

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 OC/OO

Effective Date: May 5, 2015

1. DIVISION OF HUMAN RESOURCE SERVICES FOR THE OC/OO (DMMEG).

- A. Provides the full range of human resources services to all the Agency's Directorates/Centers/Offices including recruitment, competitive (Delegated Examining) staffing, merit promotion, 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 interpretation of consulting, legal and regulatory requirements for all matters relating to human resource issues and transactions with-in the scope of the services provided.
- D. Develops, coordinates, implements, and provides recommendations and training on policies for staffing, classification, pay and compensation (to include payroll liaison with other Federal agencies), and processing for the customer solutions branches.
- E. Reviews and provides final approval for processing all human resources actions and corrections, ensures quality control of personnel action processing, and ensures all processing actions comply with standards and achieve performance expectations.

- F. Serves and provides Agency expertise in the application of legal and regulatory requirements and conducts internal reviews work to ensure compliance.
- G. Provides support to Agency-level boards such as Physician Compensation and Credentialing Board (PCB) for Title 38.
- H. Provides training and briefings to ensure compliance with rules, regulations, policies, and procedures, i.e., Merit Systems Protection Board decisions.
- I. Coordinates the development and implementation of special hiring initiatives, new programs, and conducts workload analysis.

2. OC/NCTR CUSTOMER SOLUTIONS BRANCH (DMMEG1).

- A. Provides oversight of the day-to day operations for Human Resource activities 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.

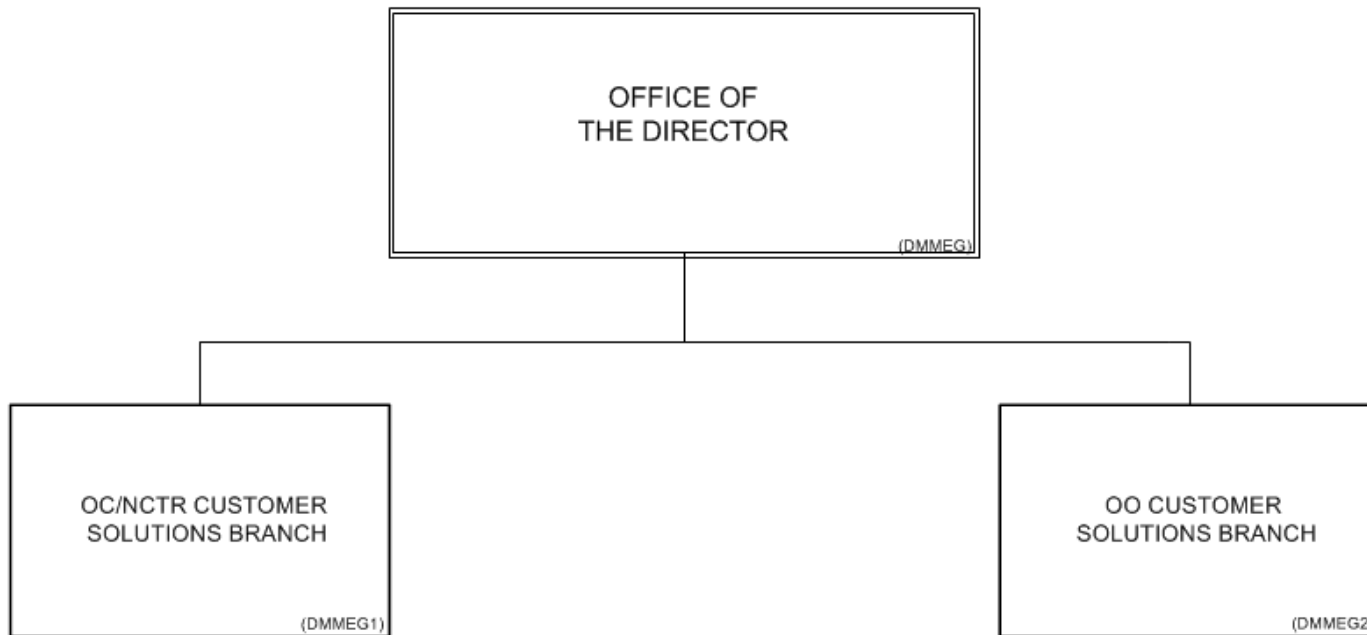
3. OO CUSTOMER SOLUTIONS BRANCH (DMMEG2).

- A. Provides oversight of the day-to day operations for Human Resource activities 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.

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

OFFICE OF THE DIRECTOR (DMMEG):

- OC/NCTR Customer Solutions Branch (DMMEG1)
- OO Customer Solutions Branch (DMMEG2)