## POSITION DESCRIPTION

# Chairman, administrative conference of the united states

|  |
| --- |
| **OVERVIEW** |
| Senate Committee | Judiciary |
| Agency Mission | The Administrative Conference of the United States (ACUS) is an independent federal agency dedicated to improving the administrative process through consensus-driven applied research, providing nonpartisan expert advice and recommendations for improvement of federal agency procedures. |
| Position Overview | The ACUS chairman is the most senior leadership position and head of the agency. |
| Compensation | The chairman is entitled to pay at the highest rate established by statute for the chairman of an independent regulatory board or commission (5 U.S.C. § 593). |
| Position Reports to | ACUS is an independent agency. The chairman reports to the president and serves a five-year term. |
| **RESPONSIBILITIES** |
| Management Scope | In fiscal 2021, ACUS had a budget of $3.7 million, and a staff of approximately 13 comprising the Office of the Chairman.[[1]](#endnote-1) The Assembly of the Administrative Conference of the United States consists of not more than 101 nor less than 75 members (5 U.S.C. § 593). |
| Primary Responsibilities | * Oversees both the administrative and mission-driven activities of the agency and supervises SES personnel.
* Has broad authority and discretion in setting the agency's priorities with regard to hiring, allocation of financial resources, and in setting the agency's research agenda.
* Presides over the Conference Assembly, as established in the Administrative Conference Act, and is the only compensated member of that body.[[2]](#endnote-2)
 |
| Strategic Goals and Priorities | [Depends on the policy priorities of the administration] |
| **REQUIREMENTS AND COMPETENCIES** |
| Requirements | * Demonstrated expertise (through law-school teaching, government service or otherwise) in administrative law, legislation and related public-law subjects.
* Experience with non-partisan law-reform initiatives (a plus).
* Proven track record of consensus building (a plus).
* Strong familiarity with administrative agency processes (a plus).
* Familiarity with legislative process (a plus).
 |
| Competencies | * Executive leadership abilities.
 |
| **PAST APPOINTEES** |
| Paul R. Verkuil (2010 to 2015): Dean and Professor of Law, Benjamin N. Cardozo School of Law, Yeshiva University; President Emeritus, College of William and Mary; Counsel, New York, NY Office, Boies, Schiller & Flexner LLP; Dean, Tulane University School of Law |
| Thomasina V. Rogers (1994 to 1995): Director, American Arbitration Association; Legal Counsel, Equal Employment Opportunity Commission[[3]](#endnote-3) |

1. Leadership Directories: https://lo.bvdep.com/OrgDocument.asp?OrgId=-1&LDIBookId=19&LDIOrgId=255081&LDISecId=201&FromRecent=0&Save=1&Position=-1#O255081 [↑](#endnote-ref-1)
2. OPM [↑](#endnote-ref-2)
3. Leadership Directories: https://lo.bvdep.com/PeopleDocument.asp?PersonId=-1&LDIPeopleId=473224&Save=1 [↑](#endnote-ref-3)