

Compensation program. Provides assistance to employees regarding claims for lost wages, settlement awards, notices of injury and required medical reports.

3. Provides assistance to employees regarding claims for lost wages, settlement awards, notices of injury and required medical reports.

4. Directs the development and operation of SSA's Workers' Compensation Return to Work, Controversion and Investigations programs.

5. Designs national policies for the SSA Drug Free Workplace program. Develops, implements and manages the day-to-day operation of SSA's drug testing program.

6. Conducts administrative surveys, special studies and projects of SSA-wide significance.

Retitle F, the Personnel Management Information Systems and Payroll Staff (S7BJ), to the Center for Personnel Management Information Systems and Payroll (S7BJ).

Delete from F, paragraph #1, in the first sentence, the words "record keeping".

Delete the remainder of F, after paragraph #2, in its entirety. Add the following:

3. Designs business applications and administrative systems in the personnel arena, including workload management, action tracking and other management support systems. Manages the entire applications development process, including assessing user needs, developing system pilots, designing systems, testing systems, administering databases, training users, and evaluating overall system performance.

4. Evaluates, tests, installs and maintains agency applications software within the networking environment for compatibility with existing software, hardware and networks and serves as point of contact for equipment, software and operational problems and needs within OPE. Ensures the integrity of the LAN, as well as the completion of LAN operations.

5. Develops and provides guidance to SSA's managers, timekeepers and employees on the payroll and time and attendance processes throughout SSA. Is the first point of contact in headquarters on pay and leave issues. Manages the bi-weekly collection and processing of time and attendance data for all SSA employees.

6. Coordinates with the National Business Center in Denver, SSA's payroll provider, on all payroll-related operational, budget and developmental matters.

7. Conducts research on HR modernization, providing recommendations for improving the effectiveness and efficiency of various personnel functions and programs through automation. Performs continuing review of HR technology to bring best practices to personnel operations in SSA.

8. Represents the Agency on interagency workgroups to resolve crosscutting HR automation issues. Serves as liaison with OPM, SSA's payroll provider, and other Federal agencies and monitoring authorities.

9. Directs the design and development of and manages day-to-day operations in support of the Personnel intranet site at the agency level.

Add to H, the Center for Personnel Policy and Staffing (S7BE), paragraph #1, second sentence: "pay and" compensation.

Delete from the second sentence of paragraph #1: "appraisals and performance standards".

Add to the second sentence of paragraph #1 after the word "staffing" and before the words "personnel information": "employment and performance management and awards".

Delete "management communications" from the second sentence of paragraph #1 after the words "disclosure and * * *". Replace "management communications" with "personnel delegations".

Delete the first sentence from paragraph #2: "Directs the development and operation of SSA performance and employee awards programs."

Delete from the first sentence of paragraph #3: "implement policies and regulations".

Add to the first sentence of paragraph #3: Develops "policies" and "implementing guidance".

Add the word "all" to the second sentence of paragraph #3 after the word "processes" and before the word "personnel actions".

Delete paragraph #6 in its entirety. Replace paragraph #6 with the following: "Establishes and maintains the Official Personnel Folders for SSA headquarters employees."

Subchapter S7E

The Office of Civil Rights and Equal Opportunity

Section S7E.10 The Office of Civil Rights and Equal Opportunity—(Organization)

Retitle to read as follows: "The Office of Civil Rights and Equal Opportunity, under the leadership of the Associate Commissioner, Office of Civil Rights and Equal Opportunity", includes:

Retitle A., from "The Director, Office of Civil Rights and Equal Opportunity (S7E)" to "The Associate Commissioner, Office of Civil Rights and Equal Opportunity (S7E)."

Retitle B., from "The Immediate Office of the Director, Office of Civil Rights and Equal Opportunity (S7E)" to "The Deputy Associate Commissioner, Office of Civil Rights and Equal Opportunity (S7E)."

Add:

C. The Immediate Office of the Associate Commissioner, Office of Civil Rights and Equal Opportunity (S7E).

D. The Center for Cultural Diversity (S7EC).

E. The Center for Complaints Processing (S7EE).

F. The Center for Disability Services (S7EG).

Section S7E.20 The Office of Civil Rights and Equal Opportunity—(Functions)

Replace in its entirety as follows:

A. The Associate Commissioner, Office of Civil Rights and Equal Opportunity (S7E) is directly responsible to the Deputy Commissioner, Human Resources for carrying out OCREO's mission and for providing general supervision to the major components of OCREO.

B. The Deputy Associate Commissioner, Office of Civil Rights and Equal Opportunity (S7E) assists the Associate Commissioner in carrying out his/her responsibilities and performs other duties as the Associate Commissioner prescribes.

C. The Immediate Office of the Associate Commissioner, Office of Civil Rights and Equal Opportunity (S7E) provides the Associate Commissioner and Deputy Associate Commissioner with staff assistance on the full range of their responsibilities.

D. The Center for Cultural Diversity (S7EC).

1. Provides leadership, direction and guidance to the headquarters and field organizations in the formulating and implementing of SSA policies, regulations and procedures pertaining to the development of sound affirmative employment and equal opportunity programs. Approves, on behalf of the Associate Commissioner, Office of Civil Rights and Equal Opportunity, affirmative employment program plans prepared by components and regions. Develops the overall SSA affirmative employment program plan.

2. Develops guidelines and procedures for effective OCREO program planning and monitoring throughout SSA. Develops recommendations on affirmative