# POSITION DESCRIPTION

**Assistant secretary for legislative and intergovernmental affairs, Department of commerce**

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| **OVERVIEW** |
| Senate Committee | Commerce, Science and Transportation |
| Agency Mission | The mission of the department is to create the conditions for economic growth and opportunity. |
| Position Overview | The assistant secretary for legislative and intergovernmental affairs is the focal point within the department for coordinating all activities involving legislative and congressional relations and activities, except for those functions assigned to the Office of the General Counsel. The assistant secretary is delegated authority to provide policy guidance and oversight of department legislative and congressional relations and activities and develop an integrated department plan to collect, coordinate and distribute timely and accurate information relating to those relations and activities to the secretary and the department. |
| Compensation | Level IV $ $158,500 (5 U.S.C. § 5315)[[1]](#endnote-2) |
| Position Reports to | Secretary of Commerce |
| **RESPONSIBILITIES** |
| Management Scope | In fiscal 2020, the Department of Commerce had a budget of $12.6 million in outlays and 112,438 total employment. |
| Primary Responsibilities | * Develops and directs strategies involving Congress and intergovernmental issues, including legislation, regulations, budget and presidential nominations.
* Represents department and administration positions to Congress and intergovernmental agencies.
* Supports the development of congressional testimony for the secretary, deputy secretary and agency officials, including preparation of questions, answers and strategy.
* Reviews pending and proposed legislation and its impact on the department.
* Communicates and interprets the administration’s and department’s legislative and intergovernmental policies to component agencies and provides the central point for input by these sources regarding legislative and intergovernmental proposals.
* Supports the development and congressional passage of the department’s budget.
* Participates in White House-led cross-departmental strategies and initiatives.
* Coordinates closely with White House on presidential priorities and with policy agencies on areas of mutual interest.
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| Strategic Goals and Priorities | [Depends on the policy priorities of the administration.] |
| **REQUIREMENTS AND COMPETENCIES** |
| Requirements | * Has a true understanding of how Congress works.
* Possesses strong congressional relationships.
* Understands politics as well as policy.
* Understands the authorization process.
* Has a record of working with both Republicans and Democrats.
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| Competencies | * Strong leadership skills.
* Strong communication skills.
* Ability to work as a team.
* Ability to work under high pressure.
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| **PAST APPOINTEES** |
| Michael Platt Jr. (2017 to 2019) – Chief of Staff to Sen. Marsha Blackburn; Director of Government Affairs at RIAA; Vice President at TechNet; Legislative Director to Rep. Marsha Blackburn. |
| Steve Haro (2015 to 2017) – Chief of Staff to Sen. Martin Heinrich; Chief of Staff to Rep. Martin Heinrich; National Hispanic Outreach Coordinator, Democratic National Committee; Legislative Director, Rep. Xavier Becerra. |
| Margaret Cummisky (2013 to 2015) – General Counsel, United States Senate Committee on Appropriations; Deputy Staff Director, United States Senate Committee on Appropriations; Democratic Staff Director and General Counsel, United States Senate Committee on Commerce, Science and Transportation. |
| April Boyd (2009 to 2012) – Chief of Staff to Rep. Ellen Tauscher; Press Secretary, Sen. John Kerry; Employee, General Services Administration employee; Department of Energy employee. |

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. If you are selected for this position, please consult the agency’s HR representative for further guidance on compensation. [↑](#endnote-ref-2)