

Date: July 20, 2022

From: Assistant Under Secretary for Health for Operations (15)  
Chief, Human Capital Management (106)

Subj: Implementation of HR Modernization Project in Support of the Office of Research and Development (ORD) Program (VIEWS 7906161)

To: Veterans Integrated Service Network (VISN) Directors and Medical Centers Directors

1. The purpose of this memorandum is to communicate the implementation of the standardized position description for facilities with a Research Service Line. The Veterans Health Administration (VHA) partnered with VHA Workforce Management and Consulting (WMC), Human Resources Center of Expertise (HRCoE) to develop standardized organizational charts, position descriptions, job analyses, and job announcements.

2. Positions within the Research Service Line are not unique to each medical center, holding similar duties throughout the healthcare system, and should be standardized as much as possible. Implementing this standardized position description serves as a critical step forward in implementing the recommendations made by WMC. Standardized products will ensure growth, consistency, sustained superior performance, and compliance within ORD programs in the medical centers, supporting our mission to provide high-quality care to our nation's Veterans.

3. Effective **August 14, 2022** VISNs will ensure all medical centers begin the implementation of this mandatory standardized product for staff performing Research Committee Manager duties within the field. The expectation for full implementation is no later than **November 1, 2022** and should occur as follows (to the extent possible, based upon each medical center's current state):

- a. Implement the organizational chart (to include updating HR Smart reporting structures)
- b. Implement the standardized position description (to include updating HR Smart position fields)
- c. Utilize the job analysis and job announcement template for any new hires within the organization (currently in development)
- d. Continue to move towards future state through attrition

To obtain standardized documents contact your VISN Chief HR Officer. These documents include the standardized organizational chart, signed OF-8, position description, job analysis, job announcement, and frequently asked questions.

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4. For questions related to the content of the standardized materials, contact Antonio Laracuenta, Director of Field Operations, ORD at [Antonio.Laracuenta03@va.gov](mailto:Antonio.Laracuenta03@va.gov).

5. For questions related to the classification of the position description, contact WMC HRCoE, Classification at [VHA106AWMCClassification@va.gov](mailto:VHA106AWMCClassification@va.gov).

6. For questions related to the development of the job analyses and job announcement, contact [VHAWMCHRDataSystems@va.gov](mailto:VHAWMCHRDataSystems@va.gov); performance plans contact [Rhonda.Gero@va.gov](mailto:Rhonda.Gero@va.gov).



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