

HUMAN RESOURCES SERVICES RESPONSIBILITIES

DATED: 11/18/2008

SUBJECT: EMPLOYMENT

1. PURPOSE. This document addresses responsibility and accountability and provides administrative guidance to the Oak Ridge Office (ORO).
2. APPLICABILITY. The provisions of this document apply to ORO and Office of Scientific and Technical Information (OSTI) and employees of those organizations for which the ORO Human Resources Division is designated as Servicing Human Resources Office (SHRO).
3. RESPONSIBILITIES.
 - a. Manager, ORO; and Director, OSTI.
 - (1) Request personnel actions which require prior approval by the Secretary.
 - (2) Request approval for assignment outside the Department of employees in their respective organizations in accordance with delegated authorities. (Other organizations receiving SHRO services will coordinate requests with their Headquarters [HQ] Office or Lead Program Secretarial Office [LPSO] in accordance with delegated authorities.
 - (3) Determine when a transfer of function is appropriate and which positions should be transferred with the function.
 - (4) Approve discretionary continuing or temporary exceptions to the order of release from a competitive level.
 - b. Assistant Managers, ORO; and Assistant Directors, OSTI.
 - (1) Issue notice of decision on adverse actions proposed by subordinate officials against employees under their jurisdictions.
 - (2) Approve employee requests for extension of time to answer notices of proposed actions.
 - (3) Approve the placement of managers and supervisors who fail to satisfactorily complete their probationary periods in specific nonmanagerial or nonsupervisory positions.
 - c. Director, Human Resources Division.
 - (1) Performs those tasks assigned to Human Resources Directors in DOE O 320.1, Change 1.
 - (2) Authorizes work schedules for part-time employees of fewer than 16 hours per week when doing so is in the best interest of the Department.

ES&H RESPONSIBILITES

DATED: 11/14/2008

- d. Principal Staff, ORO and OSTI. Perform those tasks assigned to managers and supervisors in DOE O 320.1, Change 1.

6. REFERENCES.

- a. Title 5, Code of Federal Regulations (CFR), Part 300, EMPLOYMENT (GENERAL).
- b. Title 5, CFR, Part 351, REDUCTION IN FORCE.