

FDA Staff Manual Guides, Volume I – Organizations and Functions

Food and Drug Administration

Office of Operations

Office of Talent Solutions

Effective: November 2, 2022

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 guidance and leadership for FDA's Special Placement Program functions involving Schedule A hiring authority and verification process, priority placement programs, reasonable accommodation job searches, 30% or more disabled veterans, details and Intergovernmental Personnel Act assignments, Senior Biomedical Research and Biomedical Product Assessment Service

(SBRBPAS), Recruitment, Relocation, and Retention (3Rs), etc. Conducts outreach and other HR-related activities.

2. Scientific Programs and 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), 21st Century Cures Act (CURES), Political Appointees, Senior Biomedical Research and Biomedical Product Assessment Service (SBRBPAS), 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), SBRBPAS, SL, ST, CURES 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), CURES Compensation Board (CCRB), Performance Review Board (PRB), Physician Compensation & Credentials Board (PCCB) for Title 38 and the SBRBPAS Review Board.

3. Policy, Programs and Accountability Staff (DCNJ3)

- A. Provides oversight, management, and leadership for human resources (HR) policy, programs, 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. Provides oversight, program management, advisory services, and job placement assistance for various special programs to include Veterans, persons with disabilities and displaced federal employees.
- G. Manages the Schedule A Verification Process to ensure the integrity of the Schedule A program and facilitate the hiring of qualified candidates.
- H. Coordinates, monitors, and tracks priority placement/priority consideration initiatives.
- I. Provides oversight and technical assistance and management of the FDA Resume Repository to create a diverse hiring pool of candidates to strengthen FDA's mission of public service.
- J. Serves as the OTS strategic business partner liaison with the Reasonable Accommodations Office (RAO) and other DHHS Operating Divisions to provide job placement assistance for persons under Reasonable Accommodations.
- K. Provides policy guidance, advice, and training/briefings to OTS and FDA Managers and Supervisors for all the FDA Special Programs.
- L. Advises and assists FDA managers and supervisors on policies and procedures for the hiring and placement of Veterans, Schedule A hires, persons with disabilities, and Priority Consideration/Priority Placement Candidates.
- M. Participates in annual reporting requirements regarding FEORP, DVAPP, MD-715, etc. with the Office of Equal Employment Opportunity (OEEO).
- N. 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.).
- O. Coordinates with OPM, HHS, and other external organizations on the review of FDA HR programs.
- P. Oversees the documentation and control of regularization of personnel actions.
- Q. Provides recommendations on training to strengthen HR compliance and accountability.

4. Science, Technology, Engineering, and Mathematics Outreach Staff (DCNJ4)

- A. Provides, in collaboration with the Office of the Chief Scientist, oversight of human resource activities to the FDA for the recruitment of and outreach to scientific, technical, and professional positions including pathways programs to meet the mission of the FDA.
- B. Develops and implements hiring strategies and executes plans to meet science, technology, engineering, metamathematics and medicine (STEM) discipline specific hiring goals and other targeted staffing needs.
- C. Provides scientific-focused recruiting that propagates use of FDA recruitment branding across the FDA.
- D. Consolidates FDA's social media platform to maximize FDA's digital presence for recruitment.
- E. Builds strategic relationships with academic institutions and scientific/professional associations for outreach.
- F. Facilitates hiring programs that offer paths for recent graduates from qualifying educational institutions which tailor developmental opportunities to promote FDA employment.
- G. Coordinates with media outlets, professional associations, and other local, state, and national sources of potential candidates to develop advertising opportunities and distribute marketing materials designed to recruit and retain quality staff. Travel to job fairs, career days, universities, other related activities to target general and specific candidates.
- H. Develops and implements diversity recruitment and outreach materials.
- I. Coordinates, arranges, schedules, and participates in public meetings, workshops, and conferences to support scientific outreach recruitment efforts.

5. Business Operations Staff (DCNJ5)

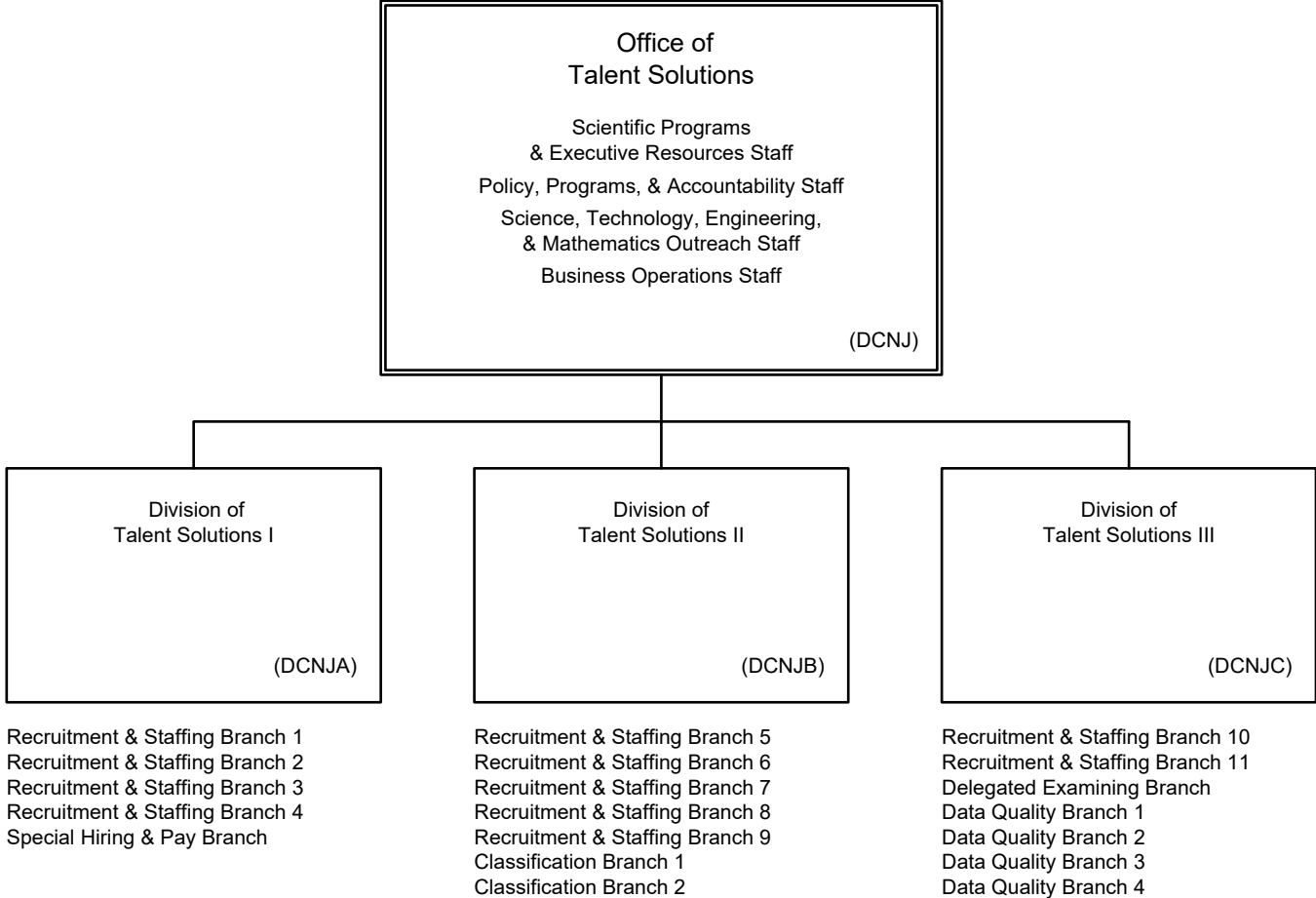
- A. Advises the Chief Talent Officer and Deputy Chief Talent Office regarding all administrative management matters. Establishes Center-level administrative policies and procedures related to branch activities.
- B. Provides guidance and leadership in the analysis, development, planning, coordination, implementation, and evaluation of administrative management activities and policies, including Office operations related to program planning, budget, financial, human capital, security, and safety management. Provides budget execution and fiscal accounting services for the Office. Monitors and provides officials with continual awareness of committed, obligated, and forecasted payroll and operating funds.
- C. Provides Office support functions including personal property management and accountability, mail, and courier services.

- D. Oversees Office of Talent Solutions space planning activities and serves as the liaison to FDA's Office of Facilities, Engineering and Mission Support Services on lease acquisition, lease management issues, occupancy agreements, space planning, and facility improvements and alterations.
- E. Provides leadership, oversight, and guidance in the implementation of Office of Talent Solutions travel program. Establishes Office-level implementation guidelines as it relates to domestic, foreign, sponsored, and local travel; provides interpretation of policies, procedures, and regulations regarding travel. Reviews and approves OTS travel authorizations and vouchers.
- F. Provides leadership and direction in the formulation and implementation of human capital policies and programs to promote an efficient and effective workforce across the employee lifecycle and maintain and engage a committed, talented, and diversified workforce at the Office.
- G. Provides leadership, direction, and guidance to the Office on timekeeping, the Integrated Time and Attendance System (ITAS), the Defense Finance and Accounting Services (DFAS), and my Pay systems.
- H. Serves as the Office liaison for eArrive/eDepart.

6. Authority and Effective Date

The functional statements for the Office of Talent Solutions were approved by the Deputy Secretary of Health and Human Services on September 26, 2022, and effective on November 2, 2022.

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



Staff Manual Guide 1117A.11
Organizations and Functions
Effective Date: November 2, 2022

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:

Office of Talent Solutions (DCNJ)

Scientific Programs [SEP] & Executive Resources Staff

Policy, Programs, and Accountability Staff

Science, Technology, Engineering, and Mathematics Outreach Staff

Business Operations Staff

Division of Talent Solutions I (DCNJA)

Division of Talent Solutions II (DCNJB)

Division of Talent Solutions III (DCNJC)

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

Recruitment and Staffing Branch 1

Recruitment and Staffing Branch 2

Recruitment and Staffing Branch 3

Recruitment and Staffing Branch 4

Special Hiring and Pay Branch

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

Recruitment and Staffing Branch 5

Recruitment and Staffing Branch 6

Recruitment and Staffing Branch 7

Recruitment and Staffing Branch 8

Recruitment and Staffing Branch 9

Classification Branch 1

Classification Branch 2

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

Recruitment and Staffing Branch 10

Recruitment and Staffing Branch 11

Delegated Examining Branch

Data Quality Branch 1

Data Quality Branch 2

Data Quality Branch 3

Data Quality Branch 4