

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

**Food and Drug Administration**

**Office of Operations**

**Office of Talent Solutions**

**Division of Talent Solutions III**

Effective: November 2, 2022

**1. Division of Talent Solutions III (DCNJC).**

- 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 10 (DCNJC1)**

- 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 11 (DCNJC2)**

- 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. Delegated Examining Branch (DCNJC3)**

- A. Provides oversight of the day-to day operations for human resource activities and services pertaining to public announcements under Delegated Examining (DE).
- B. Administers and conducts all Delegated Examining activities and establish and maintain an internal accountability system for the FDA's DE operations.
- C. Ensures Delegated Examining procedures complies with merit system civil service laws and regulations to preserve and protect fair and open competition, foster recruitment from all segments of society, and ensure selections are made on the basis of applicants' competencies or knowledge, skills, and abilities (KSAs), in accordance with applicable rules of selection.
- D. Monitors training needs of HR professionals performing delegated examining related functions and prepare DE HR professionals for successfully completing the Delegated Examining Certification process.

## **5. Data Quality Branch 1 (DCNJC4)**

- A. Provides oversight of the day-to day operations for human resources processing activities and services.
- B. Identifies and initiates efforts to streamline and consolidate common processing efficiencies to ensure proper and timely management of essential personnel records for civilian service employees.

- C. Conducts quality review to ensure the correct and appropriate forms, terminology, codes, remarks, processes and procedures that affect personnel actions are utilized and in compliance with laws and regulations.
- D. Researches and assists in the completion/response of processing related projects/taskers for the Department.
- E. Manages USA Staffing-Onboarding system for FDA new hires.

#### **6. Data Quality Branch 2 (DCNJC5)**

- A. Provides oversight of the day-to day operations for human resources processing activities and services.
- B. Identifies and initiates efforts to streamline and consolidate common processing efficiencies to ensure proper and timely management of essential personnel records for civilian service employees.
- C. Conducts quality review to ensure the correct and appropriate forms, terminology, codes, remarks, processes and procedures that affect personnel actions are utilized and in compliance with laws and regulations.
- D. Researches and assists in the completion/response of processing related projects/taskers for the Department.

#### **7. Data Quality Branch 3 (DCNJC6)**

- A. Provides oversight of the day-to day operations for human resources processing activities and services.
- B. Identifies and initiates efforts to streamline and consolidate common processing efficiencies to ensure proper and timely management of essential personnel records for civilian service employees.
- C. Conducts quality review to ensure the correct and appropriate forms, terminology, codes, remarks, processes and procedures that affect personnel actions are utilized and in compliance with laws and regulations.
- D. Researches and assists in the completion/response of processing related projects/taskers for the Department.

#### **8. Data Quality Branch 4 (DCNJC7)**

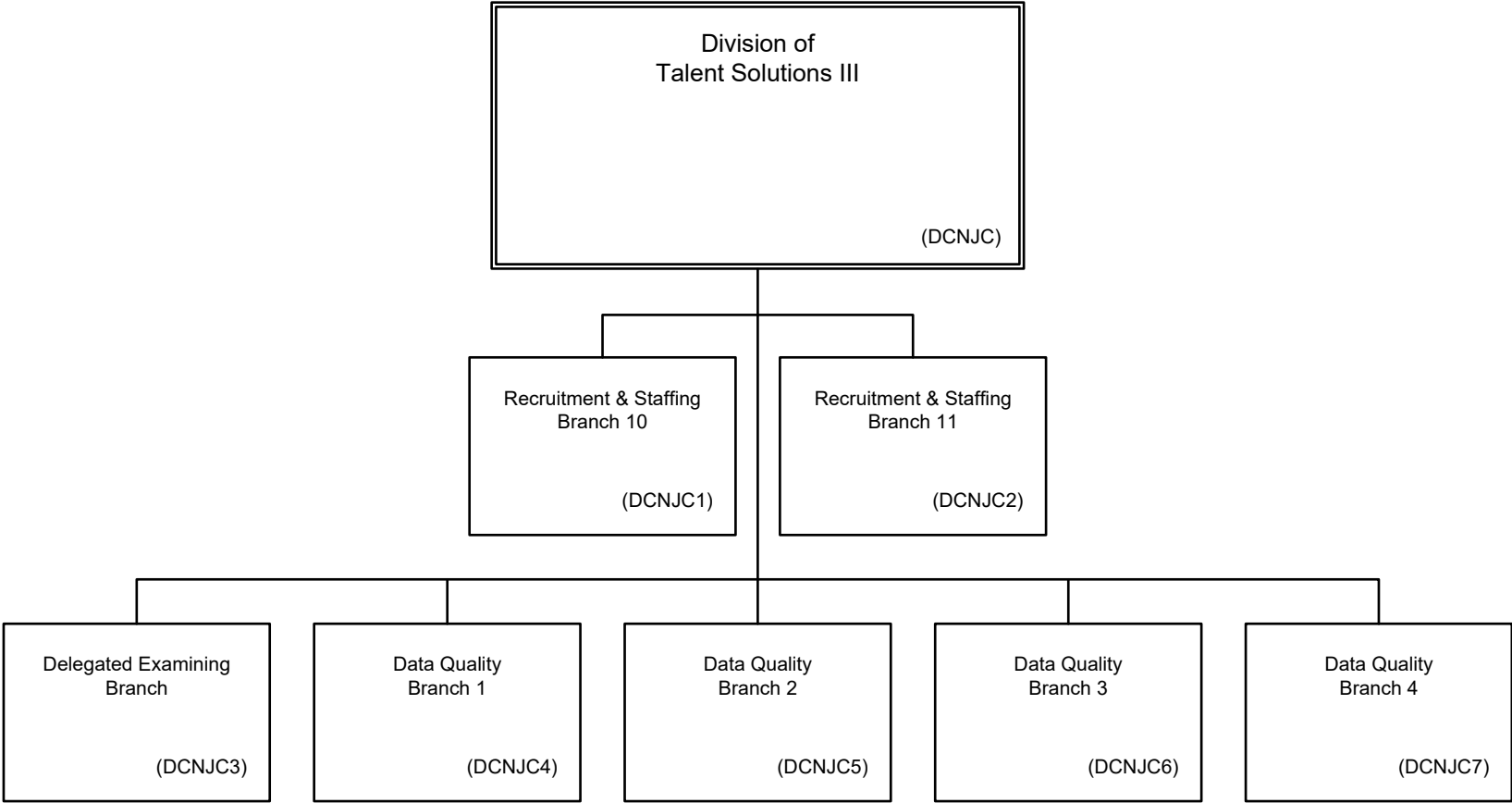
- A. Provides oversight of the day-to day operations for human resources processing activities and services.
- B. Identifies and initiates efforts to streamline and consolidate common processing efficiencies to ensure proper and timely management of essential personnel records for civilian service employees.
- C. Conducts quality review to ensure the correct and appropriate forms, terminology, codes, remarks, processes and procedures that affect personnel actions are utilized and in compliance with laws and regulations.

D. Researches and assists in the completion/response of processing related projects/taskers for the Department.

**9. Authority and Effective Date**

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



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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 III organization structure depicting all the organizational structures reporting to the Director:

Division of Talent Solutions III (DCNJC)  
Recruitment and Staffing Branch 10 (DCNJC1)  
Recruitment and Staffing Branch 11 (DCNJC2)  
Delegated Examining Branch (DCNJC3)  
Data Quality Branch 1 (DCNJC4)  
Data Quality Branch 2 (DCNJC5)  
Data Quality Branch 3 (DCNJC6)  
Data Quality Branch 4 (DCNJC7)