

Date: March 30, 2012

**Centers for Medicare & Medicaid Services
Office of the Administrator
Chief Operating Officer
Office of Operations Management
Human Capital Management Group**

**Division of Quality and Compliance
(FCMAED)**

- Assesses and evaluates the overall effectiveness and statutory/regulatory compliance of CMS' delegated human resource programs and policies. Serves as the focal point for external organizations performing reviews and oversight of CMS human resource (HR) activities, i.e., Department of Health and Human Services (DHHS), Congressional sources, Office of Personnel Management (OPM), Merit Systems Protection Board, General Accountability Office, National Association of Personnel Administration, or similar organizations.
- Responsible for HR reporting requirements including Workforce and HR strategy plans.
- Develops strategic outcome measures and key performance measures.
- Establishes and enforces internal accountability systems designed to establish checks and balances to assure that the use of delegated examining authorities and merit promotion policies are in compliance with law and merit system principles. Conducts spot and sample reviews as requested by DHHS. Conducts mandatory annual audits and other periodic reviews as necessary of the delegate examining activities and certify completion of the audit to OPM.
- Maintains system of internal HR records.
- Develops HR policy, providing guidance to staffing division and maintaining HR standard operating procedures.