

FDA Staff Manual Guides, Volume I – Organizations and Functions

Department of Health and Human Services

Food and Drug Administration

Center for Food Safety and Applied Nutrition

Office of Management

Division of Workforce Management

Effective Date: October 9, 2020

1. Division of Workforce Management (DCEBB).

- A. Provide leadership and direction for the Center's Human Capital programs, personnel services, position management, organizational changes, recruitment, and workforce planning, analysis, and reporting.
- B. Serve as a liaison between the Center and the Food and Drug Administration (FDA) Human Capital Management and Human Resources for Center-wide human resources activities.
- C. Serve as a liaison between the Center and the FDA Equal Employment Opportunity for Center-wide diversity and inclusion activities.
- D. Provide guidance and policy assistance to Center managers on human resources matters pertaining to Title 5, Title 42, Title 38, Senior Executive Service, Senior Biomedical Research Service, and Staff Fellows.
- E. Provide oversight and coordination of the Center's labor and employee relations and integrity activities.
- F. Offer training and performance support tools for the development of technical skills and knowledge for all CFSAN employees.

- G. Manage the Center's performance and reward/recognition program including development and implementation of related policy.
- H. Collaborate with the FDA to provide oversight and liaison services in other Human Capital areas such as, Telework, Pathways Program, Student Loan Repayments, ITAS, and Volunteer Leave Transfer Program.

2. Recruitment Liaison Branch (DCEBB1).

- A. Serves as the strategic partner between Center hiring managers and staff and the FDA Human Resources and Human Capital Management including serving as liaison for Commissioned Corps personnel.
- B. Provides advice and guidance to Center management in the areas of recruitment, competitive (Delegated Examining) staffing, merit promotion, special hiring appointments, position classification and management, and processing all personnel, pay and retirement actions.
- C. Oversees and maintains position management practices and principles within the Center; 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.
- E. Serves as Center interface with the FDA Human Resources to implement and communicate Department of Health and Human Services and FDA policies and regulations regarding human capital program activities.
- F. Oversees the Center's Recruitment, Retention, and Relocation Incentive programs; provides guidance on policies related to special pay authorities.
- G. Provides oversight and coordination of the Center's Internship Programs.
- H. Manages the Center's talent acquisition process to include advancing outreach efforts for recruitment of highly skilled individuals. Promote public awareness of the Center's career opportunities, internships, and student appointments.

3. Workforce Policy and Programs Branch (DCEBB2).

- A. Manages a comprehensive framework of human capital policies; oversees and implements programs for the Center for Food Safety and Applied

Nutrition (CFSAN) that have Center-wide impact.

- B. Manages and provides expert guidance on Workforce Policies and Procedures; Diversity & Inclusion; Workforce Planning and Reporting, Awards and Recognition and Employee Onboarding/Exiting.
- C. Serves as Center liaison for PATHWAYS. Also serves as the liaison between FDA Financial Service and the Payroll Customer Service Team to provide guidance on policies related to pay issues.
- D. Provides oversight for organizational changes, account access, and day-to-day maintenance of Enterprise Administrative Support Environment (EASE).

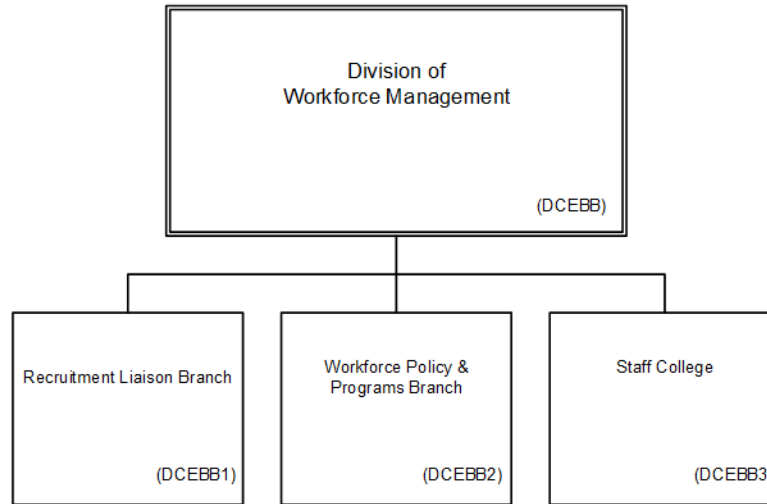
4. Staff College (DCEBB3).

- A. Offers training and performance support tools for the development of technical skills and knowledge for CFSAN and the FDA's food and feed safety staff, and for required certification and mandates (e.g. Contracting Officer's Technical Representative (COTR), supervisor/manager continuing education).
- B. Supports career development promoting the establishment of Individual Development Plans (IDPs) utilizing role profiles, success guides, and competencies.
- C. Enhances productivity by providing on-the-job training modules for the Microsoft Office Suite, SharePoint, WebEx, Yammer, etc.
- D. Promotes organizational development through leadership, coaching, and mentoring programs, and interpersonal/communication skills development and team building.

5. Authority and Effective Date.

The functional statements for the Division of Workforce Management were approved by the Commissioner of Food and Drugs, FDA and effective on October 9, 2020

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The following is the Department of Health and Human Services, Food and Drug Administration, Center for Food Safety and Applied Nutrition, Office of Management, Division of Workforce Management organization structure depicting all the organizational structures reporting to the Director:

These organizations report to the Division of Workforce Management (DCEBB):

Recruitment Liaison Branch (DCEBB1)

Workforce Policy and Programs Branch (DCEBB2)

Staff College (DCEBB3)