

**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 Sourcing and Staffing**

Effective Date: December 14, 2018

**1. Division of Talent Sourcing and Staffing (DCNJE).**

- A. Provides the full range of human resources services to all of FDA's Centers/Offices for mission critical scientific positions for specific programs Title 38 Physician and Dentist Pay (PDP) including recruitment, competitive (Delegated Examining) staffing, merit promotion, including complex and sensitive cases, processing all personnel and pay actions, as well as, recruitment and outreach activities.
- B. Establishes and maintains relationships with officials within the FDA, the Department, Office of Personnel Management (OPM), and other Federal agencies to ensure human resources management programs and practices are current, and to provide continuous improvements in customer solutions operations.
- C. Implements and provides interpretation of consulting, legal and regulatory requirements for all matters relating to human resources (HR) issues and transactions within the scope of the services provided.
- D. Provides the oversight of human resources activities within the FDA for the recruitment, staffing, and outreach of scientific, technical, and mission essential professional positions to support the mission of FDA.
- E. Reviews and provides final approval for processing of all human resources actions and corrections, ensures quality control of personnel action processing, and ensures all processing actions comply with standards and achieve performance expectations.

- F. Serves and provides FDA expertise in the application of legal and regulatory requirements and conducts internal reviews to ensure compliance.
- G. Coordinates the development and implementation of special hiring initiatives, new programs, and conducts workload analysis.
- H. Provides updates, training and briefings on scientific programs to stakeholders and employees to ensure compliance with rules, regulations, policies, and procedures, i.e. Merit Systems Protection Board decisions.
- I. Establishes and maintains HR customer centric relationships with officials within the FDA, Department, Office of Personnel Management (OPM), and other Federal agencies to collaborate, keep abreast of current programs and practices, and continuous improvements.

## **2. Corporate Recruitment & Title 38 Branch (DCNJE1).**

- A. Provides oversight of the day-to-day operations for human resource activities for mission critical Title 38 positions to all of FDA's Centers and Offices.
- B. Provides support to FDA-level boards such as Physician Compensation and Credentialing Board (PCCB) to develop and oversee the implementation of a strategic, transparent, and consistent approach to pay setting for T38 positions.
- C. Conducts benchmarking studies and other special pay studies of other Federal agencies' HR programs and various academia, industrial, pharmaceutical, or for profit and non-profit entities to develop and implement pay and compensation criteria for T38 positions.
- D. Identifies and initiates efforts to streamline and consolidate common recruitment efficiencies for accelerated hiring.
- E. Develops strategic plans to identify current and future areas of need and sets appropriate recruitment goals to meet staffing needs for all the FDA's Centers and Offices for scientific programs.
- F. Ensures external recruitment guidelines, policies, and procedures are evaluated and in compliance with regulations.
- G. Facilitates strong partnerships with customers through robust communication strategies and plans.
- H. Monitors and analyzes hiring trends.

### **3. Scientific Staffing and Outreach Branch (DCNJE2).**

- A. Provides the oversight of human resource activities to the FDA for the recruitment, and outreach of scientific, technical, and professional positions including Pathways Programs, in collaboration with the Office of the Chief Scientist, 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. Functions as a scientific-focused recruiter 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 and to bridge strategic relationships with academic institutions and scientific/professional associations for outreach.
- E. Facilitates hiring programs that offer paths for recent graduates from qualifying educational institutions which tailor developmental opportunities to promote FDA employment.
- F. Works directly with media outlets professional associations and other local, state, and national sources of potential candidates to develop advertising opportunities and to distribute marketing materials designed to recruit and retain quality staff. Travels to job fairs, career days, colleges, universities and other career-related activities to target general and specific candidates.
- G. Develops and implements diversity recruitment and outreach deliverables.
- H. Coordinates, arranges, schedules, and participates in public meetings, workshops, and conferences to support scientific outreach recruitment efforts.

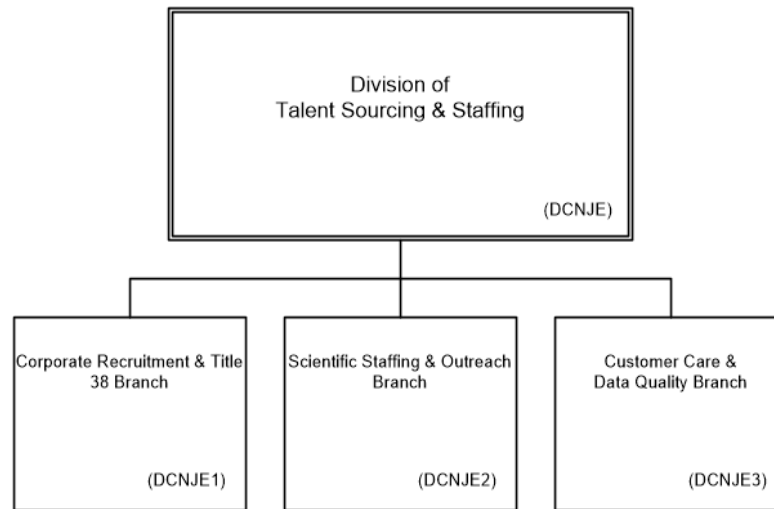
### **4. Customer Care and Data Quality Branch (DCNJE3).**

- A. Ensures HR processing data quality and mass data entry keying.
- B. Services and provides expertise of processing personnel actions.
- C. Provides training, tools, and methodology needed for successful quality review of personnel actions to reduce processing errors.
- D. Implements and provides guidance on processing personnel actions. Monitors and maintain automated HR personnel system upkeep and access.
- E. Researches and resolve customer inquiries in a timely manner related to personnel actions.

**5. Authority and Effective Date.**

The functional statements for the Division of Talent Sourcing and Staffing 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 Operation  
Office of Talent Solutions  
Division of Talent Sourcing and Staffing**



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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 Sourcing and Staffing organization structure depicting all the organizational structures reporting to the Director.

These organizations below report to the Division of Talent Sourcing and Staffing (DCNJE)

Corporate Recruitment and Title 38 Branch (DCNJE1)

Scientific Staffing and Outreach Branch (DCNJE2)

Customer Care and Data Quality Branch (DCNJE3)