

## **OFFICE OF THE CHIEF OPERATING OFFICER (CAJ)**

(1) Provides leadership, direction, support, and assistance to CDC's programs and activities to enhance CDC's strategic position in public health; ensure responsible stewardship; maintain core values; optimize operational effectiveness of business services; and institutionalize accountability for achieving management initiatives; (2) directs the conduct of operational activities including, among others, facilities and real property planning and management; grants, procurement and materiel management; budget formulation/execution and finance/accounting; human resources management; information technology and systems planning and support; internal security and emergency preparedness; and management analysis and services; (3) manages the planning, evaluation, and implementation of continuous improvement and reengineering initiatives and adoption of innovations and technologies in these areas and ensures that they are undertaken in a comprehensive and integrated manner; (4) maintains liaison with officials of the Department of Health and Human Services (HHS) responsible for the direction and conduct of the HHS program support and management services functions; (5) provides assistance to HHS officials and to CDC's Centers/Institute/Offices (CIO) to assure that the human resources of CDC are sufficient in numbers, training, and diversity to effectively conduct the public health mission of CDC; (6) provides guidance and ensures compliance with the budget priorities established by the Office of the Director, CDC; and (7) plans and coordinates the implementation of various federal administrative, statutory, regulatory, and policy requirements. (Approved 9/17/2015)

### Office of the Director (CAJ1)

(1) Manages and directs the activities and functions of the Office of the Chief Operating Officer; (2) provides guidance and support in the conduct of agency-wide business services and management activities performed for or by CIOs; (3) participates in the development of CDC's priority areas, goals and objectives; (4) advises and assists the CDC Director, and other key officials on all aspects of business service activities and functions; (5) oversees operation of the Working Capital Fund (6) oversees governance of the Agency's labor management activities; (7) evaluates and conducts agency-wide enterprise risk monitoring and management (8) coordinates responses to Office of the Inspector General hotline and other special investigations. (Approved 9/17/2015)