

SMG 1121A.22

FDA Staff Manual Guides, Volume I – Organizations and Functions

Department of Health and Human Services

Food and Drug Administration

Office of Inspections and Investigations

Office Management

Office of Workforce Management

Effective Date: May 13, 2024

1. Office of Workforce Management (DCSBB).

- A. Coordinates leadership and guidance to Office of Inspections and Investigations (OII) on all aspects of human capital workforce management, and management analysis planning in accordance with established guidelines in collaboration with the Office of Operations.
- B. Provides the full range of human capital workforce management and consultative advisory services to OII managers and supervisors including Executive Services, Commissioned Corps recruitment, competitive staffing, merit promotion, position classification, and position management in collaboration with the Office of Operations.
- C. Works to advance OII and Food and Drug Administration (FDA) strategic goals and objectives related to human capital management.

2. Executive and Scientific Resource Staff (DCSBB1).

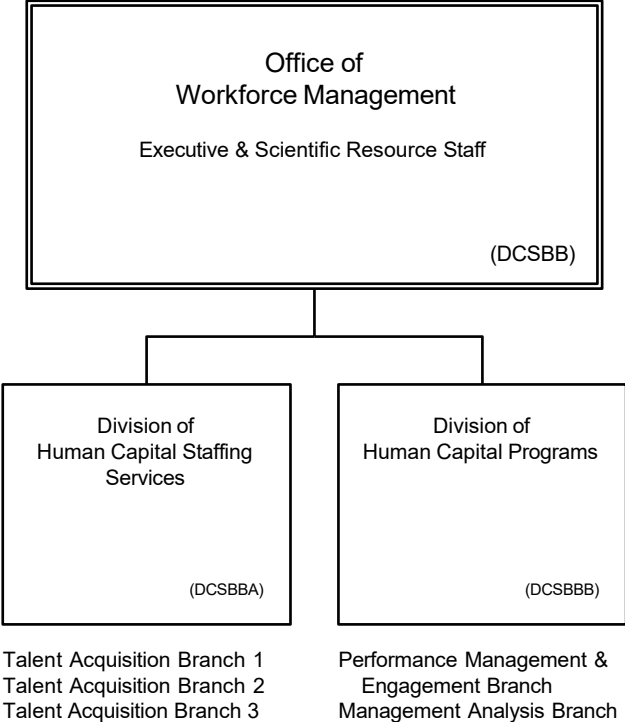
- A. Serves as the OII liaison with Office of Operations staff responsible for Executive Resources and performance management to ensure centralized expertise and coordination by providing advisory, technical assistance and other services to OII through improved planning and recruitment of human resources and strategic human capital management.
- B. Serves as the OII liaison to Office of Operations staff responsible for Executive Resources on all personnel inquires and requests including, but not limited to, appointment mechanisms, recruitment, Senior Executive Services appointments, Title 42 appointments, Title 21 appointments, executive performance management, recruitment, retention, and relocation flexibilities.

- C. Serves as the OII liaison to Office of Operations staff and OII Strategic Planning staff to ensure appropriate integration into senior executive performance plans as appropriate.
- D. Develops and manages OII's performance management process.
- E. Develops OII performance goals and measures to identify progress toward both short and long-term objectives. Monitors OII's progress in achieving those objectives and performs gap analysis on OII's performance measures. Incorporates findings into the development and improvement of OII's strategic priorities.
- F. Identifies appropriate OII stakeholders for each of OII's goals and objectives. Works with the appropriate offices to develop concrete strategies and facilitates the development of Office-level action plans in support of OII's priorities.
- G. Provides liaison services to the Office of Operations for organizational planning and management in the form of reorganization activities.

3. Authority and Effective Date.

The functional statements for the Office of Workforce Management were approved by the Secretary of Health and Human Services on March 5, 2024, and effective on May 13, 2024.

**Department of Health and Human Services
Food and Drug Administration
Office of Inspections and Investigations
Office of Management
Office of Workforce Management**



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The following is the Department of Health and Human Services, Food and Drug Administration, Office of Inspections and Investigations, Office of Management, Office of Workforce Management organization structure depicting all the organizational structures reporting to the Director:

These organizations report to the Office of Workforce Management (DCSBB):

Executive and Scientific Resource Staff

Division of Human Capital Staffing Services (DCSBBA)

Division of Human Capital Programs (DCSBBB)

These organizations report to the Division of Human Capital Staffing Services (DCSBBA):

Talent Acquisition Branch 1

Talent Acquisition Branch 2

Talent Acquisition Branch 3

These organizations report to the Division of Human Capital Programs (DCSBBB):

Performance Management and Engagement Branch

Management Analysis Branch