

FDA Staff Manual Guides, Volume I – Organizations and Functions

Department of Health and Human Services

Food and Drug Administration

Human Foods Program

Office of Resource Management

Division of Workforce Management

Effective Date: May 13, 2024

1. Division of Workforce Management (DCREB).

- A. Provides overall strategic leadership and guidance to the Human Foods Program (HFP) on all aspects of human capital management and training activities in accordance with established guidelines and Food and Drug Administration (FDA) policy.
- B. Works to advance the strategic goals and objectives related to workforce development for HFP in the areas of human capital programs, personnel services, position management, recruitment, and workforce planning, analysis, and reporting.
- C. Assures compliance with statutes, executive orders, and administrative directives impacting HFP organizations. Serve as the HFP liaison with the FDA's Human Capital Management and Talent Solutions programs for human resources activities.
- D. Serve the HFP liaison with FDA's Equal Employment Opportunity programs for diversity and inclusion activities.
- E. Provide guidance and advice to HFP managers on human resources matters pertaining to Title 5, Title 42, Title 38, Title 21, Senior Executive Service, Senior Biomedical Research Service, and Staff Fellows.
- F. Provide oversight and coordination of HFP's labor and employee relations activities in collaboration with FDA's Human Capital Management.
- G. Manages the HFP Staff College offering training and performance support tools for the development of technical skills and knowledge for all HFP employees.

- H. Manage HFP's performance and reward/recognition program including implementation of related policies and procedures in collaboration with FDA's Human Capital Management program.
- I. Collaborates with Human Capital Management and Talent Solutions programs to provide oversight and liaison services in other human capital areas including workplace flexibilities, Pathways Program, Student Loan Repayment Program, time and attendance, and the Volunteer Leave Transfer Program and the FDA Leave Bank.

2. Recruitment Liaison Branch (DCREB1).

- A. Serves as a strategic partner between HFP hiring managers and FDA's Human Capital Management and Talent Solutions programs, including serving as the liaison for HFP Commissioned Corps personnel.
- B. Provides advice and guidance to HFP management in the areas of recruitment, competitive (Delegated Examining) staffing, merit promotion, special hiring appointments, position classification and position management, and processing personnel, pay and retirement actions.
- C. Oversees and maintains position management practices and principles within HFP; conducts position management analysis; and ensures organizational structures align with established position descriptions.
- D. Implements procedures to ensure that Federal recruitment guidelines, policies, and procedures are interpreted correctly and applied properly within HFP.
- E. Serves as the HFP liaison with the FDA's Human Capital Management and Talent Solutions programs to implement and communicate Department of Health and Human Services (HHS) and FDA policies and regulations regarding human capital program activities.
- F. Oversees HFP's Recruitment, Retention, and Relocation Incentive programs in collaboration with FDA's Talent Solutions program; provides guidance on policies related to special pay authorities.
- G. Provides oversight and coordination of HFP's Internship Programs.
- H. Manages HFP's talent acquisition process in collaboration with FDA's Talent Solutions program to include advancing outreach efforts for recruitment of highly skilled individuals. Promotes public awareness of HFP's career opportunities, internships, and student appointments.

3. Workforce Policy and Programs Branch (DCREB2).

- A. Manages a comprehensive framework of human capital policies; oversees and implements programs for HFP that have HFP-wide impact.
- B. Manages and provides expert guidance on Workforce Policies and Procedures; Diversity, Equity, Inclusion and Accessibility; Workforce Planning and Reporting, Awards and Recognition and Employee Onboarding/Exiting.
- C. Serves as HFP liaison for FDA-wide human capital programs, such as the Anti-Harassment, Reasonable Accommodation; Performance and Awards, Workplace Flexibilities & Domestic Employees Teleworking Overseas; Time & Attendance; Student Loan Program; Voluntary Leave; Paid Parental Leave and Emergency Leave Programs; Outreach Engagement and Education, Minority & Student Volunteer Programs. Policy, Workforce Data Analysis and Operational Organizational Charts.
- D. Represents HFP on FDA work groups including the Integrated Strategic Human Capital Planning Council (ISHCPC); Succession Planning Workgroup (SPW); Labor & Employee Relations Council (LERC) and the Diversity Equity Inclusion and Accessibility Implementation (DEIA) Workgroups.
- E. Serves as the liaison between the FDA's Human Capital Management for Human Resource Systems and Operations Support (HRSOS) and the Payroll Customer Service to provide guidance on policies related to pay issues.
- F. Provides oversight for organizational changes, account access, and day-to-day maintenance of HFP information in the Enterprise Administrative Support Environment (EASE) database.

4. Staff College (DCREB3).

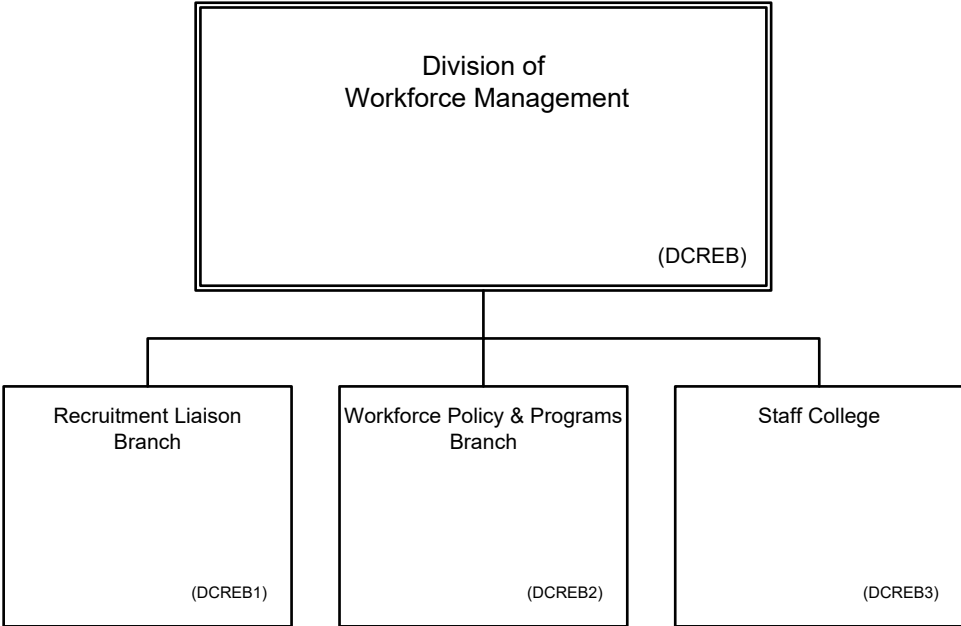
- A. Offers training and performance support tools for the development of technical skills and knowledge for HFP staff, and for required certification and training mandates (e.g., Contracting Officer's Technical Representative (COTR), and supervisor/manager continuing education).
- B. Supports career development for HFP employees promoting the establishment of Individual Development Plans (IDPs) utilizing role profiles, success guides, and competencies.
- C. Improves the efficiency of HFP by offering on-the-job training modules for available IT platforms and technologies.

D. Promotes organizational development opportunities for HFP through leadership, coaching, and mentoring programs, interpersonal and communication skills development, and team building.

5. Authority and Effective Date.

The functional statements for the Division 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
Human Foods Program
Office of Resource Management
Division of Workforce Management**



Staff Manual Guide 1231A.52

Organizations and Functions

Effective Date: May 13, 2024

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

Recruitment Liaison Branch (DCREB1)

Workforce Policy and Programs Branch (DCREB2)

Staff College (DCREB3)