

3.0 OFFICE OF HUMAN CAPITAL MANAGEMENT (OHCM)

In addition to the overall management responsibilities identified in Part 1, Subsection 5, paragraph 5.2, responsible for planning, directing, implementing, and evaluating all activities associated with the DOE-SR Human Capital Management System. This responsibility includes support for safety related functions in the areas of Federal human resources; employee-management relations, including drug testing; and oversight of contractor human resources. Responsible for all aspects of the Integrated Safety Management System in OHCM. Ensures contractors, subcontractors, and vendors complete activities and documentation where OHCM organizations have been assigned responsibility (shown in Part 1, Subsection 10 Matrix).

- 3.0.1 Federal Human Capital Management Assessment Program. Conducts assessments to evaluate the adequacy of organizational structure, supervisory performance, workforce competence, and resource utilization.

3.1 HUMAN RESOURCES MANAGEMENT AND DEVELOPMENT DIVISION (HRMDD)

In addition to the overall management responsibilities identified in Part 1, Subsection 5, paragraph 5.3, establishes and operates programs and processes that support the effective and efficient management of Federal Human Capital assets, and ensures the performance capabilities of the DOE-SR Federal workforce. Designs, develops, and administers an integrated DOE-SR Human Capital Management System that:

- Achieves the Federal Human Capital Management improvement expectations defined in the President's Management Agenda;
- Facilitates accomplishment of the DOE-SR accelerated cleanup mission;
- Promotes improvements in DOE-SR organizational performance;
- Achieves and maintains a workplace environment that promotes high workforce morale and motivation;
- Preserves critical workforce capabilities;
- Provides appropriate Federal employee training and educational activities to achieve the development of a Federal workforce with a project management mindset that is competent in all occupational areas;
- Promotes diversification of employee capabilities to accomplish existing and future SRS missions;
- Provides for the effective recruitment of a diverse and highly qualified DOE-SR workforce;
- Creates and maintains a cost efficient and operationally effective DOE-SR organizational and position management structure; and,
- Ensures that Federal supervisors and employees have access to reliable, accurate personnel and training-related information.

- 3.1.1 Organizational Configuration and Resource Control. Establishes and maintains administrative control of DOE-SR realignments and executes the organizational changes in accordance with the DOE-SR Organizational Configuration Control Process. Maintains administrative control of the DOE-SR Functions, Responsibilities, and Authorities Procedure (FRAP). Develops and maintains the DOE-SR 5-Year Workforce Management Plan. Develops, monitors, and updates management on progress in achieving goals stated in the DOE-SR 5-Year Workforce Management Plan. Conducts periodic workforce analysis and establishes and maintains control of the allocation of manpower resources to organizational elements.
- 3.1.2 Position Management and Classification. Assists DOE-SR management in establishing an efficient and effective organizational position structure. Establishes and classifies positions in accordance with the Position Management and Classification Process. Conducts position management assessments to validate structure and accuracy of positions. Oversees the design and development of position descriptions to ensure organizational compliance with the FRAP and achieve accurate and consistent reflection of the duties being (or to be) performed. Coordinates annual Federal Activities Inventory Reform (FAIR) Act position coding activities and OMB A-76 Competitive Sourcing studies.
- 3.1.3 Workforce Recruitment and Placement. Manages and administers Federal employee Recruitment and Placement Process to ensure the availability and proper mix of employee skills, competencies, and diversity to meet short- and long-range accelerated cleanup mission requirements in a manner that protects the safety of the workers, public and environment as outlined in the DOE-SR 5-Year Workforce Management Plan. Assists in reducing the underrepresentation of employee groups through utilization of special employment programs. Provides assistance to DOE-SR management and implements actions and authorities associated with Buyouts and Early Retirements, Reduction in Force, and other workforce transition activities. Utilizes various pay authorities and flexibilities to set pay and to uniformly apply provisions to personnel actions.
- 3.1.4 Employee Performance Management. Administers the annual Senior Executive Service Performance Management Process and the DOE-SR Employee Performance and Development Plan (P&DP) Process, including development of performance plans, mid-year feedback, and end of period performance evaluations. Manages the development of annual Individual Training Plans as part of the DOE-SR Performance Management Process through which supervisors document employee competency development based on job responsibilities, performance, and career goals. Manages and administers the DOE-SR Incentive Awards Process. Coordinates quarterly DOE-SR Employee Recognition Celebrations.

- 3.1.5 Workforce Training and Development. Establishes a DOE-SR corporate approach to training employees that identifies organizational, occupational and individual competency needs based on mission, vision, and organizational performance. Directly impacts safety performance by defining and conducting learning activities that ensure the safety and health of the Site employees, the public, and the environment. Serves as the DOE-SR Authorizing Official for all government expenditures associated with employee training, continuing education, and development, and ensures DOE-SR training and education expenditures are consistent with corporate training goals and objectives. Develops the annual DOE-SR course curriculum based on organizational, occupational, and individual competency needs analysis. Manages the DOE-SR technical training and human resources development and education curricula and programs, ensuring completion of training and qualification commitments resulting from Defense Nuclear Facilities Safety Board Recommendations, applicable directives, and individual training plans. Manages the Team Leader/Supervisor/Manager, Senior Technical Safety Manager, Facility Representative (FR), Project Manager, and Technical Qualification Programs to ensure the maintenance and continuing improvement of workforce competence. Determines value and effectiveness of training through student evaluation input. Conducts formal classroom and post-training evaluations to ensure that training meets standards and to determine the extent of successful transfer of knowledge and skills to the workforce. Provides developmental opportunities through competed development programs (Executive Potential Program, Executive Leadership Program, etc.). Manages the Co-Op and Career Intern Programs in support of staffing needs identified in the DOE-SR 5-Year Workforce Management Plan. Provides support to the Federal Technical Capability Agent in monitoring, tracking and reporting of DOE-SR Federal Technical Capability status, including reports and support to the DOE Federal Technical Capability Panel (FTCP). Serves as the interface with the FTCP regarding TQP and related technical competency management issues. Represents the Manager, DOE-SR and DOE-SR interest at FTCP meetings. Through the operations of the DOE-SR Human Resources Service Center, schedules and advertises workforce training and development opportunities utilizing the POWER database and periodic training announcements. Processes course registrations, providing course confirmation and reminders to employees. Processes requests for course cancellations. Verifies training and education attendance and completion.
- 3.1.6 Management and Employee Relations. Advises DOE-SR management on the proper procedures for resolving employee performance, conduct, or behavior problems and other sensitive employee issues. Manages and administers the Workforce Discipline, Grievance and Workplace Violence Processes and the DOE-SR Employee Assistance Program. Manages and administers the DOE-SR leave, flexi-time, and flexi-workplace processes. Promotes greater use of dispute resolution techniques in accordance with the Administrative Dispute Resolution Act. Administers the DOE-SR Drug Testing Process and the Worker's Compensation Program.

3.1.7 Employee Benefits, Records, and Information Administration. Manages and operates the DOE-SR Human Resources Service Center. Administers DOE retirement, health benefits, life insurance, and Thrift Savings Plan programs. Processes personnel actions and provides official notification to employees and management. Manages and administers internal and external DOE-SR employee movements. Administers the DOE-SR Thank You Store. Manages the Official Personnel Files, performance files, student training and qualification records, and course records to ensure accuracy and privacy of record content. Evaluates and improves the OHCM Information Management System functionality based on operational performance, user requests, and emerging technology. Maintains the HRMDD Home Page.

3.1.8 **SMS Function(s) (see Part 1, Subsection 10):**

- 1.3 **Cognizant Secretarial Office Mission Assignment to Field Element (1.3.01)**
- 1.5 **Resource Allocations to FEM (1.5.01)**
- 1.6 **Technical Qualification and Competency (1.6.01 - 1.6.17 and 1.6.21)**
- 2.5 **Organization FRA Documents (2.5.01 - 2.5.02 and 2.5.04 - 2.5.06)**
- 2.7 **Prioritize Tasks (2.7.01 and 2.7.02)**
- 4.1 **Identify Standards and Requirements (4.1.30 - 4.1.33)**
- 5.2 **Perform Work Safely (5.2.01)**

3.2 **CONTRACTOR HUMAN RESOURCES TEAM (CHRT)**

3.2.1 Contractor HR Oversight. Evaluates contractors' wage and salary programs as required by contracts and personnel appendices. Analyzes and approves contractors' salary increase funds and compensation actions. Provides oversight of contractor benefit and employee relations programs. Reviews contracts and contractor activities to ensure compliance with labor statutes and regulations, Executive Orders, and other directives. Provides oversight of the SRS contractors' workforce restructuring, labor and wage determinations, labor relations activities, and staffing plans and activities.

3.2.2 **SMS Function(s) (see Part 1, Subsection 10):**

- 4.1 **Identify Standards and Requirements (4.1.34 - 4.1.36)**