# POSITION DESCRIPTION

# chairman, consumer product safety commission

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| **OVERVIEW** |
| Senate Committee | Commerce, Science and Transportation |
| Agency Mission | To protect the public against unreasonable risks of injury or death from consumer products through education, safety standards activities, regulation and enforcement[[1]](#endnote-1) |
| Position Overview | Consumer Product Safety Commission is an independent agency, and the chairman serves as the principal executive officer, responsible for exercising all the executive and administrative functions of the commission. |
| Compensation | Level III $165,300(5 U.S.C. § 5314)[[2]](#endnote-2) |
| Position Reports to | The Chairman serves at the pleasure of the President. |
| **RESPONSIBILITIES** |
| Management Scope | The Consumer Product Safety Commission’s fiscal year 2016 annual appropriation from Congress was $125 million. The commission maintained a full-time equivalent personnel-planning ceiling of 567 for fiscal year 2016, the same as the fiscal 2015 level. The chairman has six direct reports. |
| Primary Responsibilities | * Serves as the commission’s principal executive officer
* Exercises all of the commission’s executive and administrative functions, including the appointment and supervision of personnel; the distribution of business among personnel that the chairman appoints and supervises, and among the commission’s administrative units; and the use of funds
* Requests appropriations on behalf of the commission with the commission’s prior approval (15 U.S.C. § 2053)
* Appoints commission officers, all Senior Executive Service (SES) positions, the Equal Employment Opportunity director, the inspector general, the director for legislative affairs, the director of Equal Employment Opportunity and Minority Enterprise, and the director for the Office of Communications
* Employs other officers and employees (including attorneys) as necessary in the execution of the commission’s functions
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| Strategic Goals and Priorities | [Insert relevant policy priorities of incoming administration] |
| **REQUIREMENTS AND COMPETENCIES** |
| Requirements | * Experience in, or at least familiarity with, laboratory testing
* Experience with data gathering and the use of statistics to analyze safety issues
* Experience with the federal budget process, the Office of Management and Budget and appropriations committees
* Experience with the use of science in regulatory development and enforcement
* Experience working with large and small corporate entities
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| Competencies | * Public affairs
* Federal public management
* Negotiation skills
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| **PAST APPOINTEES** |
| Elliot Kaye (2014—2017) – Executive Director, Consumer Product Safety Commission; Chief of Staff and Chief Counsel to the Chairman, Consumer Product Safety Commission; Deputy Chief of Staff and Senior Counsel to the Chairman, Consumer Product Safety Commission[[3]](#endnote-3) |
| Inez Moore Tenenbaum (2009—2013) – South Carolina's State Superintendent of Education; Lawyer, Sinkler & Boyd, P.A; Director of Research for the Medical, Military, Public and Municipal Affairs Committee, South Carolina House of Representatives[[4]](#endnote-4) |
| Nancy Nord (2006—2009) (Acting) – Commissioner, Consumer Product Safety Commission; General Counsel of the White House Council on Environmental Quality; Director of Federal Affairs, Eastman Kodak Company[[5]](#endnote-5) |

1. <https://www.cpsc.gov/s3fs-public/pdfs/blk_pdf_FY2015APR.pdf> [↑](#endnote-ref-1)
2. The Consolidated Appropriations Act, 2017 (Public Law 115-31, May 5, 2017), contains a provision that continues the freeze on the payable pay rates for certain senior political officials at 2013 levels during calendar year 2017. [↑](#endnote-ref-2)
3. <https://www.cpsc.gov/About-CPSC/Chairman/Kaye-Biography> [↑](#endnote-ref-3)
4. <https://www.cpsc.gov/About-CPSC/Chairman/Tenenbaum-Biography> [↑](#endnote-ref-4)
5. <https://www.cpsc.gov/About-CPSC/Commissioners/Nancy-Nord/> [↑](#endnote-ref-5)