# POSITION DESCRIPTION

**Undersecretary for Intelligence and Analysis, Department of Homeland Security**

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| **OVERVIEW** |
| Senate Committee | Intelligence |
| Agency Mission | To ensure that homeland is safe, secure and resilient against terrorism and other potential threats. |
| Position Overview | The undersecretary for intelligence and analysis (I&A) is responsible for using information and intelligence from multiple sources to identical and assess current and future threats to the U.S. Priorities including aviation, border and cyber security, as well as supporting the overall goals of the Department of Homeland Security (DHS). Serving as DHS’ chief intelligence officer, the undersecretary works closely with the secretary of Homeland Security and the director of National Intelligence to equip the homeland security enterprise with the intelligence and information it needs to keep the homeland safe, secure and resilient. The undersecretary for I&A is one of four undersecretaries at DHS. |
| Compensation | Level III $168,400 (5 U.S.C. § 5314)[[1]](#endnote-1) |
| Position Reports to | Secretary of Homeland Security & director of National Intelligence |
| **RESPONSIBILITIES** |
| Management Scope | In fiscal 2020, DHS had an enacted budget of $51.2 billionand188,222 full time equivalent employees. Overall, the role oversees approximately 700 full-time staff and has responsibility to coordinate with several other DHS entities. |
| Primary Responsibilities | The position encompasses four main roles:* Overseeing day-to-day operations of the Office of I&A
* Overseeing the counterintelligence programs of DHS, including management of 10 direct reports
* Overseeing information sharing and safeguarding within DHS, including a staff of 10
* Acting as Chief Intelligence Officer for DHS
* Uses information and intelligence from multiple sources to identical and assess current and future threats to the US.
* Holds daily accountability for intelligence activities of DHS, including analysis, collection and reporting of intelligence.
* Works with state and local partners.
* Sets up an overall process to ensure that the missions of the intelligence community are satisfied appropriately.
* Holds overall operational responsibility for the Office of I&A, including budget, human resources, etc.
* Promotes the integration of intelligence information for operational purposes, including implementing the DHS data framework for intelligence.
* Builds true homeland security intelligence professionals, including developing a process that would help the Office of I&A build its team’s capabilities in homeland security intelligence (e.g., workforce development, training, rotations, joint duty, etc.)
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| Strategic Goals and Priorities | [Depends on the policy priorities of the administration.] |
| **REQUIREMENTS AND COMPETENCIES** |
| Requirements | * Strong track record of executive leadership
* Experience in the role of a senior intelligence officer, or strong experience working in/with the intelligence community (IC) and/or federal law enforcement
* Expertise with crisis management
* Candidate must be respected in the IC
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| Competencies | * *Team Leadership*: Can focus, align and build effective groups; demonstrated ability to motivate a large, diverse group of professionals
* *Collaboration and Influencing*: Works effectively with peers, partners and others who are not in the line of command; develops and drives consensus within disparate groups of stakeholders
* *Driving Organizational Capabilities*: Ability to build capabilities within a relatively young department; must organize a large team to produce outcomes, as well as change operations to achieve new missions and goals; must work to make intelligence a key driver of business actions within DHS
* *Results Orientation*: Drive for improvement of results demonstrated by a track record of substantially enhancing performance or organizations; ability to ensure quality of analytical products (i.e., intelligence) given to customers (i.e., tribal and territorial partners, law enforcement, DHS, etc.) and to drive changes to improve the process to develop these products
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| **PAST APPOINTEES** |
| David James Glawe (2017 to 2020) – Assistant Commissioner, U.S. Customs and Boarder Protection; Deputy National Intelligence Manager for Threat Finance, Office of the Director of National Intelligence; Assistant Section Chief, Federal Bureau of Investigation |
| Francis Taylor (2014 to 2017) – Chief Security Officer, General Electric; Assistant Secretary of State for Diplomatic Security and Director, Office of Foreign Missions, Department of State; United States Ambassador at Large and Coordinator for Counterterrorism, Department of State |
| Caryn Wagner (2010 to 2012) – Instructor, Intelligence Community Management, The Intelligence and Security Academy; Budget Director, House Permanent Select Committee on Intelligence; Assistant Deputy Director of National Intelligence for Management and Chief Financial Officer, National Intelligence Program, Office of the Director of National Intelligence |

1. The Consolidated Appropriations Act, 2021 (Public Law 116-260, December 27 ,2020), contains a provision that continues the freeze on the payable pay rates for certain senior political officials through January 1, 2022. The compensation information is based on guidance from the Office of Personnel Management and can be accessed [here](https://www.chcoc.gov/content/continued-pay-freeze-certain-senior-political-officials-4#:~:text=Section%20748%20of%20division%20E,on%20December%2031%2C%202020%2C%20by). If you are selected for this position, please consult the agency’s HR representative for further guidance on compensation. [↑](#endnote-ref-1)