# POSITION DESCRIPTION

# Deputy Commissioner, Social Security Adminstration

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| **OVERVIEW** |
| Senate Committee | Finance |
| Agency Mission | To deliver Social Security services that meet the changing needs of the public, assign Social Security numbers to U.S. citizens, maintain earnings records for workers under their Social Security numbers and administer the Supplemental Security Income program. |
| Position Overview | The deputy commissioner performs duties and exercises powers that the commissioner assigns or delegates.  |
| Compensation | Level II $179,700 (5 U.S.C. § 5313)[[1]](#endnote-1) |
| Position Reports to | Social Security Administration (SSA) Commissioner[[2]](#endnote-2) |
| **RESPONSIBILITIES** |
| Management Scope | SSA has a total budget authority of $12.2 billion and a workforce of approximately 63,000 employees worldwide.[[3]](#endnote-3) SSA has 1,400 field offices throughout the country.  |
| Primary Responsibilities | * Acts as the administration’s commissioner during the commissioner’s absence or disability and in the event of a vacancy in the commissioner’s office, unless the president designates another government officer as acting commissioner[[4]](#endnote-4)
* Directs the administration of comprehensive SSA management programs including budget; acquisition and grants; facilities and supply management; security and emergency preparedness; media management; and quality performance management
* Directs the development of agency policies and procedures as well as the management of agency financial management systems[[5]](#endnote-5)
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| Strategic Goals and Priorities | [Depends on the policy priorities of the administration] |
| **REQUIREMENTS AND COMPETENCIES** |
| Requirements | * Experience managing operational and administrative aspects of a large organization, including budget, human resources and data analytics
* Understanding of data and analytics to be able to forecast the impact of proposed policy changes
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| Competencies | * Process orientation and customer service mindset to ensure the administration’s work to get payments to intended recipients is carried out efficiently and effectively
* Strong interpersonal and communication skills to be able to work with internal and external stakeholders at all levels (including employees union) and to communicate clearly to the agency’s customers
* Ability to think analytically and strategically to ensure the efficiency of the agency’s operations, assuring the effective use of taxpayer dollars
* Ability to negotiate and reach a compromise
* High level of integrity
* Ability to create an innovative workplace to improve program effectiveness (critical)
* Energy for frequent travel
* Ability to step into role of commissioner if needed
* Ability to put together and manage a team
* Ability to collaborate and coordinate with other federal agencies, local governments and stakeholder groups
* Flexibility and comfort managing considerable amount of change; ability to adjust to changing environment; and skill at helping people adjust
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| **PAST APPOINTEES** |
| Andrew LaMont Eanes (2013 to 2014): Vice President, Agile Government Services Incorporated; Chief Operating Officer, Dynis; Chief Operations Officer, BT Conferencing[[6]](#endnote-6) |
| Carolyn W. Colvin (2010 to 2013): Deputy Commissioner, Policy and External Affairs, Social Security Headquarters; Deputy Commissioner, Programs and Policy, Social Security Headquarters; Deputy Commissioner, Operations, Social Security Headquarters [[7]](#endnote-7) |
| Andrew G. Biggs (2005 to 2006): Associate Director, White House National Economic Council; Delegate to the National Summit on Retirement Savings; Staff Member, President’s Commission to Strengthen Social Security[[8]](#endnote-8) |

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. https://www.ssa.gov/org/ [↑](#endnote-ref-2)
3. OPM [↑](#endnote-ref-3)
4. OPM [↑](#endnote-ref-4)
5. https://www.ssa.gov/org/orgdcbfm.htm [↑](#endnote-ref-5)
6. http://socsecnews.blogspot.com/2014/08/biographical-information-on-deputy.html [↑](#endnote-ref-6)
7. https://www.nasi.org [↑](#endnote-ref-7)
8. https://www.cato.org/people/andrew-biggs [↑](#endnote-ref-8)