# POSITION DESCRIPTION

**Deputy Secretary, 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 Deputy Secretary provides direct management support to the Secretary of Labor and to the department’s agencies and national and regional offices. He or she serves as the Chief Operating Officer of the labor department. |
| Compensation | Level II $179,700 (5 U.S.C. § 5313)[[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. As chief operating officer, the deputy secretary will manage 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, the Office of Management and Budget, 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 with integrity, in an effective and efficient manner
* 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 and trade groups
* Oversees internal Government Performance and Results Act processes
* Must work closely with the secretary, chief of staff and CXOs
* Serve as acting secretary in the secretary’s absence
* Develops and supports the implementation of the department’s budget
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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)
* Experience in public administration and private business
* Experience managing employees and business profit and loss
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| Competencies | * Demonstrated ability to resolve conflicts within a large organization
* Comfortable taking charge when leading and managing the agency, since deputy secretaries often have very vague or undefined statutory responsibilities and authorities
* Ability to establish positive relationships with co-workers and external stakeholders
* Ability to forge strong congressional relationships (preferred)
* Understanding of federal regulatory and legislative processes
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| **PAST APPOINTEES** |
| Chris Lu (2014 to 2017) – White House Cabinet Secretary; Executive Director of the Obama-Biden Transition Project; worked in President Obama’s Senate office |
| Seth Harris (2009 to 2013) – member of the Agency Review Working Group for the Obama Biden Presidential Team; Professor of Law and Director of Labor & Employment Law Programs at New York Law School |
| Howard Radzely (2007 to 2009) – Solicitor of Labor; Deputy Solicitor of Labor |
| Steven Law (2003 to 2007) – Office of the Secretary of Labor Chief of Staff; executive director of the National Republican Senatorial Committee; chief of staff to Sen. Mitch McConnell |
| Cam Findlay (2001 to 2003) – partner at Sidley Austin Brown & Wood; served in the administration of former President George H.W. Bush at the White House and at the Department of Transportation |

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)