

Department of the Interior Departmental Manual

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Series: Organization

Part 112: Policy, Management and Budget

Chapter 15: Office of Human Capital

Originating Office: Office of Human Capital

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15.1 Office of Human Capital. The Office of Human Capital (OHC) is responsible for human capital policy development, direction, coordination, evaluation, and support of the Department's programs concerning the acquisition, management, development, and retention of the Department's workforce. The OHC also serves as the primary liaison for coordinating human capital matters with external organizations such as the U.S. Office of Personnel Management; Office of Management and Budget; Federal Labor Relations Authority; Merit Systems Protection Board; and the Chief Human Capital Officer Council. The OHC also provides support to the Department's responses pertaining to Congress, Government Accounting Office (GAO), and requests on human capital matters.

15.2 Responsibilities. The OHC serves as the focal point to provide program policy, program oversight, and program evaluation oversight of the following responsibilities:

- A. Develops effective human capital management strategies, policies, and plans to support Bureaus and offices in managing a high quality, productive, and diverse workforce focused on results and aligned with the Department's mission, goals, priorities, and objectives.
- B. Establishes internal programs and procedures to enhance recruiting, assessing, and selecting employees with the right skills and competencies from all segments of society.
- C. Implements and maintains comprehensive employee development and engagement programs to meet current and future talent demands; and develops and retains a quality, high performing, and diverse workforce.
- D. Creates, implements, and maintains, comprehensive employee performance management programs and activities that support the Department's mission, goals, and priorities.

- E. Designs, develops, and implements compensation, benefits, and retention programs to support the Department's workforce strategies.
- F. Designs, develops, reviews, and oversees human capital processes and programs to support mission effectiveness through employee accountability, engagement, and performance management.
- G. Provides guidance in executing the Department's reasonable accommodation programs and policy.
- H. Manages the relationship between the Department and respective management associations and unions.
- I. Implements a systematic, flexible, and inclusive process to review workforce and performance data, metrics, and results; anticipate and plan for future strategic requirements, and provide holistic information for human capital decisions.
- J. Assesses results achieved across all human capital management systems in support of the Department's mission and goals to identify and implement improvements; and enable and ensure compliance with laws, regulations, and merit principles.

15.3 Organization. The OHC is headed by a Director who reports to the Chief Human Capital Officer (An organization chart is attached). The Director serves as the Deputy Chief Human Capital Officer and carries out the responsibilities of the Office with assistance from:

- A. Senior Advisor. Assists the Director with the execution of special programs and other activities to enhance effectiveness of the Department's human capital functions.
- B. Strategic Human Capital Planning and Evaluation Division. Supports and coordinates strategic human capital planning and provides strategic direction to Bureaus; monitors and develops reports on strategic human capital activities; and evaluates the efficiencies, effectiveness, and compliance of human capital programs. The Division provides advisory services, compliance, and oversight on accountability, and evaluation activities, with assistance from staff located in Boise, Idaho.
- C. Strategic Talent Management Division. Establishes and disseminates policy and coordinates development of the Department's programs to enable, enhance, and maintain its ability to effectively attract, recruit, and retain a high-performing workforce.
- D. Workforce Relations Division. Establishes and disseminates policy, and supports and coordinates the Department's employee relations, labor relations, performance management, employee recognition, work-life balance, reasonable accommodation,

benefits, and retirement activities. The Division also provides advisory services, compliance oversight, policy development on worker compensation, and administers Firefighter and Law Enforcement retirement, with assistance from staff located in Boise, Idaho.

E. Executive Resources Division. Develops policy, administers, and coordinates the Department's executive resources management program, excluding those functions associated with executive development.

F. Human Resource Information Systems and Analytics Division. Provides technical leadership and oversight for Department-wide automation programs and systems that impact strategic human capital decision-making, execution, and reporting. The Division also provides strategic human capital data analytics support.

Office of Human Capital

