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# POSITION DESCRIPTION

**Deputy Secretary, 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 deputy secretary shall serve as the principal deputy to the secretary in all matters affecting the department. As per the GPRA Modernization Act of 2010, the deputy secretary is also the chief operating officer. |
| Compensation | Level II $183,100[[1]](#footnote-1) |
| Position Reports to | Secretary of Commerce  |
| **RESPONSIBILITIES** |
| Management Scope | For fiscal 2020, the Department of Commerce has a budget for 12,635 billion in outlays and 51,666 full time equivalent employees. The agency handles diverse issues such as international trade, the Census, NOAA and NIST technology. The deputy secretary typically has a small staff which supports his/her operations, including a chief of staff and a few special assistants. However, as COO, the deputy secretary manages people from all over the organization, not just those in his or her direct office. |
| Primary Responsibilities | * Executes the president’s and secretary’s strategic plan for the agency by dealing with the overall operations, managing the individual departments, and integrating mission-support functions with program and policy objectives.
* Works with peers in other agencies, OMB, stakeholders (like local or state governments) and at times Congress.
* Resolves interagency conflict.
* Serves as a key advisor to the secretary on all matters pertaining to the agency.
* Ensures that the agency’s components are delivering their programs and services in an effective and efficient manner with integrity.
* Develops and manages complementary internal management processes that coordinate across programs.
* Represents the secretary in public and private meetings including dealings with the White House, Congress, state governments, trade groups, etc.
* Oversees internal GPRA processes.
* Works closely with the secretary, chief of staff and CXOs.
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| Strategic Goals and Priorities | [Depends on the policy priorities of the administration.] |
| **REQUIREMENTS AND COMPETENCIES** |
| Requirements | * Proven ability and experience leading and managing a large and complex enterprise.
* Previous experience with federal government enterprise operations.
* Understanding of core services, programs and initiatives delivered by the agency’s key departments.
* Experience dealing with high-profile stakeholders.
* Experience leading through unexpected crisis situations preferred.
* Familiarity with the federal budget process preferred.
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| Competencies | * Demonstrated ability to resolve conflicts within a large organization.
* Comfortable leading and managing in ambiguity, as deputy secretaries often have very vague or undefined statutory responsibilities and authorities.
* Ability to establish positive relationships with coworkers and external stakeholders.
* Ability to forge strong Congressional relationships preferred.
* Strong communication skills.
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| **PAST APPOINTEES** |
| Karen Dunn Kelley (2018 to 2021) – Under Secretary for Economic Affairs at the Department of Commerce; Senior Managing Director of Investments, Invesco; Vice President of Bond Department at [Drexel Burnham Lambert](https://en.wikipedia.org/wiki/Drexel_Burnham_Lambert) |
| Bruce Andrews (2014 to 2017) – Chief of Staff to the Secretary at the Department of Commerce; General Counsel to Senate Committee on Commerce, Science and Transportation ; Vice President of Governmental Affairs at [Ford Motor Company](https://en.wikipedia.org/wiki/Ford_Motor_Company) |
| Rebecca Blank (2012 to 2013) – Undersecretary for Economic Affairs at the Department of Commerce; Robert S. Kerr Senior Fellow at the Brookings Institution; Joan and Sanford Weill Dean of Public Policy at the University of Michigan Gerald R. Ford School of Public Policy  |

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. [↑](#footnote-ref-1)