

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

1. Plans and directs ongoing development, analysis and evaluation of SSA's personnel recordkeeping systems; develops general objectives and performance standards for automated systems and detailed specifications for development or modification of computer programs used in automated systems; and proposes changes in these systems to meet SSA's human resources data, statistics and information needs.

2. Coordinates, with SSA's Office of the Deputy Commissioner for Systems, the planning, development, modification and evaluation of automated systems.

3. Plans, designs and evaluates the use of personal computers and provides office automation support for human resources systems.

4. Operates selected data processing/office automation systems in OPE.

5. Reviews and processes all personnel and payroll actions in conformance with OPM regulations.

F. The Center for Personnel Operations (S7BK).

1. Develops and implements policies and regulations pertaining to SSA recruitment and placement, including policies and guidelines for SSA administration of the Senior Executive Service (SES). Initiates and processes personnel actions for SSA Headquarters employees; participates with office managers and staffs in assessing placement actions; and directs the administration of all Merit Promotion Plans applicable within Baltimore/Washington/Falls Church Headquarters components. Processes necessary administrative actions required for new employees entering on duty.

2. Develops and implements SSA-wide programs of position classification, position management and personnel security within SSA Headquarters. Directs position classification, position management and personnel security activities having SSA-wide significance.

3. Provides advice and assistance to all SSA components on activities and issues that involve position classification and position management; serves as the central SSA referral point on these programs; and acts as SSA liaison with OPM and other non-SSA entities and organizations with respect to assigned areas of responsibility.

4. Formulates and oversees the implementation of policies, procedures, standards, directives and objectives which assure that position structure and management promote cost-effective operations and the efficient use of employee skills.

5. Provides leadership and coordination in the formulation of SSA policies, directives and programs relating to the Fair Labor Standards Act and to salary and wage surveys; conducts a continuing review of the applicability of classification standards; and, as appropriate, negotiates with OPM for the revision of such standards or the development of single Agency standards.

6. Authorizes the establishment of positions and organizations, providing advice and guidance to managers on organizational structure and preparing **Federal Register** and Organization Manual material.

7. Implements policies, regulations and programs pertaining to special recruitment and staffing activities for SSA Headquarters and field organizations. Develops and implements student employment programs.

8. Directs the development and administration of SSA services concerning employee benefit programs which include the Civil Service Retirement System, the Federal Employee Retirement System, the Thrift Savings Plan, the Federal Employees Group Life Insurance Program and the Federal Employees Health Benefits Program.

9. Provides for the establishment and maintenance of the Official Personnel Folders for SSA Headquarters employees.

10. Develops and implements all SSA policies and activities relating to the Agency's executive level personnel management program.

11. Recruits for and places individuals in positions in the SES in accordance with OPM regulations.

12. Provides staff support to the Executive Resources Board in administering a systematic program to manage SSA's executive and professional resources and ensuring the appropriate selection of candidates to participate in official executive development programs.

13. Provides staff support to the Performance Review Board in reviewing performance plans and subsequent appraisals of career and noncareer executives in SES and employees in equivalent level positions.

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

1. Directs the formulation and issuance of SSA personnel policies and directives. Provides guidance on matters pertaining to such areas as staffing, compensation, appraisals and performance standards, personnel information disclosure and management communications and ensures that guidance is consistent with pertinent

laws, regulations and policies. Oversees the dissemination and implementation of SSA-wide policies and directives pertaining to personnel management areas. Directs the development and maintenance of the SSA personnel manual system, reviewing all issuances under this system.

2. Directs the development and operation of SSA performance and employee awards programs. Develops and implements SSA employee suggestion, incentive and honor awards programs and administers the performance management systems.

H. The Center for Employee Services (S7BG).

1. Provides professional counseling and referral services for employees with mental health problems and for employees with alcohol or drug problems. Provides technical advice and guidance to SSA management officials on matters related to these functions.

2. Develops, implements and evaluates SSA's employee health services programs in conformance with appropriate laws, policies and regulations.

3. Directs the development and operation of SSA's Workers' Compensation services program. Provides assistance to employees regarding claims for loss of wages, settlement awards, notices of injury and required medical reports.

4. Provides overall coordination and direction to work environment improvement efforts within SSA. Coordinates a variety of studies throughout SSA designed to improve the work environment.

5. Plans, develops and implements a variety of employee and family-oriented programs and services in the areas of Child Care, Elder Care, fitness and wellness, Career/Life Planning and financial counseling.

#### **Subchapter S7C—Office of Labor Management Relations**

S7C.00 Mission  
S7C.10 Organization  
S7C.20 Functions

Section S7C.00 *The Office of Labor Management Relations—(Mission):* The Office of Labor Management Relations (OLMR) provides overall management of an SSA-wide program of labor management and employee relations, including the development and evaluation of the program and the formulation of SSA-wide labor management relations policy.

Section S7C.10 *The Office of Labor Management Relations—(Organization):* The Office of Labor Management Relations under the leadership of the