

OFFICE OF THE CHIEF HUMAN CAPITAL OFFICER (HC)

OFFICE OF HUMAN RESOURCE SERVICES (HC-30)

MISSION AND FUNCTION STATEMENT

This organization provides a full range of human capital management (HCM) operational functions, employee work life programs, workforce service delivery, and day-to-day operational support for Headquarters Federal employees GS-15 and below.

HEADQUARTERS OPERATIONS DIVISION (HC-31)

- Deliver employment operational and advisory services, including position management, recruitment, staffing and classification, reduction in force in Headquarters.
- Provide operational and advisory support for competitive sourcing initiatives and impacted serviced population.
- Provide information to HQ employee population on employee benefit programs (retirement; health, dental, vision, long-term care, and life insurance; thrift savings plan; flexible spending accounts; the transit subsidy program; and annual and sick leave, and long-term care through individual consultation, new employee orientation and exit interviews.
- Deliver a range of human resources personnel processing functions to employees in HQ organizations, including processing actions, OPF maintenance, security clearances, and payroll interface.
- Administer Headquarters career entry programs (e.g., Presidential Management Fellows Program, Career Intern Programs, etc.) and student employment programs.

HQ EMPLOYEE LABOR MANAGEMENT RELATIONS DIVISION (HC-32)

- Provide labor/employee management relations advisory services to Headquarters staff, including union negotiations, adverse actions, grievances, and performance management.
- Represent management in third party situations or union negotiations.
- Provide work life information, referral and support services to Headquarters employees covering such areas as child care, elder care, employee assistance programs, health and wellness, career transition and programs for the accessibility of Departmental services for people with disabilities.