

MS 132 Office of Human Resources: Organization, Mission, and Functions

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Responsible Office: Office of Human Resources (HR)

New Manual Section

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Human Resources Council (HRC) Charter and By-Laws

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1.0 Purpose

The purpose of this Manual Section is to describe the organization, mission, and functions of the Office of Human Resources.

2.0 Authority

Peace Corps Act, 22 U.S.C. 2501, *et seq.*

3.0 Organization

The Office of Human Resources is headed by the Chief Human Capital Officer (CHCO). The CHCO reports directly to the Chief of Staff. The Office of Human Resources includes four sub-units: Employee Labor Relations; Overseas Recruitment, Selection, and Support; Payroll and Benefits; and, Staffing Classification. Each office is headed by a Director, Manager or Officer who reports to the CHCO.

4.0 Office Mission

4.1 Office of Human Resources

It is the mission of the Office of Human Resources (HR) to establish and manage the Peace Corps' personnel policies and practices for U.S. Direct Hires, including the maintenance and administration of the Peace Corps' personnel recruitment and selection program both domestic

and overseas, Official Personnel Folder recordkeeping system, payroll services and timekeeping, management-employee and labor relations program, employees benefits program, and the Workers Compensation program.

5.0 Office Functions

5.3 Office of Human Resources

The Office of Human Resources:

- (a) Manages the Peace Corps' U.S. Direct Hire personnel programs and benefits consistent with applicable laws and Peace Corps policies;
- (b) Manages the Peace Corps' automated personnel management information system for U.S. Direct Hires, and serves as liaison with the U.S. Office of Personnel Management on data submitted for the Government-wide Central Personnel Data File (CPDF);
- (c) Provides career transition assistance for U.S. Direct Hire staff, including pre-retirement and retirement services;
- (d) Oversees U.S. Direct Hire performance management program;
- (e) Provides administrative support to the Incentive Awards Committee;
- (f) Provides advisory services to Peace Corps officials on position management, staffing, recruitment and classification for U.S. Direct Hire domestic positions and overseas;
- (g) Provides advice and guidance on U.S. Direct Hire pay and compensation issues, such as locality pay, pay setting, and overseas compensation plans;
- (h) Manages and operates U.S. Direct Hire staff recruitment and hiring, administers the Disabled Veterans Affirmative Action Program (DVAAP), and monitors recruitment, selection and placement activities to promote equal employment opportunity in collaboration with the Office of Civil Rights and Diversity;
- (i) Manages the Overseas Recruitment, Selection and Support staff in coordination with the Office of Global Operations to recruit for the selection of Country Directors, Directors of Programming and Training and Directors of Management and Operations. Administers the Peace Corps' internal placement needs of U.S. Direct Hires through assignments, details, reassignments, and promotions;
- (j) Administers the Peace Corps' internal placement needs of U.S. Direct Hires through assignments, details, reassignments, and promotions;
- (k) Develops and operates the Peace Corps' position management and classification systems for U.S. Direct Hire positions, including position design and structure, determination of bargaining unit eligibility and staffing analysis, and the review and rendering of final decisions on classification appeals within the Peace Corps;

- (l) Administers special employment programs such as the Federal Work Study program;
- (m) Processes U.S. Direct Hire personnel action documents;
- (n) With the assistance of the Office of General Counsel, advises management officials on disciplinary/adverse employee actions regarding U.S. Direct Hires, processes and monitors termination actions for all U.S. Direct Hire domestic and overseas staff; assists managers in counseling U.S. Direct Hire employees regarding performance and conduct issues; oversees the Peace Corps' U.S. Direct Hire employee grievance system; and administers the telework program for U.S. Direct Hires;
- (o) Serves as the official point of contact for the Peace Corps Union, the American Federation of State, County, and Municipal Employees (AFSCME) Union Local 3548; consults and negotiates with the Peace Corps labor organization, provides technical assistance to the Peace Corps on labor relations matters, and advises and assists managers and supervisors in the uniform administration of the negotiated labor-management agreement;
- (p) For the benefit of U.S. Direct Hires: provides payroll and benefits services for U.S. Direct Hires; maintains an employee assistance program; processes health insurance, life insurance and retirement programs, long term care, and flexible spending accounts; and counsels and assists U.S. Direct Hire employees with retirement applications; and
- (q) Manages the Peace Corps Emergency Relief Fund for U. S. Direct Hires, Foreign Service Nationals and Volunteers.

6.0 Effective Date

The effective date is the date of issuance.