

**FDA Staff Manual Guides, Volume I – Organizations and Functions**

**Food and Drug Administration**

**Office of Operations**

**Office of Talent Solutions**

**Division of Talent Services I**

Effective: November 2, 2022

**1. Division of Talent Services I (DCNJA).**

- A. Provides the full range of human resource services to all Food and Drug Administration (FDA) Centers/Offices including recruitment, competitive (Delegated Examining) staffing, merit promotion, Merit System Protection Board decisions, Scientific Title 42g; and Recruitment, Retention, Relocation (3Rs) incentives programs, and management activities to ensure position descriptions are current and packages are compliant, including complex and sensitive cases, processing personnel special hiring and pay actions.
- B. Establishes and maintains relationship with officials within the FDA, the Department, Office of Personnel Management (OPM), and other Federal agencies to ensure human resource management programs and practices are current, and to provide for continuous process and procedural improvements in customer solution operations.
- C. Implements and provides guidance on legal and regulatory requirements for all matters relating to HR management programs and conducts internal reviews to ensure compliance.
- D. Develops, coordinates, implements, and provides recommendations and training on policies for recruitment, staffing, classification, pay and compensation.
- E. Reviews personnel requests for compliance and provides final authorization for processing human resource actions and corrections and conducts quality control of personnel actions to eliminate errors.
- F. Provides training and briefings to ensure compliance with rules, regulations, policies, and procedures, i.e., Merit Systems Protection Board decisions.
- G. Coordinates the development and implementation of special hiring initiatives, new programs and conducts workload analysis.

## **2. Recruitment and Staffing Branch 1 (DCNJA1)**

- A. Provides oversight of the day-to day operations for human resource activities and services.
- B. Identifies and initiates efforts to streamline and consolidate common recruitment efficiencies for hiring reform requirements.
- C. Ensures external recruitment guidelines, policies, and procedures are evaluated and in compliance with regulations.
- D. Develops and implements diversity recruitment and outreach efforts.

## **3. Recruitment and Staffing Branch 2 (DCNJA2)**

- A. Provides oversight of the day-to day operations for human resource activities and services.
- B. Identifies and initiates efforts to streamline and consolidate common recruitment efficiencies for hiring reform requirements.
- C. Ensures external recruitment guidelines, policies, and procedures are evaluated and in compliance with regulations.
- D. Develops and implements diversity recruitment and outreach efforts.

## **4. Recruitment and Staffing Branch 3 (DCNJA3)**

- A. Provides oversight of the day-to day operations for human resource activities and services.
- B. Identifies and initiates efforts to streamline and consolidate common recruitment efficiencies for hiring reform requirements.
- C. Ensures external recruitment guidelines, policies, and procedures are evaluated and in compliance with regulations.
- D. Develops and implements diversity recruitment and outreach efforts.

## **5. Recruitment and Staffing Branch 4 (DCNJA4)**

- A. Provides oversight of the day-to day operations for human resource activities and services.
- B. Identifies and initiates efforts to streamline and consolidate common recruitment efficiencies for hiring reform requirements.
- C. Ensures external recruitment guidelines, policies, and procedures are evaluated and in compliance with regulations.
- D. Develops and implements diversity recruitment and outreach efforts.

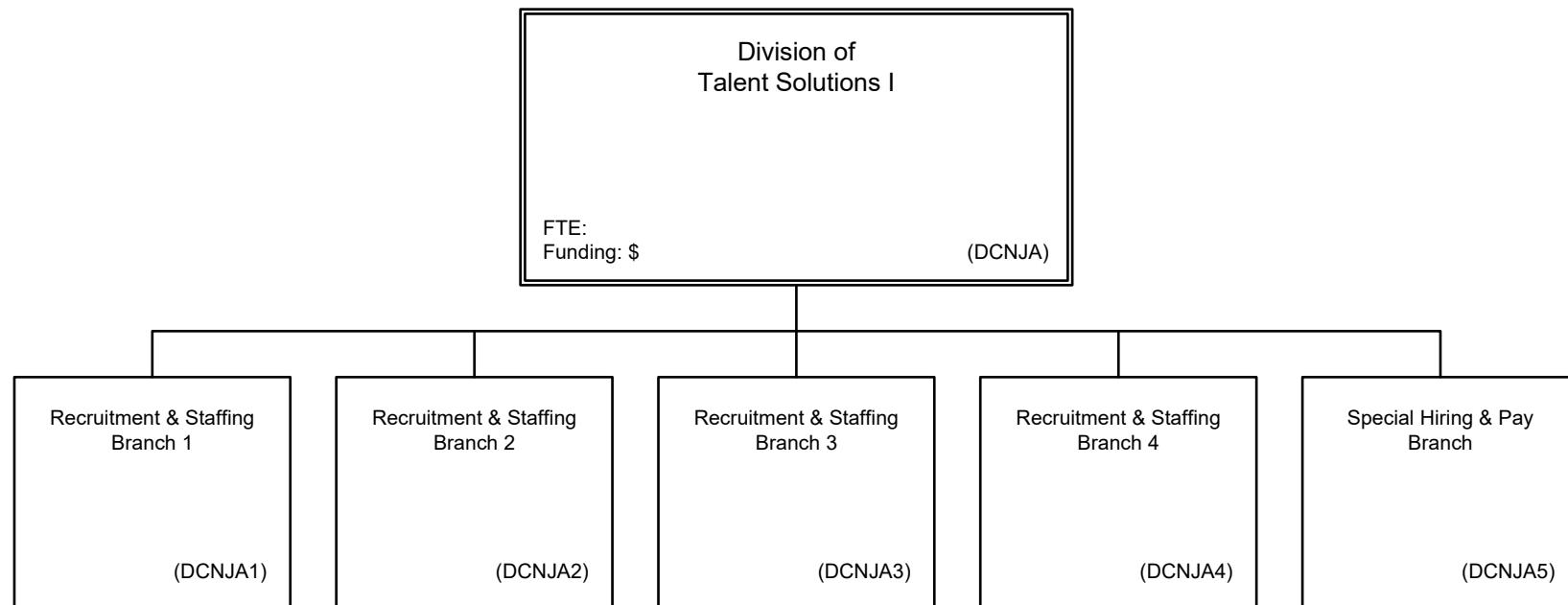
## **6. Special Hiring and Pay Branch (DCNJA5)**

- A. Provides a comprehensive range of human resources services to FDA Centers/Offices, delivering recruitment and staffing, position review and band leveling to include incentive, compensation analysis and position management based upon the following authorities: Title 42 (g) - Visiting Associates and Scientists, Staff Fellows, Special Government Employees (SGE), Title 21's, and 21<sup>st</sup> Century Cures Act.
- B. Provides and applies guidance on legal and regulatory requirements for all matters relating to HR special hiring and compensation and conducts internal reviews to ensure compliance.
- C. Reviews personnel requests for compliance, provides final authorization, processes, and conducts quality control on all Title 42(g) and Title 21 human resource personnel actions.
- D. Implements new and innovative ideas for optimizing FDA's special pay and hiring practices and procedures to reduce the average time to hire and streamlines processes for the full cycle of the initial position submission through the onboarding process.

## **7. Authority and Effective Date**

The functional statements for the Division of Talent Solutions I 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  
Division of Talent Solutions I**



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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, Division of Talent Solutions I organization structure depicting all the organizational structures reporting to the Director:

Division of Talent Solutions I (DCNJA)

Recruitment and Staffing Branch 1 (DCNJA1)

Recruitment and Staffing Branch 2 (DCNJA2)

Recruitment and Staffing Branch 3 (DCNJA3)

Recruitment and Staffing Branch 4 (DCNJA4)

Special Hiring and Pay Branch (DCNJA5)