

Department of the Interior Departmental Manual

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Series: Organization

Part 120: U.S. Geological Survey

Chapter 4: Office of the Associate Director for Human Capital

Originating Office: U.S. Geological Survey

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4.1 Office of the Associate Director for Human Capital provides executive-level leadership for policy direction, management, and oversight of the human capital programs of the U.S. Geological Survey (USGS) including Human Resources, Employee Development and Ethics. The Associate Director for Human Capital exercises the authority delegated by the USGS Director to formulate and implement human capital strategies and make necessary investments to assure success in support of the USGS mission ensuring consistency with merit system principles, veteran's preference, family friendly programs, ethics laws and regulations, and other important public policies.

4.2 Offices Reporting to the Associate Director for Human Capital.

A. Human Resources Office. Responsible for bureau-wide policy direction in human resources. This includes labor-management relations; employee relations (including disciplinary and adverse actions, administrative grievances, awards, and leave programs); work/life and family friendly programs; employee performance management; suitability and security clearances; volunteerism; workers compensation; staffing and recruitment; and, pay, compensation and benefits. It provides coordination with: the Office of Inspector General; the payroll and personnel system; Senior Executive Service program; bureau-wide human resources special initiatives; and human resources evaluation and assessment programs. The Office also provides human resources services for the USGS through headquarters and field Human Resource offices which report to the Chief, Human Resources Office.

B. Office of Organizational and Employee Development. Coordinates and oversees programs designed to improve both individual and organizational effectiveness. It serves as a catalyst for continuous learning, professional growth, and organization development.

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