POSITION DESCRIPTIOn

**Director of U.S. Citizenship and Immigration Services, Department of Homeland Security**

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| **OVERVIEW** |
| Senate Committee | Judiciary |
| Agency Mission  | To ensure that homeland is safe, secure and resilient against terrorism and other potential threats. |
| Position Overview | The director of U.S. Citizenship and Immigration Services (USCIS) is charged with operating the largest immigration system in the world. The director is responsible for enhancing USCIS efforts to provide accurate and useful information to customers, grant immigration and citizenship benefits, promote an awareness and understanding of citizenship and ensure the integrity of the immigration system. |
| Compensation | Level III $165,300 (5 U.S.C. § 5314)[[1]](#endnote-1) |
| Position Reports to | Secretary of Homeland Security |
| **RESPONSIBILITIES** |
| Management Scope | The Director is responsible for a 19,000 member workforce throughout more than 223 offices worldwide and oversees a $3 billion annual budget. Direct reports include:* Deputy Director, U.S. Citizenship and Immigration Services
* Chief of Staff, U.S. Citizenship and Immigration Services
* Chief Counsel, U.S. Citizenship and Immigration Services
* Associate Director, Service Center Operations Directorate
* Associate Director, Refugee, Asylum and International Operations
* Associate Director, Customer Service and Public Engagement
* Associate Director, Management Directorate
* Associate Director, Fraud Detection and National Security Directorate
* Associate Director, Field Operations Directorate
* Associate Director, Immigration Records and Identity Services Directorate
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| Primary Responsibilities  | * Oversees lawful immigration to the United States.
* Secures America’s promise as a nation of immigrants by providing accurate and useful information to customers, granting immigration and citizenship benefits, promoting an awareness and understanding of citizenship and ensuring the integrity of our immigration system.
* Strengthens the security and integrity of the immigration system.
* Provides effective customer-oriented immigration benefit and information services.
* Supports immigrants’ integration and participation in American civic culture.
* Promotes flexible and sound immigration policies and programs.
* Strengthens the infrastructure supporting the USCIS mission.

The USCIS works closely with the following entities:* State Department
* National Security Council
* Commerce
* Defense
* Federal law enforcement
* Secretary of Homeland Security
* Private sector
* State, local, tribal and territorial governments
* U.S. Coast Guard
* Customs and Border Protection
* Immigration and customs enforcement
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| Strategic Goals and Priorities  | Depends on the policy priorities of the administration |
| **REQUIREMENTS AND COMPETENCIES** |
| Requirements | * Experience in roles related to immigration
* Previous experience in a federal prosecutor capacity, legal, law enforcement or private sector role is related, though not required
* Political acumen with strong Congressional and White House relationships
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| 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
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| **PAST APPOINTEES** |
| León Rodríguez (2014 – 2017) - Director, Office for Civil Rights at the Department of Health and Human Services; Chief of Staff and Deputy Assistant Attorney General for Civil Rights at the Department of Justice; County Attorney for Montgomery County, Maryland |
| Alejandro Mayorkas (2009 – 2013) - Deputy Secretary of Homeland Security; United States Attorney for the Central District of California; Partner in Law at O’Melveny & Myers LLP; Vice-Chair of the Attorney General’s Advisory Subcommittee on Civil Rights |
| Emilio T. Gonzalez (2005 – 2008) - Lawyer at the international firm Tew Cardenas; Director for Western Hemisphere Affairs at the National Security Council; Served in the Army and military attaché to embassies in El Salvador and Mexico; Taught at West Point |

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)