# POSITION DESCRIPTION

**Assistant secretary for policy, department of homeland security**

|  |
| --- |
| **OVERVIEW** |
| Senate Committee | Homeland Security & Governmental Affairs Committee |
| Agency Mission | To ensure that homeland is safe, secure and resilient against terrorism and other potential threats. |
| Position Overview | The Office of Policy and its leadership serve as a central resource to the Secretary and other Department leaders for strategic planning and analysis and facilitation of decision making on the full breadth of issues that may arise across the dynamic homeland security enterprise. The Office of Policy includes sub-component offices and an advisory council, all of which is managed by the assistant secretary and supported by the Policy Executive Office.  |
| Compensation | Level IV $155,500 (5 U.S.C. § 5315)[[1]](#endnote-1) |
| Position Reports to | Secretary and Deputy Secretary of Homeland Security |
| **RESPONSIBILITIES** |
| Management Scope | In fiscal 2015, DHS had $42.573 billion in outlays and 166,777 total employment. The assistant secretary manages the 250-person DHS Policy Directorate, including oversight of six sub-component heads: * International affairs and chief diplomatic officer
* Principal deputy assistant secretary
* Assistant secretary for cyber policy
* Assistant secretary for border, immigration and security policy
* Assistant secretary for threat prevention and security policy
* Assistant secretary for strategy, planning, analysis and risk
 |
| Primary Responsibilities | * Provides a central office to develop and communicate policies across multiple homeland security components to strengthen the department’s ability to maintain policy and operational readiness needed to protect the homeland.
* Provides the foundation and direction for department-wide strategic and counter-terrorism planning initiatives that drive budget priorities.
* Liaises with both the international community and private sector to advance homeland security initiatives and develop lasting partnerships.
* Bridges multiple headquarters’ components and operating agencies to improve communication among DHS entities, eliminate duplication of effort and translate policies into timely action.
* Coordinates relationships with law enforcement and public advisory committees.
 |
| Strategic Goals and Priorities | [Depends on the policy priorities of the administration] |
| **REQUIREMENTS AND COMPETENCIES** |
| Requirements | * Broad understanding of the department’s activities
* Background in national security policy, including relevant experience in government, think tanks and/or academia
* Experience in strategic planning
* Leadership and management experience
 |
| Competencies | * *Strategic Orientation*: Demonstrates complex thinking abilities, incorporating both analytical and conceptual abilities to manage and develop plans and strategies
* *Results Orientation*: Drive for improvement of results demonstrated by a track record of substantially enhancing performance or organizations
* *Team Leadership*: Can focus, align and build effective groups
* *Collaboration & Influencing*: Works effectively with peers, partners and others who are not in the line of command
 |
| **PAST APPOINTEES** |
| David Heyman, 2009 – 2014, Founding Director and Senior Fellow, Center for Strategic and International Studies (CSIS); Senior Advisor to the Secretary of Energy, DoE; Senior Policy Advisor for National Security and International Affairs, The White House |
| Stewart Baker, 2005 – 2009, General Counsel, Robb-Silberman Commission; Partner, Steptoe& Johnson; General Counsel, National Security Agency |

# Endnotes

This position description was created with the help of Egon Zehnder, a global executive search firm.

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)