

FDA Staff Manual Guides, Volume I – Organizations and Functions

Food and Drug Administration

Office of Operations

Office of Talent Solutions

Division of Talent Solutions II

Effective: November 2, 2022

1. Division of Talent Solutions II (DCNJB).

- 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, and peer-reviewed positions, processing all personnel 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 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 all human resource actions and corrections and conducts quality control of personnel actions to eliminate errors.
- F. Serves and provides FDA expertise in the application of legal and regulatory requirements and conducts internal reviews on work to ensure compliance.
- G. Provides training and briefings to ensure compliance with rules, regulations, policies, and procedures, i.e., Merit Systems Protection Board decisions.
- H. Coordinates the development and implementation of special hiring initiatives, new programs and conducts workload analysis.

2. Recruitment and Staffing Branch 5 (DCNJB1)

- 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 6 (DCNJB2)

- 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 7 (DCNJB3)

- 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 8 (DCNJB4)

- 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. Recruitment and Staffing Branch 9 (DCNJB5)

- 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.

7. Classification Branch 1 (DCNJB6)

- A. Provide oversight of the day-to-day operations of classification activities, processes, and associated procedures.
- B. Identifies and consults with stakeholders providing solutions to difficult multifaceted classification actions.
- C. Ensures classification laws, rules, regulations, as well as established agency/ administration guidance is adhered to. To determine the title, series, and grade of assigned positions.
- D. Develops and implements classification training.
- E. Provides pre-consultations and classification advisories to ensure that the outreach effort is obtained and maintained.

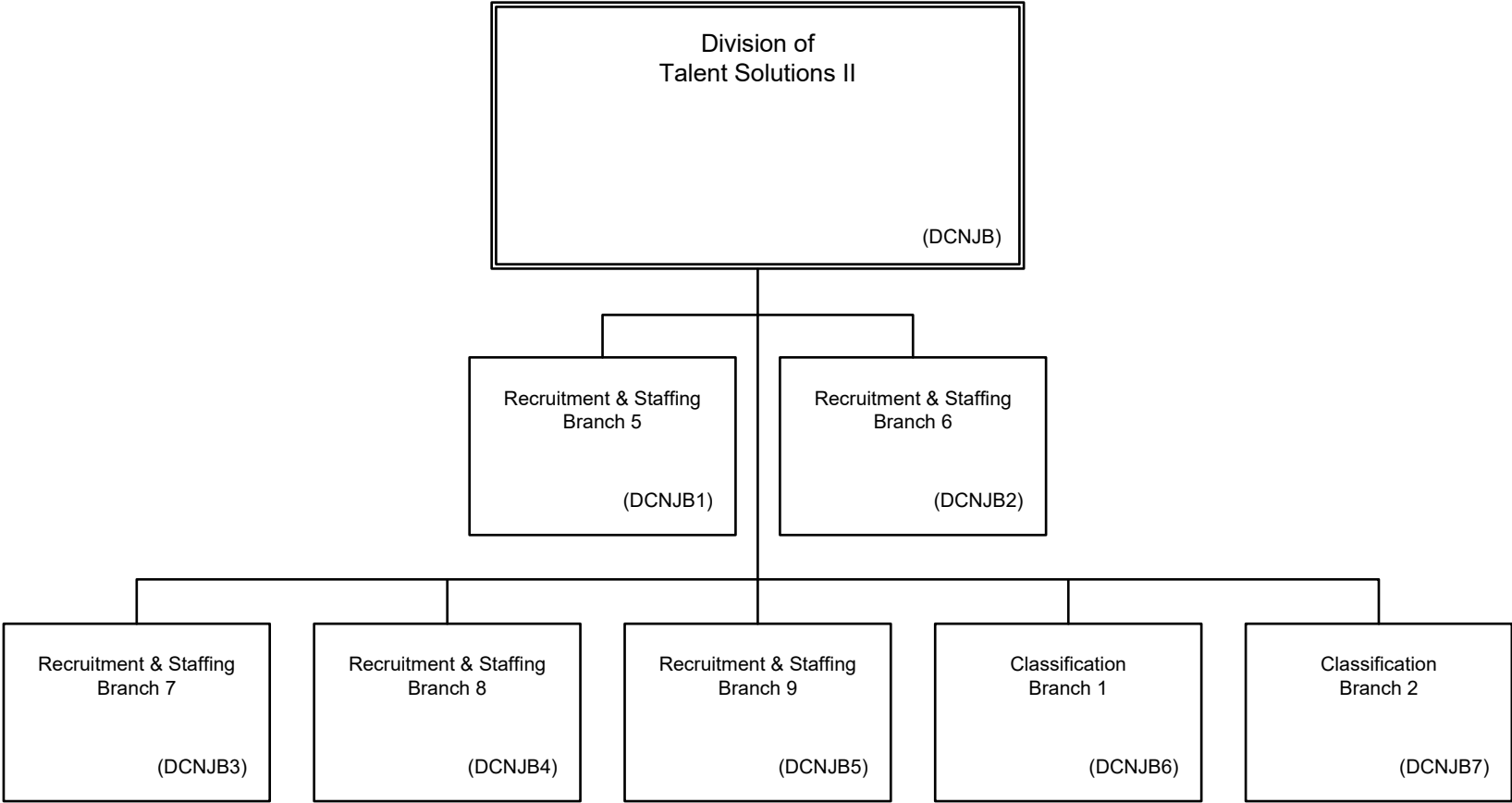
8. Classification Branch 2 (DCNJB7)

- A. Provide oversight of the day-to-day operations of classification activities, processes, and associated procedures.
- B. Identifies and consults with stakeholders providing solutions to difficult multifaceted classification actions.
- C. Ensures classification laws, rules, regulations, as well as established agency/ administration guidance is adhered to. To determine the title, series, and grade of assigned positions.
- D. Develops and implements classification training.
- E. Provides pre-consultations and classification advisories to ensure that the outreach effort is obtained and maintained.

9. Authority and Effective Date

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



Staff Manual Guide 1117A.112
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 II organization structure depicting all the organizational structures reporting to the Director:

Division of Talent Solutions II (DCNJB)
Recruitment and Staffing Branch 5 (DCNJB1)
Recruitment and Staffing Branch 6 (DCNJB2)
Recruitment and Staffing Branch 7 (DCNJB3)
Recruitment and Staffing Branch 8 (DCNJB4)
Recruitment and Staffing Branch 9 (DCNJB5)
Classification Branch 1 (DCNJB6)
Classification Branch 2 (DCNJB7)