

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

Division of Talent Services IV

Effective Date: December 14, 2018

1. Division of Talent Services IV (DCNJD)

- 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. ORA Branch 1 (DCNJD1)

- A. Provides oversight of the day-to day operations for human resource activities pertaining to recruitment and placement, for the Office of Regulatory Affairs (ORA).
- 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. ORA Branch 2 (DCNJD2).

- A. Provides oversight of the day-to day operations for human resource activities 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.;

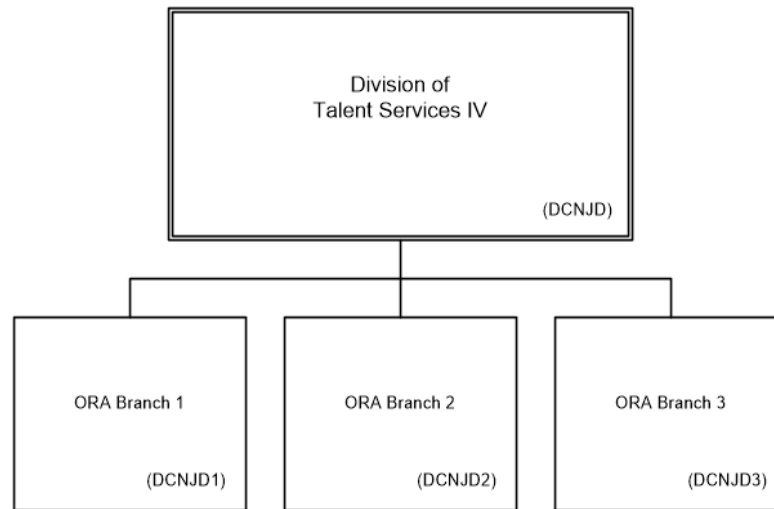
4. ORA Branch 3(DCNJD3)

- A. Provides oversight of the day-to day operations for human resource activities 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.

5. Authority and Effective Date.

The functional statements for the Division of Talent Services IV 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
Division of Talent Services IV**



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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, Division of Talent Services IV organization structure depicting all the organizational structures reporting to the Director.

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

ORA Branch 1 (DCNJD1)

ORA Branch 2 (DCNJD2)

ORA Branch 3 (DCNJD3)