

Section S7.20 *The Office of the Deputy Commissioner, Human Resources—(Functions):*

A. The Deputy Commissioner, Human Resources (DCHR) (S7) is directly responsible to the Commissioner for carrying out the ODCHR mission and providing general supervision to the major components of ODCHR as well as guidance, support and technical assistance to the SSA regional personnel administration operation.

B. The Assistant Deputy Commissioner, Human Resources (S7) assists the Deputy Commissioner in carrying out his/her responsibilities and performs other duties as the Deputy Commissioner may prescribe.

C. The Immediate Office of the Deputy Commissioner, Human Resources (S7A) provides the Deputy Commissioner and the Assistant Deputy Commissioner with staff assistance on the full range of their responsibilities.

D. The Office of Personnel (OPE) (S7B) is directly responsible to the Deputy Commissioner for Human Resources for carrying out OPE's mission and for providing general supervision to the major components of OPE. The Office directs a comprehensive SSA personnel management program. It develops, implements and maintains a fully integrated and coordinated personnel management program responsive to the needs of SSA. The Office manages personnel programs in the following areas: personnel policy and research, personnel data, position classification and organization management, recruitment and placement, employee counseling, personnel management evaluation, executive personnel services, employee assistance services, personnel information planning, employee recognition and health services.

E. The Office of Labor Management Relations (OLMR) (S7C) is directly responsible to the Deputy Commissioner for Human Resources for carrying out OLMR's mission and for providing general supervision to the major components of OLMR. The Office manages the SSA labor management relations program, including the development and evaluation of the program and the formulation of SSA-wide labor management relations policy.

F. The Office of Civil Rights and Equal Opportunity (OCREO) (S7E) is directly responsible to the Deputy Commissioner for Human Resources for carrying out OCREO's mission and for providing general supervision to the major components of OCREO. The Office provides overall management of

the SSA-wide programs of civil rights and equal opportunity, including the development of SSA-wide civil rights and equal opportunity policy.

G. The Office of Training (OT) (S7G) is directly responsible to the Deputy Commissioner for Human Resources for carrying out OT's mission and for providing general supervision to the major components of OT. The Office manages and administers a national training program to enhance SSA's capability of providing effective and efficient service to the public. It develops and issues Agencywide policies, procedures and operational guidelines for the design, development, implementation, maintenance and evaluation of all SSA training activities. It directs the financial management of training monies to ensure accountability of money spent to train and develop the Agency's employees.

H. The Office of Workforce Analysis (OWA) (S7H) is directly responsible to the Deputy Commissioner for Human Resources for carrying out OWA's mission and providing general supervision to the major components of OWA. The Office develops, implements and directs a comprehensive program of management studies, research and analysis. It implements a comprehensive workforce effectiveness program and conducts studies of work processes and procedures. It provides SSA liaison with other Federal agencies and outside sources on these matters.

Subchapter S7B—Office of Personnel

S7B.00 Mission
S7B.10 Organization
S7B.20 Functions

Section S7B.00 *The Office of Personnel—(Mission):* The Office of Personnel (OPE) directs a comprehensive program designed to provide the full range of personnel management programs, including personnel management evaluation, executive personnel services, recruitment and placement, employee counseling, personnel policy and research, personnel data, employee assistance services, personnel information planning, employee recognition, health services and classification and organization management. The Office develops policy and guidelines for the SSA-wide management of those programs and evaluates the manner in which they are carried out.

Section S7B.10 *The Office of Personnel—(Organization):* The Office of Personnel under the Associate Commissioner, Office of Personnel, includes:

A. The Associate Commissioner, Office of Personnel (S7B).

B. The Deputy Associate Commissioner, Office of Personnel (S7B).

C. The Immediate Office of the Associate Commissioner, Office of Personnel (S7B).

D. The Project Management Staff (S7BH).

E. The Personnel Management Information Systems and Payroll Staff (S7BJ).

F. The Center for Personnel Operations (S7BK).

G. The Center for Personnel Policy and Program Development (S7BE).

H. The Center for Employee Services (S7BG).

Section S7B.20 *The Office of Personnel—(Functions):*

A. The Associate Commissioner, Office of Personnel (S7B) is directly responsible to the Deputy Commissioner, Human Resources for carrying out the Office of Personnel's mission and for providing general supervision to the major components.

B. The Deputy Associate Commissioner, Office of Personnel (S7B) assists the Associate Commissioner in carrying out his/her responsibilities and performs other duties as the Associate Commissioner may prescribe.

C. The Immediate Office of the Associate Commissioner, Office of Personnel (S7B) provides the Associate Commissioner and Deputy Associate Commissioner with staff assistance on the full range of their responsibilities.

D. The Project Management Staff (S7BH).

1. Provides the Associate Commissioner with a staff of self-managed work/project teams of a temporary nature which can be rapidly deployed to address high priority, interdisciplinary personnel projects of a specialized nature. The staff expands or contracts based upon the workload at any given time.

2. Directs an SSA-wide program for inspection and evaluation of SSA's personnel management program including employment and staffing, position management and classification, employee relations, equal employment opportunity and labor relations. Conducts administrative surveys and special studies to provide managers with information and assistance to assure conformance with Office of Personnel Management (OPM) regulations and SSA policies and directives.

3. Designs, analyzes and implements a variety of research projects in the areas of personnel management.