

FDA STAFF MANUAL GUIDES, VOLUME I – ORGANIZATIONS AND FUNCTIONS

FOOD AND DRUG ADMINISTRATION

OFFICE OF OPERATIONS

OFFICE OF HUMAN RESOURCES

FDA UNIVERSITY

Effective Date: May 5, 2015

1. FDA UNIVERSITY (DMMEF).

- A. Serves as Chief Learning and Human Capital Officer, leading agency wide initiatives and collaborating with FDA Centers on current and strategic training and human capital planning initiatives.
- B. Provides leadership in the planning, development, deployment, and management of training and employee organizational programs, implementation of the Employee Viewpoint Survey, and Agency's talent, career, leadership and executive training programs, including coordination for non-scientific and non-regulatory training provided by Center Staff Colleges.
- C. Provides leadership in the planning, developing and coordinating the implementation of policies, programs, and procedures for FDA training and human capital, and leadership development activities.
- D. Develops and coordinate and FDA Human Capital Strategic Plan and supporting workforce analysis and planning activities.
- E. Provides guidance and direction on FDA workforce and succession planning goals and requirements.
- F. Serves as a key resource to FDA/Center/Office leadership on human resource solutions to organization business needs and strategic human capital planning.
- G. Develops Diversity and Inclusion Strategic Plan for Outreach and Recruitment and monitors agency progress on the implementation of strategic recruitment goals.
- H. Develops recruitment and retention plans and strategies, and manage relationships with organizations, such as colleges, universities, professional associations, special emphasis groups, and veterans' organizations.

- I. Manages the Pathways program, selective placement programs, and other special recruitment programs.
- J. Manages and coordinated employee lifecycle programs, including New Employee Orientation, Mentoring, Career and Leadership development programs.
- K. Provides online, virtual and classroom training for HHS/FDA-wide training initiatives, including Plain Language, eArrive, eDepart, retirement planning seminars, competency based training, soft skills and miscellaneous, non-scientific training on an ad hoc basis.
- L. Assists and supports outreach activities to attract applicants for employment.
- M. Manages contract and services provided by the Employee Assistance Program.
- N. Manages Quality of Work life Programs such as the Nursing Mother Program by identifying needs, negotiating space for nursing rooms in FDA buildings, and managing space and reservations.
- O. Develops and coordinates the FDA Wellness program, including managing the FDA fitness Center, programs, equipment, and space.
- P. Manages FDA child care center contact, services, and care of children.
- Q. Develops and coordinates FDA quality of work life events by identifying and sponsoring events to enhance quality of work life at FDA.
- R. Provides and delivers employee assessments and analysis including Myers Briggs for the Agency.
- S. Partners and collaborates with HHS University for use of the HHS Learning Management System portal (LMS) for the Agency.
- T. Provides executive coaching, instructional design, course development and organizational assessment support for FDA/Centers/Officers.

2. AUTHORITY AND EFFECTIVE DATE.

The functional statements for this Division were approved by the Deputy Commissioner for Operations and Chief Operating Officer, and effective on May 5, 2015.

FOOD AND DRUG ADMINISTRATION
OFFICE OF OPERATIONS
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FDA UNIVERSITY

OFFICE OF
THE DIRECTOR

(DMMEF)

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The following is the Food and Drug Administration, Office of Operations, Office of Human Resources, FDA University organization structure depicting all the organizational structures reporting to the Office Director.

OFFICE OF THE DIRECTOR (DMMEF)