

FDA STAFF MANUAL GUIDES, VOLUME I - ORGANIZATIONS AND FUNCTIONS

FOOD AND DRUG ADMINISTRATION

OFFICE OF OPERATIONS

OFFICE OF HUMAN RESOURCES

DIVISION OF HUMAN RESOURCE SERVICES FOR THE OFVM/OGROP

Effective Date: May 5, 2015

1. DIVISION OF HUMAN RESOURCE SERVICES FOR THE OFVM/OGROP (DMMEI).

- A. Provides the full range of human resources services to all Food and Drug Administration (FDA) Directorates/Centers/Offices including recruitment, competitive (Delegated Examining) staffing, merit promotion, Merit System Protection Board decisions, Scientific (Title 42g, Title 38, and Physicians and Dental Pay programs); and Recruitment, Retention, Relocation (3Rs) incentives programs, position classification, and management such as reviews and approves classification of all positions, including complex and sensitive cases, and peer-reviewed positions, processing all personnel, pay and compensation.
- B. Establishes and maintains relationship with officials within the Agency, the Department, Office of Personnel Management (OPM), and other Federal agencies to ensure human resources management programs and practices are current, and to provide for continuous improvements in customer solutions operations.
- C. Implements and provides guidance on legal and regulatory requirements for all matters relating to HR management programs and conducts internal reviews to ensure compliance.
- D. Develops, coordinates, implements, and provides recommendations and training on policies for recruitment, staffing, classification, pay and compensation.
- E. Reviews, personnel requests for compliance and provides final authorization for processing all human resources actions and corrections, and conducts quality control of personnel actions to eliminate errors.
- F. Provides support to Agency-level boards such as Physician Compensation and Credentialing Board (PCB) for Title 38.

G. Coordinates the development and implementation of special hiring initiatives, new programs, and conducts workload analysis.

2. CFSAN/CVM CUSTOMER SOLUTIONS BRANCH (DMMEI1).

- A. Manages the day-to day operations for human resource activities and services.
- B. Identifies and initiates efforts to streamline and consolidate common recruitment efficiencies for hiring reform requirements.
- C. Ensures external recruitment guidelines, policies, and procedures are evaluated and in compliance with regulations.
- D. Develops and implements diversity recruitment and outreach efforts.

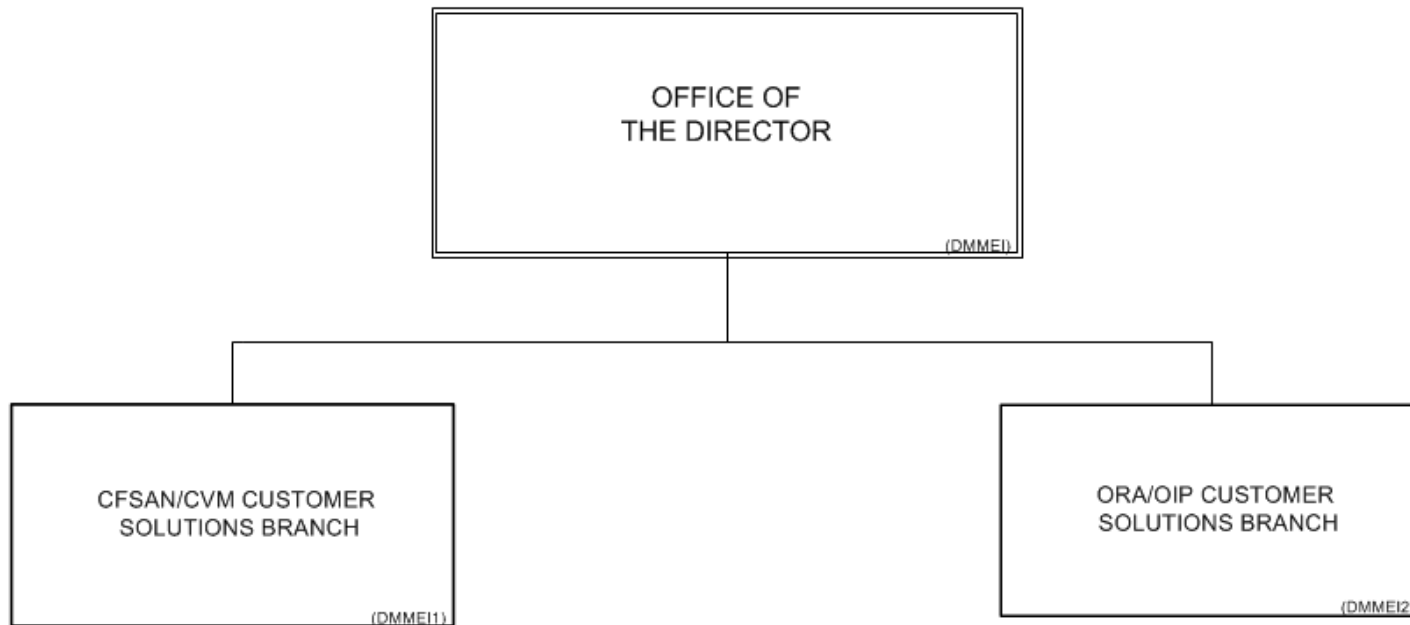
3. ORA/OIP CUSTOMER SOLUTIONS BRANCH (DMMEI2).

- A. Manages the day-to day operations for human resource activities and services.
- B. Identifies and initiates efforts to streamline and consolidate common recruitment efficiencies for hiring reform requirements.
- C. Ensures external recruitment guidelines, policies, and procedures are evaluated and in compliance with regulations.
- D. Develops and implements diversity recruitment and outreach efforts.

4. 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
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STAFF MANUAL GUIDE 1117.36a
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EFFECTIVE DATE: May 5, 2015

The following is the Food and Drug Administration, Office of Operation, Office of Human Resources, Division of Human Resource Services for the OFVM/OGROP organization structure depicting all the organizational structures reporting to the Office Director.

OFFICE OF THE DIRECTOR (DMME):

- CFSAN/CVM Customer Solution Branch (DMMEI1)
- ORA/OIP Customer Solutions Branch (DMMEI2)