

U.S. NUCLEAR REGULATORY COMMISSION

DIRECTIVE TRANSMITTAL

TN: DT-04-10

To: NRC Management Directives Custodians

Subject: Transmittal of Management Directive 9.25, "Organization and Functions, Office of Human Resources"

Purpose: Directive and Handbook 9.25 replace Manual Chapter 0134 and are being issued to reflect the responsibilities of the Office of Human Resources.

Office of Origin: Office of Human Resources

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Date Approved: July 13, 2004

Volume: 9 NRC Organization and Functions

Directive: 9.25 Organization and Functions, Office of Human Resources

Availability: Rules and Directives Branch
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Organization and Functions Office of Human Resources

Directive

**(Formerly
MC 0134) 9.25**

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U. S. Nuclear Regulatory Commission

Volume: 9 NRC Organization and Functions

HR

Office of Human Resources

Directive 9.25

Organization and Functions

Supervision

(9.25-01)

The Office of Human Resources (HR) is under the supervision of a director who reports to the Deputy Executive Director for Management Services.

Functions

(9.25-02)

This office plans, develops, implements, and directs policies, programs, and services to provide for the effective acquisition, organization, utilization, training, development, and retention of the agency's human capital. Specifically, the office—

- Provides overall leadership and management of agency human capital planning and human resources planning, policy, and program development. Establishes accountability for achievement of human capital goals; monitors performance and provides feedback. (021)
- Plans, implements, and provides overall leadership and management to deliver employment services and operations, labor and employee relations, organizational development, training, and workforce information and analysis. (022)

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Functions

(9.25-02) (continued)

- Provides advice and support for the planning, development, implementation, oversight, and evaluation of HR information systems. (023)
- Administers and manages the NRC Health Services Program, including occupational safety and health programs, ergonomics, workers' compensation, the employee assistance program, and the NRC health unit. (024)
- Conducts human capital and office budget formulation, justification, and execution. Develops and implements the NRC strategic human capital plan; devises both short- and long-range plans consistent with agencywide programmatic goals and objectives. Assists and advises NRC management in the planning and implementation of human capital goals consistent with agency policies and mission. (025)
- Establishes policy guidance and criteria for implementation of HR programs in the regions; assesses the effectiveness of established human resources programs; and determines whether the regions are implementing the programs in a manner consistent with program requirements. (026)
- Plans, implements, and provides agencywide training and development policies and programs designed to establish, maintain, and enhance the regulatory, technical, professional, and leadership skills needed by NRC employees to accomplish the mission of the agency. (027)

Delegation of Authority

to the Director

(9.25-03)

The Director of the Office of Human Resources is authorized and directed to—

**Delegation of Authority
to the Director**

(9.25-03) (continued)

- Take such action as is necessary to carry out the functions and responsibilities assigned by this or other official directives or communications, subject to the limitations they may prescribe. Delegations of authority for specific actions and applicable limitations are contained in NRC management directives covering specific subjects. (031)
- Administer the human resources management program of the NRC and provide final interpretation of human resources policy in accordance with Federal laws, Executive Orders, Office of Personnel Management and other governmental regulations, where applicable, and in accordance with NRC policies and directives. (032)

**Redelegation of Authority
by the Director**

(9.25-04)

- The director may, except where expressly prohibited, redelegate to others authority delegated by this or other official directives or communications, subject to the limitations stated below and to other stipulations the director may deem necessary. (041)
- Such redelegation must be made in writing and a copy filed with the Office of the Executive Director for Operations, the Office of the Inspector General, the Office of the Secretary, and the Office of the General Counsel. (042)
- The director must stipulate in each such delegation of authority any limitations on further redelegation. (043)

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**Organizational Structure and
Internal Assignments**

(9.25-05)

HR includes the Deputy Director of Human Resources and the Associate Director for Training and Development. An organization chart showing the internal organization of the office and a statement of functions of the subdivisions of the office are presented as Handbook 9.25, Parts I and II.

Organization and Functions Office of Human Resources

Handbook

**(Formerly
MC 0134)**

9.25

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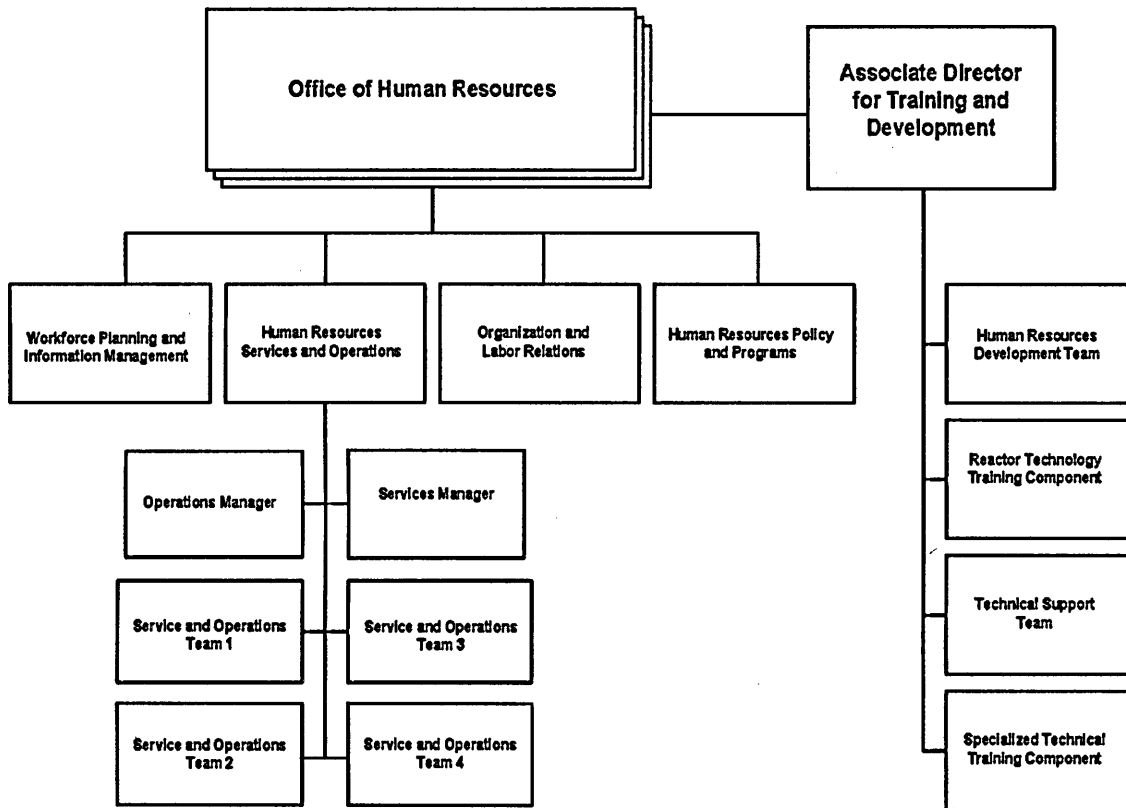
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Handbook 9.25 Part I

Part I
Organization Chart



Part II
Descriptions of Functions

Director (A)

Supervises and directs the performance of all human resources and administrative functions necessary to carry out the assigned responsibilities of the office, including the establishment of the internal organization and its policies and procedures, as required to manage effectively the work of each component.

Deputy Director (B)

Assists the director in all assigned responsibilities, with primary responsibility for furnishing day-to-day management and administrative support in policy and operational matters in the functional areas of HR, and is authorized to act in the stead of the director during his or her absence.

**Associate Director for Training
and Development (C)**

Assists the director in all assigned responsibilities, with primary responsibility for management and administration of agencywide training and development policies and programs, and may be authorized to act in the stead of the director during his or her absence.

**Subordinate Components of the
Office of Human Resources (D)**

Human Resources Services and Operations (1)

- Manages the implementation and delivery of human resources services and operations agencywide. (a)

**Subordinate Components of the
Office of Human Resources (D) (continued)**

Human Resources Services and Operations (1) (continued)

- Provides management advice and recommendations concerning all operational aspects of human resources management and administration. (b)
- Assists managers and supervisors in applying human capital strategies to solve workforce planning issues and close skills gaps. (c)
- Provides human resources advice, guidance, information products, and support services for NRC managers and employees. Implements and administers a full range of human resources policies, programs, and services, including employment, recruitment, staffing, position evaluation and management, pay administration, benefits, incentive awards, employee and labor relations, and performance management. (d)
- Provides program direction and liaison in support of regional human resources operations. (e)

Organization and Labor Relations (2)

- Provides labor relations and employee relations guidance and supporting services to NRC managers and staff; develops and implements labor relations partnership policies and procedures; negotiates and administers collective bargaining agreements; and conducts day-to-day interactions with the employee union. (a)
- Administers the agencywide grievance and appeals system for nonbargaining unit employees. (b)
- Provides staff-level guidance and advice on reorganizations in the context of labor relations and collective bargaining. (c)

Subordinate Components of the
Office of Human Resources (D) (continued)

Organization and Labor Relations (2) (continued)

- Provides oversight and coordination of the Employee Assistance Program, the Occupational Safety and Health Program, ergonomics, and the headquarters health unit. (d)

Human Resources Policy and Programs (3)

- Manages a comprehensive framework of human capital policies and programs, evaluating and revising as necessary to ensure effectiveness and efficiency. (a)
- Develops, implements, and evaluates results-oriented performance management systems for executives, managers and supervisors, and employees that link with agency and organizational goals. (b)
- Maintains and fosters relationships with external organizations to become aware of and participate in the formulation of new concepts in human resources management. (c)
- Analyzes significant human resources initiatives and potential issues for applicability in NRC. (d)
- Develops and implements an executive succession planning strategy to sustain an NRC leadership and managerial pipeline. (e)

Workforce Planning and Information Management (4)

- Develops and implements strategic human capital plan and human capital budget. (a)
- Develops and manages human capital accountability system, tracks progress, and supplies feedback on results. (b)
- Analyzes workforce deployment and organizational structures and provides guidance and coordination for organizational alignments,

**Subordinate Components of the
Office of Human Resources (D) (continued)**

Workforce Planning and Information Management (4) (continued)

position management, functional responsibilities, and delegations of authority. (c)

- Projects workforce needs and identifies skills gaps. (d)
- Develops, maintains, and oversees the security of automated human resources management and information systems concerned with staffing, strategic workforce planning, and other support activities for managing human capital. (e)
- Collects, analyzes, and provides data on the hiring, retention, demographics, full-time equivalent (FTE) staff year allocation and utilization, skills, diversity, and training of NRC's workforce. (f)
- Implements information technology solutions to improve efficiency and effectiveness of HR systems and processes. (g)
- Provides management control and coordination of the office's financial resources and integrates HR's plans and budget with agency programs and mission. (h)

Employee Training and Development (5)

- Develops and implements the policy and framework for technical and professional training and development of NRC personnel to maintain and enhance those skills employees need to perform their jobs and to meet the future skill needs of the agency. (a)
- Develops and implements policies and strategies for programs and activities that provide for executive, managerial, supervisory, professional, and organizational development and individual employee training and development opportunities. (b)

Subordinate Components of the
Office of Human Resources (D) (continued)

Human Resources Training and Development (5) (continued)

- Develops and implements policies and strategies for programs and activities to initially impart to NRC technical staff and Agreement State personnel the necessary level of knowledge to perform assigned safety functions and to continually maintain this level of knowledge. Develops and implements, in conjunction with program offices and regions, formal staff qualification and training programs. (c)
- Establishes and maintains an integrated budget of all agency training-related activities. Obtains equipment, such as simulators and other training aids, and manages contracts and funds as necessary to support technical and professional training and development activities. (d)
- Manages the Technical Training Center, the Professional Development Center, and the Individualized Learning Center facilities and associated capital assets. (e)
- Provides organizational development services and career development services, including career counseling. (f)