

## Leader of Presidential Appointments Team Job Description

<b>Role</b>	Head of Appointments
<b>Reporting Relationship</b>	Reports to the Transition Chair
<b>Role Summary</b>	The head of appointments is responsible for identifying and collecting information on candidates for roughly 4,000 presidential appointments in the new administration. It is important for this individual to be familiar with the various agencies and positions in government and to have a keen understanding of the candidate's policy goals, management style and preferences.
<b>ROLE ACCOUNTABILITIES AND COMPETENCIES</b>	
<b>Individual Accountabilities</b>	<ul style="list-style-type: none"> <li>• Align on strategic goals and principles of appointments process with Transition Chair and Candidate: <ul style="list-style-type: none"> <li>• Prioritization of presidentially-appointed positions</li> <li>• Number of positions to fill by when</li> <li>• Selection criteria for appointees</li> <li>• Vetting mechanisms</li> </ul> </li> <li>• Organizational design of Appointments team</li> <li>• Build Appointments team</li> <li>• Oversee appointee selection and internal vetting operations</li> <li>• Oversee nomination process and engagement with OGE and FBI for formal financial disclosure and security clearance processes</li> <li>• Design and execute strategy around Senate confirmation process</li> <li>• Design and execute smooth handoff of appointments team operations to PPO post-Inauguration</li> </ul>
<b>Shared Accountabilities</b>	<ul style="list-style-type: none"> <li>• Liaise with Operations team to hire members of Appointments team</li> <li>• Align with Agency Review and Policy Implementation teams on prioritization strategy of positions</li> <li>• Align with Agency Review and Policy Implementation teams on position descriptions for priority presidentially-appointed positions</li> <li>• Work with Agency Review team to source names for priority presidentially-appointed positions</li> <li>• Liaise with Operations team and Outgoing White House to develop personnel database infrastructure</li> <li>• Work with Agency Review team to prepare and brief nominees for confirmation hearings</li> <li>• Assist President-Elect Support team in building president-elect's calendar between election and inauguration, providing input on schedule for president-elect's involvement in appointments process</li> <li>• Assist President-Elect Support team in designing Cabinet orientation and retreat</li> <li>• Work with GSA to design orientation for incoming appointees</li> </ul>

#### Key Competencies

- Commitment to serve as PPO Director for at least one year in the new administration in order to establish continuity
- Keen understanding of the candidate's policy goals, management style and preferences
- Deep familiarity with the various agencies and positions in government
- Broad contacts both within and outside of government
- Understanding of political sensitivities and complexities of nomination and confirmation process
- Background in HR in a corporate firm and/or keen understanding of recruiting/vetting operations



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