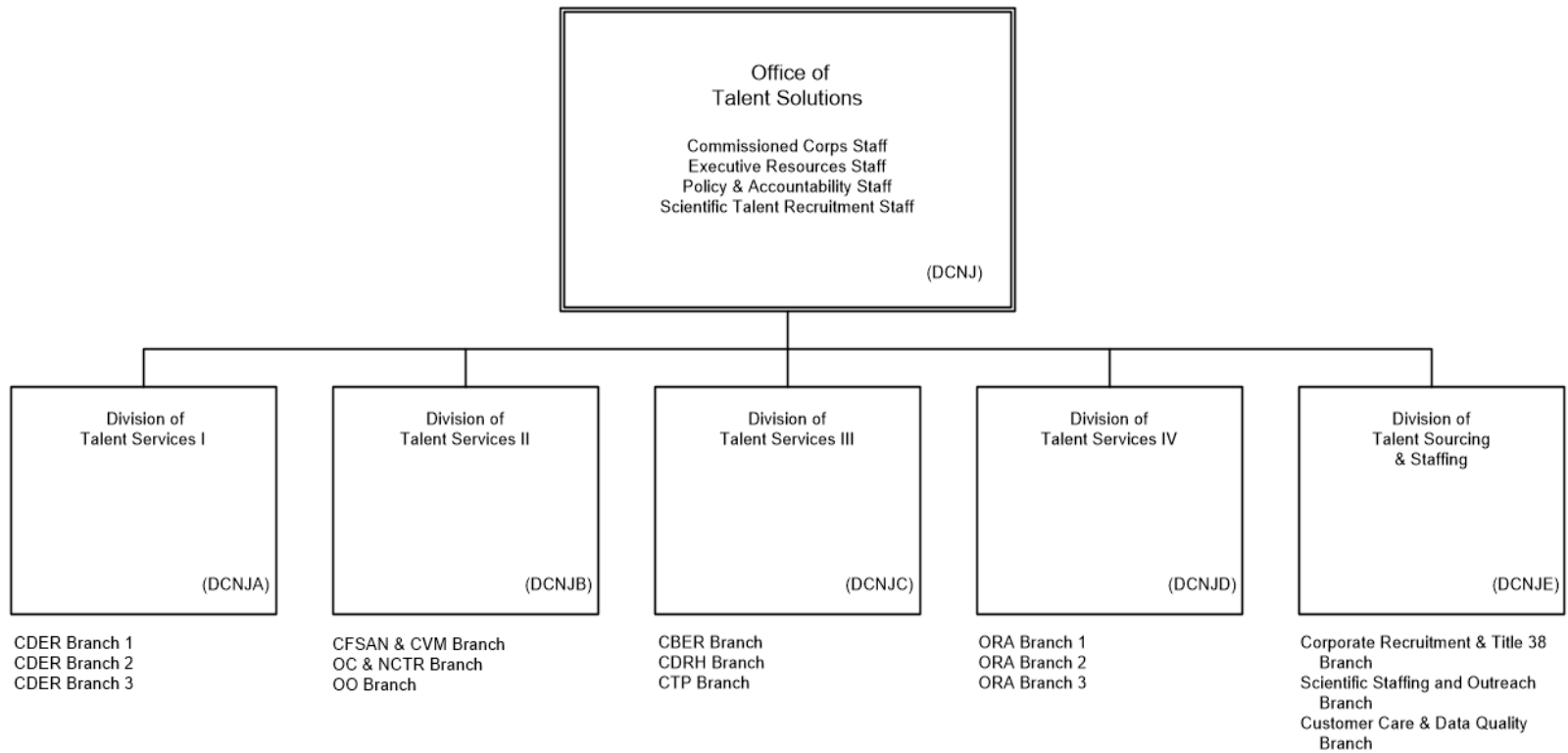
- A. Provides a range of human resources services to a dedicated segment FDA Centers/Offices, including Title 5 merit promotion recruitment, competitive (Delegated Examining) staffing, position classification, and management.
- B. Tests new and innovative ideas for optimizing FDA's hiring practices, procedures to reduce the average time to hire and streamline processes for the full cycle of the classification through onboarding process.

- C. Designs and implements an operating hiring model incorporating Talent Teams engaged in having direct and frequent interactions with FDA Hiring Managers to monitor the progress of recruitment and hiring efforts, building cohesive and collaborative relationships with our customers.
- D. Implements and provides guidance on legal and regulatory requirements for all matters relating to HR management programs and conducts internal reviews to ensure compliance.
- E. Reviews personnel requests for compliance and provides final authorization for processing all human resource actions and corrections and conducts quality control of personnel actions to eliminate errors.
- F. Serves as the FDA's liaison for the Applicant Tracking and Lifecycle Analysis Solution (ATLAS) tool that monitors end-to-end hiring activities in a central location; coordinates training, advising and assisting FDA managers and supervisors on this newly instituted tool that provides transparency into the hiring process.

6. Authority and Effective Date.

The functional statements for the Office of Talent Solutions were approved by the Secretary of Health and Human Services and effective on December 14, 2018.

**Department of Health and Human Services
Food and Drug Administration
Office of Operations
Office of Talent Solutions**



Staff Manual Guide 1117A.11
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The following is the Department of Health and Human Services, Food and Drug Administration, Office of Operations, Office of Talent Solutions organization structure depicting all the organizational structures reporting to the Director.

These organizations below report to the Office of Talent Solutions (DCNJ)

- Division of Talent Services I (DCNJA)
- Division of Talent Services II (DCNJB)
- Division of Talent Services III (DCNJC)
- Division of Talent Services IV (DCNJD)
- Division of Talent Sourcing & Staffing (DCNJE)

These organizations below report to the Division of Talent Services I (DCNJA)

- CDER Branch 1
- CDER Branch 2
- CDER Branch 3

These organizations below report to the Division of Talent Services II (DCNJB)

- CFSAN & CVM Branch
- OC & NCTR Branch
- OO Branch

These organizations below report to the Division of Talent Services III (DCNJC)

- CBER Branch
- CDRH Branch
- CTP Branch

These organizations below report to the Division of Talent Services IV (DCNJD)

- ORA Branch 1
- ORA Branch 2
- ORA Branch 3

These organizations below report to the Division of Talent Sourcing & Staffing (DCNJE)

- Corporate Recruitment & Title 38 Branch
- Scientific Staffing & Outreach Branch
- Customer Care & Data Quality Branch

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