# POSITION DESCRIPTION

# Assistant Secretary for Aging and administrator for community living, Department of health and human services

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| **OVERVIEW** |
| Senate Committee | Health, Education, Labor and Pensions |
| Agency Mission | To enhance and protect the health and well-being of all Americans by providing effective health and human services, and fostering advances in medicine, public health and social services. |
| Position Overview | The assistant secretary for aging and administrator for community living ensures that federal policies and programs support the goal of enabling all individuals to live with respect and dignity as fully participating members of their communities. He or she works to build the capacity of the national aging and disability networks to better serve older persons, caregivers and families, and individuals with disabilities. |
| Compensation | Level IV $155,500 (5 U.S.C. § 5315)[[1]](#endnote-1) |
| Position Reports to | Secretary of Health and Human Services (42 U.S.C. 3011) |
| **RESPONSIBILITIES** |
| Management Scope | The fiscal 2014 budget (budget outlays) for the Administration on Aging and the Administration for Community Living was $2.07 billion, and the administration has 150 employees.[[2]](#endnote-2) |
| Primary Responsibilities | * Ensures that federal policies and programs support the goal of enabling all individuals to live with respect and dignity as fully participating members of their communities
* Works toward building the capacity of the national aging and disability networks to better serve older persons, caregivers and families, and individuals with disabilities
* As the administrator for community living, works closely with the principal deputy administrator to set national policies, establish national priorities, ensure policy consistency, and direct plans and programs conducted by the Administration for Community Living
* Advises the secretary, Health and Human Services operating divisions, and other federal agencies on the characteristics, circumstances and needs of persons with disabilities, older Americans and their families; also advises on how policies, plans and programs should be designed to promote their welfare[[3]](#endnote-3)
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| Strategic Goals and Priorities | [Depends on the policy priorities of the administration] |
| **REQUIREMENTS AND COMPETENCIES** |
| Requirements | * Experience working with state and local agencies with similar responsibilities
* Advanced academic standing (preferred)
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| Competencies | * Ability to work with various interest groups
* Excellent leadership skills
* Strong communication and interpersonal skills
* Ability to work in a matrixed agency
* Ability to handle politically sensitive matters
* Ability to work across partisan lines
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| **PAST APPOINTEES** |
| Kathy J. Greenlee (2009 to 2017): Secretary on Aging, State of Kansas; Office of the State Long-Term Care Ombudsman, State of Kansas; Department on Aging Assistant Secretary, State of Kansas |
| Josefina Carbonell (2001 to 2009): President and Chief Executive Officer, Little Havana Activities & Nutrition Centers of Dade County, Inc.[[4]](#endnote-4) |

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)
2. Leadership Directories: https://lo.bvdep.com/OrgDocument.asp?OrgId=-1&LDIBookId=19&LDIOrgId=158245&LDISecId=180&FromRecent=1&Save=0#O158245 [↑](#endnote-ref-2)
3. OPM [↑](#endnote-ref-3)
4. Leadership Directories [↑](#endnote-ref-4)