





Office of Human Resources Management "101"

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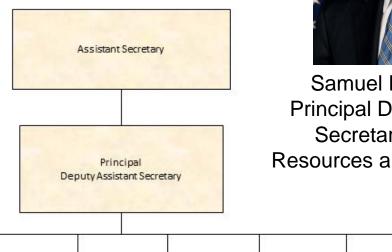
### Human Resources & Administration (HR&A); Office of Human Resources Management (OHRM) Overview

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# VA Human Resources and Administration (HR&A) Organizational Chart



Gina S. Farrisee
Assistant Secretary for
Human Resources and
Administration





Samuel B. Retherford
Principal Deputy Assistant
Secretary for Human
Resources and Administration

Deputy
Assistant
Secretary
for
Administration

Deputy Assistant Secretary for Diversity And Inclusion

Deputy
Assistant
Secretary
for
Human
Resources
Management
OHRM

Assistant Secretary for Resolution Management

ORM

Deputy

Deputy
Assistant
Secretary
for
Labor
Management
Relations
LMR

Dean of VA Learning University

VALU

Veterans Employment Service Office

VESO

Executive

Director

Director
for
Corporate
Senior
Executive
Management
Office
CSEMO

### Human Resources and Administration Values, Vision and Mission

Behind every Veteran, wounded warrior, and family member receiving services, there is a family of VA employees dedicated to serving the community of Veterans.

VA Core Values underscore our obligations and guide our daily interactions with Veterans – "who we are."

**HR&A Vision:** Lead human capital management strategies, policies, and practices that cultivate an engaged, proficient, and diverse workforce to transform and continually improve services to Veterans and their families.

**Mission:** To direct both policy and operational functions supporting Veterans and their families, and the VA staff offices and administrations.

Additional information about the specific missions, tasks and responsibilities of HR & A's subordinate organizations is available via the VA Functional Organizational Manual, <a href="http://vaww.va.gov/opa/publications/FOM\_Revision\_1-3\_March\_2014\_final.pdf">http://vaww.va.gov/opa/publications/FOM\_Revision\_1-3\_March\_2014\_final.pdf</a>, pages190-206.

# Office of Human Resources Management (OHRM) Leadership

**VACANT** 

Deputy Assistant Secretary
Office of Human Resources
Management



Associate Deputy Assistant Secretary for HR Policy & Operations

#### **VACANT**

Associate Deputy Assistant Secretary for HR Automation, Systems and Analytics



**Catherine Biggs-Silvers** 

Acting Deputy Assistant Secretary
Office of Human Resources Management
&

**Business Operations and Oversight** 

### **OHRM Overview**

**Strategic Goal** 

To support HR&A's strategic plan which is directly aligned to VA Strategic Objective 3.1: "Make VA a Place People Want to Serve."

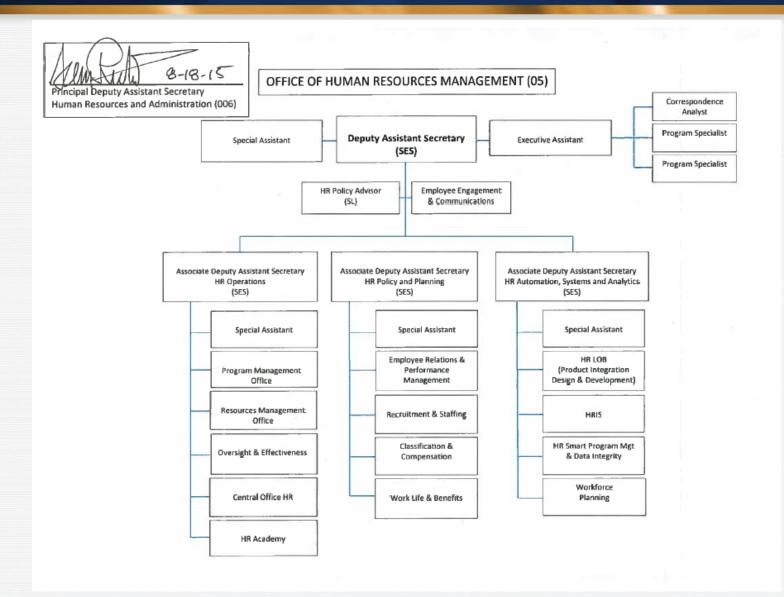
**OHRM Vision** 

OHRM is a recognized leader in providing innovative and customer centric human capital services and solutions throughout the employment cycle

**OHRM Mission** 

Drive human capital transformation through human resources services and innovative programs in support of Veterans and their families

### **OHRM Organizational Chart**



### The OHRM Identity and Promise

**PLATFORM** 

Achieving Excellence Through a Commitment to Service, Culture and Performance



PILLARS

#### **People-Centric**

#### **Veteran-Focused**

#### **Results-Driven**

#### Forward-Thinking

P R

I N C

I P

E S

#### Proud

We are proud of who we are and we don't forget that we are ultimately here to serve Veterans and their families.

But OHRM's pride is not limited to identity.

We take pride in a job well done, and it's why we find fulfillment as we provide human resources solutions for VA.

#### Genuine

It takes more than smarts and talent to be a part of the OHRM organization.

It's about being real, too.

No matter how we may grow and transform, there's always a foundation of decency and authenticity supporting the Office.

#### **Principled**

Our pursuit of excellence is matched by our service-driven principles.

We believe in acting with integrity and treating others with dignity and compassion.

#### **Empowering**

As an organization of, for and by the employees, OHRM continues its long tradition of empowering employees through training, collaboration and other opportunities.

#### Practical

OHRM activities have a direct impact on employees.

services, reducing paperwork, and sharing new benefits. We are standardizing

position descriptions

and encouraging

telework.

We are focusing on measuring performance.

It's important to us that we make smart decisions to help VA support our nation's Veterans and their families.

#### Hardworking

We work, and we work hard.

anything worth accomplishing effectively is worth the time and effort.

We believe that

It's why OHRM employees see tasks through to the end.

We are engaged in every part of the process of solving a problem or delivering a service.

#### **Transformative**

We are committed to advancing human capital transformation efforts and developing new solutions that further modernize our organization on behalf of our customers, VA, and Veterans and their families.

**KEY MESSAGE** 

Drawing upon its commitment to service, culture and performance, OHRM applies its capabilities, knowledge and collaborative approach to develop our people, engage our workforce, nurture our talent and improve our performance as we transform the organization to better serve the needs of a changing and growing Veteran population.

### **OHRM Service Goals**

OHRM's services work to ensure their tools, trainings, and business solutions are practical, supportive, and responsive to the needs of their partners and Veterans.



# OHRM Services and Missions Overview Direct reporting services to the Deputy Assistant Secretary

**Employee Engagement Service:** Provides strategies, tools, insight, and guidance to leaders and employees across VA with the goal of improving engagement at all levels to help make VA a place people want to serve and to ensure the best outcomes for Veterans.

Additionally, the HR Policy Advisor (virtual) reports to the Deputy Assistant Secretary

## OHRM Services and Missions Overview HR Policy and Planning

Employee Relations & Performance Management: To write and interpret policy in the employee relations areas of misconduct, performance and awards. The ER&PMS is also responsible for keeping abreast of current case law along with other regulatory and/or statutory changes that impact employee relations laws, and provides guidance to field employee relations practitioners as necessary.

**Compensation & Classification**: To provide Department-level policy development, oversight, training and consultative expertise on strategic organizational design, position development, and compensation in support of the recruitment and retention of talent to serve our Nation's Veterans.

**Recruitment & Placement Policy:** To provide staffing policy development, regulatory oversight, and advisory/consultative services on staffing and placement issues for Title 5 and 38 staffing disciplines

**Worklife and Benefits:** To improve our ability to recruit and retain employees, VA offers a wide range of Worklife programs such as felxible work schedules, telework and child care subsidies to assist employees.

## OHRM Services and Missions Overview HR Operations

Central Office Human Resources: To provide VACO employees with a onestop, centralized location where they can find and access relevant forms, contact information and processes for specific tasks, and other items related to VACO human resources (HR) needs.

**Oversight & Effectiveness**: To strengthen the accountability and effectiveness of VA's human capital management (HCM) programs and human resources (HR) operations.

**HR Academy**: To cultivate a community of high-performing HR professionals who enable VA's workforce to serve our Veterans with excellence.

## OHRM Services and Missions Overview HR Operations cont'd

**Program Management Office**: To assist OHRM in the execution of strategy, implement processes and procedures to help increase customer satisfaction, establish and promote "PM best practices" that will aid in gaining efficiencies and recognize maximum return on investment (ROI), conduct portfolio tracking, review and oversight.

**Resource Management:** To manage and leverage resources, improve operations and create efficiencies as well as assisting lower income VA employees, whose income is less than \$69,999 per year, with the cost of child care

## OHRM Services and Missions Overview HR Automation, Systems and Analytics

Human Resources Information Service: To report, coordinate and prepare service requests for HR payroll issues. HRIS prepares service requests in coordination with the VA Finance staff to address necessary changes to the PAID (Personnel Accounting Integrated Data) system; prepares and distributes written HR PAID guidance; updates and maintains the HR PAID manual.

HR Line of Business Program Management Office: To provide VA personnel with world class services in order to optimize strategic management of human resources to support the VA mission.

**Workforce Planning Service:** To help VA's dynamic workforce adapt to changing Veteran needs by providing enhanced workforce planning tools, training and processes.

**HR Smart Program Management & Data Integrity:**