POSITION DESCRIPTION

**Director, office of personnel management**

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| **OVERVIEW** | |
| Senate Committee | Homeland Security and Governmental Affairs |
| Agency Mission | Through its initiatives, programs and materials, the Office of Personnel Management (OPM) provides the policy and regulatory framework for the federal government to recruit and hire the best talent; train and motivate employees to achieve their greatest potential; and continually promote an inclusive work force defined by diverse perspectives. OPM provides human resources, leadership and support to federal agencies and helps the federal workforce achieve its aspirations as it serve the American people. |
| Position Overview | The Director oversees all aspects of the policy framework/rules surrounding the hiring, training, performance evaluation and overall management of the 2.1 million employee civilian workforce and functions as the principal advisor to the President on all personnel issues regarding the civilian workforce. |
| Compensation | Level II $179,700 (5 U.S.C. § 5313)[[1]](#endnote-1) |
| Position Reports to | The President of the United States |
| **RESPONSIBILITIES** | |
| Management Scope | OPM’s fiscal 2015 discretionary resources were $240.188 million. In 2012, OPM had approximately 10,000 individuals (FTEs and contractors) across 18 departments serving the 2.1 million civilian employee workforce. |
| Primary Responsibilities | * Directs the planning and management of federal government’s strategic workforce efforts, to ensure the best possible match between the government’s mission and the people needed to accomplish it with superior results * Oversees the operation of OPM’s key business lines, including 90 percent of all federal agency employee and contractor background investigative services/background checks (which represents half or more of all OPM resources); the world's largest single-employer sponsored health insurance program; a $700 billion asset retirement program; human resource and compensation consulting; testing services; and management development programs * Assists with the preparation or amendment of civil service rules or otherwise advises the president on ways to promote an efficient civil service and the systematic application of merit system principles, including recommending policies relating to the selection, promotion, transfer, performance, pay, conditions of service, tenure and separation of employees * Executes, administers and enforces the laws and regulations governing civil service across the federal government, including retirement and classification activities (except with respect to functions for which the Merit Systems Protection Board or the special counsel is primarily responsible) * Oversees the suitability standards for the trusted and contracted civilian workforce * Manages and secures information pertaining to the federal civilian workforce as needed to carry about OPM’s functions |
| Strategic Goals and Priorities | [Depends on the policy priorities of the administration] |
| **REQUIREMENTS AND COMPETENCIES** | |
| Requirements | * Experience managing budgets and operating large organizations * Significant human resources/human capital experience * Demonstrated track record of operational excellence * Experience in leading change in organizations * Proven ability to attract and hire top talent * Experience in the public sector (preferred) |
| Competencies | * Strong executive management and organizational skills * Customer service orientation * Demonstrated accountability, decisiveness and problem solving ability * Strong leadership and financial management skills * Political acumen * Strong communication skills and ability to persuade |
| **PAST APPOINTEES** | |
| Beth F. Cobert (July 2015 – 2017): Deputy Director for Management and Chief Performance Officer, Office of Management and Budget; Director and Senior Partner, McKinsey & Company | |
| Katherine Archuleta (November 2013 – July 2015): National Political Director, Obama for America (2012); Chief of Staff, Department of Labor; Senior Policy Advisor, Denver, Colorado’s Mayor’s Office iv | |
| John Berry (April 2009 – April 2013): Director, Smithsonian National Zoo; Director, National Fish and Wildlife Foundation; Assistant Secretary for Policy, Management and Budget, Department of the Interior; Director of Governmental Relations and Senior Policy Advisor, Smithsonian Institution; Deputy Assistant Secretary and Acting Assistant Secretary for Law Enforcement, Department of the Treasury | |
| Linda Springer (June 2005 – August 2008): Controller and Head of the Office of Federal Financial Management, Office of Management and Budget; Counselor to the Deputy Director for Management, Office of Management and Budget | |

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)