# POSITION DESCRIPTION

**Assistant secretary for financial resources, Department of health and human services**

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| **OVERVIEW** |
| Senate Committee | FinanceThis 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 | 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 mission of the Assistant Secretary for Financial Resources is to advise the Secretary on all aspects of budget, grants, financial management and acquisition and to provide for the direction of these activities throughout HHS. The Assistant Secretary also coordinates HHS' implementation and reporting regarding the American Recovery and Reinvestment Act (Recovery Act).The Assistant Secretary has several formal and informal roles, including chief financial officer (CFO), chief acquisition officer, HHS audit follow-up official and lead official for budget and grants. The assistant secretary is a close advisor to the secretary on policy issues. As CFO, he or she plays a crucial government-wide role. |
| Compensation | Level IV $155,500 (5 U.S.C. § 5315)[[2]](#endnote-2) |
| Position Reports to | Secretary and Deputy Secretary of Health and Human Services |
| **RESPONSIBILITIES** |
| Management Scope | In fiscal 2015, HHS had $1,028 billion in outlays and 63,324 total employment. The assistant secretary for financial resources accomplishes his or her work through HHS component offices:* Immediate Office of the Assistant Secretary
* Office of Budget
* Office of Executive Program Information
* Office of Finance
* Office of Grants and Acquisition Policy and Accountability

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; 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
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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** |

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| Ellen Murray (2010-2017) – Staff Director for the Senate Appropriations Subcommittee on Labor, Health and Human Services, Education and Related Agencies; served in the budget office and the Office of the General Counsel at HHS; economist at the Social Security Administration |
| Charles E. Johnson (2005-2009) – President of Huntsman Cancer Foundation and Vice President of Huntsman, LLC; member of the Utah State Board of Regents, and Chair of the Board from 1997-2002; Vice Chairman of the Board for Strategic Direction with the Garff-Warner Organization; Chief of Staff to the Governor of the state of Utah; Board of Directors of KPMG, and Chairman of the Merger Transition Committee |
| Janet Hale (2001-2005) – Program Associate Deputy for General Government at the Office of Management and Budget; Chief Financial Officer of the House of Representatives; Assistant Secretary of Budget at the Department of Transportation; Deputy Assistant Secretary of Policy and Budget at the Department of Housing and Urban Development |
| John Joseph Callahan (1995-2001) – Vice Chairman of the Chief Financial Officers; Staff Director for the Senate Subcommittee on Intergovernmental Relations; Deputy Staff Director of the Senate Budget Committee; Chief of Staff for Sen. James Sasser; Assistant Professor of Education and Planning at the University of Virginia |

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