POSITION DESCRIPTION

**Assistant secretary for policy, management and budget, Department of the interior**

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| **OVERVIEW** |
| Senate Committee | Energy and Natural ResourcesThis CFO is covered by the CFO Act of 1990 that may be filled through appointment by the president, with the advice and consent of the Senate, or through designation by the president from among agency officials who have been confirmed by the Senate for other positions.[[1]](#endnote-1) |
| Agency Mission | The Department of the Interior protects and manages the nation’s natural resources and cultural heritage; provides scientific and other information about those resources; and honors its trust responsibilities or special commitments to American Indians, Alaska Natives and affiliated Island Communities. |
| Position Overview | The Office of the Assistant Secretary for Policy, Management and Budget serves as the enterprise-management entity responsible for providing overall policy direction, leadership, guidance and assistance on a broad range of management and operational issues that directly affect the Interior Department's ability to fulfill its mission. The assistant secretary serves or supports the role of the agency's chief financial officer (CFO), chief acquisition officer, chief human capital officer and chief performance officer. As CFO, this individual plays a crucial government-wide role. |
| Compensation | Level IV $161,900 (5 U.S.C. § 5315)[[2]](#endnote-2) |
| Position Reports to | Secretary and Deputy Secretary of the Interior |
| **RESPONSIBILITIES** |
| Management Scope | The assistant secretary has responsibility for major operational components that support agency-wide functions, including the Interior Business Center, Office of Valuation Services, Office of Aviation Services, Natural Resource Damage Assessment program, Central Hazardous Materials Fund and the Payments in Lieu of Taxes program. The assistant secretary also oversees the Wildland Fire program in coordination with the three land management bureaus and the Bureau of Indian Affairs.In fiscal 2015, the Department of the Interior had $12,340 million in outlays and 48,798 total employment. The actual fiscal 2015 departmental operations budget for the Office of the Assistant Secretary for Policy, Management and Budget was $3.753 million with 25 full-time equivalents. However, the CFO oversees the financial management of the entire department. |
| Primary Responsibilities | * Develops and maintains integrated accounting and financial management systems
* Oversees the recruitment, selection and training of personnel to carry out agency financial management functions, as well as manages, trains and provides policy guidance and oversight of these personnel and their activities
* Implements agency asset-management systems, including systems for cash management, credit management, debt collection, and property and inventory management and control
* Develops budgets that support all agency missions
* Manages the financial execution of the agency budget and actual expenditures
* Provides financial and performance reports to staff, overseers and stakeholders
* Ties the budget and performance to outcomes
* Takes the lead role in enterprise risk-management
* Ensures departmental compliance with legislative and regulatory requirements related to annual appropriations bills and related to department-wide functions such as performance, finance, acquisition and property management, budget, general management, administration, civil rights and equal access
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| Strategic Goals and Priorities | [Depends on the policy priorities of the administration]  |
| **REQUIREMENTS AND COMPETENCIES** |
| Requirements | * Strong background in federal financial management
* Executive leadership experience
* Experience working in a large organization
* Risk-management experience
* Knowledge of the department’s functions and policies
* Knowledge of federal budget formulation
* Familiarity with cyber technology (a plus)
* Background in data analytics (a plus)
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| Competencies | * Ability to collaborate with the chief information officers, under/assistant secretaries for administration/management, as well as other CFOs and OMB via the CFO Council
* Knowledge of, and relationships with, Congress or ability to develop them
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| **PAST APPOINTEES** |
| Kris Sarri (acting) (2014-2016) – Deputy Director of the Office of Policy and Strategic Planning at the Department of Commerce; senior member of the Democratic professional staff of the Senate Commerce, Science and Transportation; Senior Policy Advisor for appropriations, energy and environmental issues for Senator Reed; Legislative Director of the Northeast-Midwest Senate Coalition |
| Rhea Suh (2009-2014) – managed a $200 million program dedicated to environmental conservation and clean energy at the David and Lucile Packard Foundation; worked at the William and Flora Hewlett Foundation; launched the New Constituencies portfolio to focus on environmental issues for underserved populations in the U.S. while at the Hewlett Foundation; senior legislative assistant to Senator Ben Campbell |
| R. Thomas Weimer (2005-2009) – Principal Deputy Assistant Secretary and Acting Assistant Secretary for Water and Science at the Department of Interior; Chief of Staff to Secretary of the Interior Manuel Lujan Jr.; staff member to the House Committee on Interior and Insular Affairs (now the Natural Resources Committee) and the House Committee on Science and Technology; technical staff member at Sandia National Laboratories |
| Patricia Lynn Scarlett (2001-2005) – Executive Director of Reason Public Policy Institute; Chair of the National Environmental Policy Institute’s “How Clean is Clean?” Working Group, and member of the Enterprise for Environment Task Force; Chair of California’s Inspection and Maintenance Review Committee charged with evaluating California’s vehicle Smog Check program |

1. CRS report: Presidential Appointee Positions Requiring Senate Confirmation and Committees Handling Nominations, 2016 [↑](#endnote-ref-1)
2. 2017 data [↑](#endnote-ref-2)