POSITION DESCRIPTION

**Assistant Secretary for congressional and intergovernmental affairs, Department of labor**

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| **OVERVIEW** |
| Senate Committee | Health, Education, Labor and Pensions |
| Agency Mission | To foster and promote the welfare of job seekers, wage earners and retirees of the United States by improving their working conditions, advancing their opportunities for profitable employment and protecting benefits. |
| Position Overview | The Assistant Secretary for Congressional and Intergovernmental Affairs serves as the department's liaison to Congress and other governmental entities. This individual provides strategy and representation on congressional and intergovernmental matters for the Secretary, Deputy Secretary and department officials. |
| Compensation | Level IV $155,500 (5 U.S.C. § 5315)[[1]](#endnote-1) |
| Position Reports to | Secretary of Labor |
| **RESPONSIBILITIES** |
| Management Scope | In fiscal 2015, the Department of Labor had $45,217 million in outlays and 15,086 total employment. The Office of Congressional and Intergovernmental Affairs (OCIA) has a budget of about $4.2 million and currently has around 27 employees. The assistant secretary directs, coordinates and oversees the work of the office, exercising all management authorities and responsibilities. |
| 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 provide 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
* Supports the department’s Policy Planning Board and provides formal review and approval process for the department’s regulatory agenda
* Represents legislative positions to employees’ and employers’ associations, grass root organizations and the regulated community
* Coordinates closely with White House on presidential priorities and with policy agencies such as the Council of Economic Advisers, the Domestic Policy Council and others 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 | * Experience working in the House and/or Senate and a strong understanding of congressional and federal government procedures
* Strong congressional relationships
* Management experience, particularly with budget management
* Knowledge of the agency’s laws and regulations a plus
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| Competencies | * Strong leadership skills
* Ability to work as a team
* Ability to work under high pressure
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| **PAST APPOINTEES** |
| Adri Jayaratne (2014 to 2017) (Acting) – Deputy Assistant Secretary, Office of Congressional and Intergovernmental Affairs, Department of Labor; Senior Legislative Officer, Department of Labor; Chief of Staff to Rep. Betty Sutton; Senior Legislative Assistant to Rep. Dale Kildee |
| Brian Kennedy (2009 to 2014) – General Counsel, Rep. George Miller; Assistant Director, Job Corps program, Department of Labor; Special Assistant to the President for economic policy, National Economic Council; Staff Director, Sen. Paul Simon |
| Kristine Iverson (2001 to 2009) – Senior Advisor/Legislative Director, Sen. Orrin Hatch; Republican Staff Director, Senate Labor and Human Resources Committee; Employment Policy Director, Senate Labor and Human Resources Committee |

1. 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-1)