including position management, staffing, recruitment, employee and labor relations, employee assistance, payroll, staff development and training, and special hiring and placement programs; and, maintains systems to track personnel actions to keep the Director of OPS and, as appropriate, the Directors of offices within OPS informed about the status of personnel actions, current full-time equivalency usage and salaries and expenses resources, and employee programs and benefits. All OPS personnel related issues, performance management activities and other administrative functions within OPS are handled within this office.

IX. Establish a new "Chapter KS," as follows:

The Office of Human Resources and Equal Employment Opportunity/Civil Rights.

KS.00 Mission KS.10 Organization KS.20 Functions

KS.00 Mission. The Office of Human Resources and Equal Employment Opportunity/Civil Rights (OHREEO/CR) provides oversight and direction to meet the human resource management needs of ACF components. The Office directs and manages the ACF Equal Employment Opportunity and Civil Rights program.

KS.10 Organization. The Office of Human Resources and Equal Employment Opportunity/Civil Rights is headed by a Director who reports to the Deputy Assistant Secretary for Program Operations.

KS.20 Functions. The Office of **Human Resources and Equal** Employment Opportunity serves as the principal advisor to the Assistant Secretary for Children and Families on all aspects of human resource management and the Equal Employment Opportunity and Civil Rights program. Provides leadership, oversight and coordination for the planning, analysis, and development of human resource policies and programs. Serves as the liaison between ACF, the Office of Assistant Secretary for Personnel Administration, and the HHS Office for Civil Rights. Formulates and interprets new human service programs and strategies. Plans, develops and interprets ACF human resource policies, procedures and manuals/systems. Performs employee utilization and assessment evaluations. Participates in pilot projects and represents ACF on committees which relate to the functions of the office. Manages the performance recognition systems and the responsibilities of the Executive

Resources Board (ERB), the Performance Review Board (PRB), and the Performance Standards Review Board. Manages and coordinates all awards programs for ACF. Manages special hiring and placement programs. Administers ACF's Personnel Security responsibilities and ACF's ethics program. Coordinates the ethics program with the Department's Office of Special Counsel for Ethics. Supports the implementation of ACF's streamlining efforts.

OHREEO/CR directs and manages the ACF Equal Employment Opportunity and Civil Rights program in accordance with Equal Employment Opportunity Commission (EEOC) regulations and HHS guidelines. Immediate oversight is provided by a staff under the direction of the ACF EEO Officer. Plans, develops, and evaluates programs and procedures designed to identify and eliminate discrimination in employment, training, incentive awards, promotion and career opportunities. Responsible for implementing and evaluating a costeffective, timely, and impartial system for processing individual complaints of discrimination under Title VII of the Civil Rights Act of 1964, as amended. Provides information, guidance, advice, and technical assistance to ACF supervisors and managers on Affirmative Employment planning and other means of achieving parity and promoting work force diversity Responsible for ensuring that ACFconducted programs do not discriminate against recipients on the basis of race, color, national origin, age or disability. Monitors and implements civil rights compliance actions under Title VI, Section 504 of the Rehabilitation Act of 1973, as amended, and the Age Discrimination Act of 1975, as amended. Implements the applicable provisions of the Americans with Disabilities Act of 1990.

X. Establish a new "Chapter KT," as follows:

Office of Legislative Affairs and Budget

KT.00 Mission KT.10 Organization KT.20 Functions

KT.100 Mission. The Office of Legislative Affairs and Budget (OLAB) provides leadership in the development of legislation, budget, and policy, ensuring consistency in these areas among ACR program and staff offices, and with ACF and the Department's vision and goals. It advises the Assistant Secretary for Children and Families on all policy and programmatic matters which substantially impact the agency's legislative program, budget development process, and regulatory

agenda. The Office serves as the primary ACF contact, for the Department, the Executive Branch, and the Congress on all legislative, budget development and regulatory activities.

KT.10 Organization. The Office of Legislative Affairs and Budget is headed by a Director, who reports to the Deputy Assistant Secretary for Policy and External Affairs.

KT.20 Functions. The Office of Legislative Affairs and Budget serves as the principal advisor to the Deputy Assistant Secretary for Policy and External Affairs and the Assistant Secretary for Children and Families on all policies and programmatic matters which substantially impact on legislative affairs, budget development, and the regulatory agenda; and represents the Deputy Assistant Secretary for Policy and External Affairs and the Assistant Secretary on budget, policy and legislative materials and activities.

Serves as the primary ACF contact for the Department, the Executive Branch, and Congress on all budget development activities; manages the development and presentation of ACF's budget; provides guidance to ACF program and staff components in preparing material in support of budget development.

Manages the ACF regulatory development process; negotiates regulatory policy positions with the Department and the Executive Branch; provides guidance to ACF programs and staff components on policy and programmatic matters which substantially impact the budget and regulatory development process; and reviews and analyzes other policy significant documents to ensure consistency with ACF's budget, vision and goals.

Serves as the focal point for congressional liaison in ACF and for the Office of Assistant Secretary for Legislation; counsels and advises the Assistant Secretary for Children and Families and senior ACF staff on congressional activities and relations; manages the preparation of testimony and briefings; negotiates clearance of testimony; monitors hearings and other congressional activities which affect ACF; and manages congressional inquiries.

Manages the ACF legislative planning cycle and the development of Reports to Congress; reviews and analyzes a wide range of Congressional policy documents, including legislative proposals, pending legislation, and bill reports; solicits and synthesizes internal ACF comments on such documents; negotiates legislative policy positions with the Department and the Executive