# POSITION DESCRIPTION

**Assistant secretary for Legislation and congressional affairs, department of education**

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| **OVERVIEW** |
| Senate Committee | Health, Education, Labor and Pensions |
| Agency Mission | To promote student achievement and preparation for global competitiveness by fostering educational excellence and ensuring equal access. |
| Position Overview | The assistant secretary for legislation and congressional affairs primarily acts as the liaison between the department and Congress, coordinating all department matters relevant to Congress. The assistant secretary has a leadership role in planning, developing and implementing the department's legislative goals and strategies; notifying congressional offices of grant awards and department initiatives; addressing appropriations and budget matters; and monitoring the status of legislative proposals. |
| Compensation | Level IV $155,500 (5 U.S.C. § 5315)[[1]](#endnote-1) |
| Position Reports to | Secretary of Education |
| **RESPONSIBILITIES** |
| Management Scope | In fiscal 2015, the Department of Education had $90,029 million in outlays and 3,862 total employment. |
| Primary Responsibilities | * Supervises and coordinates all legislative and non-legislative relationships between the department and Congress.
* Coordinates the presentation of the department’s legislative and budget programs to Congress, including coordinating and overseeing Congressional activities of the offices within the department.
* Notifies Congressional offices of grant awards and department initiatives.
* Addresses appropriations and budget matters.
* Serves as the principal departmental advocate before Congress for the department’s legislative initiatives and other legislative matters. In this regard, the office ensures that all testimony and responses to congressional inquiries are consistent with the secretary’s and the administration’s views.
* Ensures effective communication and coordination with other federal agencies, state and local governments and national intergovernmental organizations.
* Works to effectively communicate the administration's position on education issues.
* Cultivates and enhances relations with national and local organizations, public and private groups and state organizations to promote the administration’s policies.
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| Strategic Goals and Priorities | [Depends on the policy priorities of the administration] |
| **REQUIREMENTS AND COMPETENCIES** |
| Requirements | * Has a true and timely 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
* Ability to work across party lines
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| **PAST APPOINTEES** |

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| Lloyd Horwich, 2015 – 2017: Deputy Assistant Secretary for Legislative and Congressional Affairs, Department of Education; Education Counsel, U.S. House of Representatives Committee on Education and Workforce; Director of Federal Relations for University of Pennsylvania; Education Counsel, U.S. Senate Subcommittee on Children and Families; Policy Counsel, U.S. Senator Tom Harkin |
| Gabriella Gomez, 2009 – 2015: Senior Education Policy Advisor, U.S. House of Representatives Committee on Education and Workforce; Assistant Director of Legislation for American Federation of Teachers; Legislative Assistant, U.S. Representative Ciro Rodriguez |
| Holly Kuzmich, 2008 – 2009: Deputy Chief of Staff, Department of Education; Deputy Assistant Secretary for Policy, Department of Education; Associate Director for Domestic Policy, The White House; Professional Staff Member, U.S. Senator Tim Hutchinson |

# Endnotes

This position description was created with the help of Russell Reynolds Associates, a global executive search firm.

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)