# POSITION DESCRIPTION

**director for cybersecurity and infrastructure security agency (formerly National protection and programs directorate)**

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| **OVERVIEW** |
| Senate Committee | Homeland Security and Governmental Affairs |
| Agency Mission | To ensure that homeland is safe, secure and resilient against terrorism and other potential threats. |
| Position Overview | The undersecretary’s goal is to advance the department's risk-reduction mission. Reducing risk requires an integrated approach that encompasses both physical and virtual threats and their associated human elements. The undersecretary leads the efforts to protect and enhance the resiliency of the nation’s physical and cyber critical infrastructure from terrorist attacks, natural disasters and other catastrophic incidents. The directorate accomplishes its mission by partnering with infrastructure owners and operators as well as federal, state, local and territorial officials. |
| Compensation | Level III $168,400 (5 U.S.C. § 5314)[[1]](#endnote-1) |
| Position Reports to | Secretary and deputy secretary of Homeland Security |
| **RESPONSIBILITIES** |
| Management Scope | In fiscal 2020, DHS had $6.552 trillion in outlays and 244,445 total employment. The undersecretary oversees a staff of approximately 2,800 and an annual budget of approximately $2.5 billion. Direct reports include: * Deputy undersecretary for cyber security.
* Deputy undersecretary for national protections and programs.
* Director, Federal Protective Service.
* Director, Office of Biometric Identification Management.
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| Primary Responsibilities | * Strengthens the security and resiliency of the nation’s critical infrastructure against physical and cyber risk, securing federal facilities, building capabilities in the .gov and .com domains and advancing identity management verification.
* Reduces risks to physical, cyber and communications infrastructures.
* Collaborates with all levels of government, the private sector, non-government organizations and international bodies.
* Prevents, responds to and mitigates threats to U.S. national security from acts of terrorism, natural disasters and other catastrophic events.

The role works closely with the following entities:* Secretary of Homeland Security
* Federal Protective Service (FPS)
* Office of Cyber Security and Communications (CS&C)
* Office of Infrastructure Protection (IP)
* US-VISIT
* Private Sector
* NGO Community
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| Strategic Goals and Priorities | [Depends on the policy priorities of the administration.] |
| **REQUIREMENTS AND COMPETENCIES** |
| Requirements | * Effective emergency management and communications skills.
* Exceptional leadership and business skills.
* Risk management skills.
* Strong communications and media skills.
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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** |
| Chris Krebs, (2018 – 2020) – Assistant Secretary for Infrastructure Protection, Department of Homeland Security; Senior Counselor, Department of Homeland Security; Vice Chair, National Cyber Security Alliance; Director, Cybersecurity Policy, Microsoft |
| Suzanne E. Spaulding, (2014 – 2017) – Principal in the Bingham Consulting Group; Counsel for Bingham McCutchen LLP; Minority Staff Director for the U.S. House of Representatives Permanent Select Committee on Intelligence; General Counsel, Senate Select Committee on Intelligence |
| Rand Beers, (2010 – 2014) – Counselor to Secretary Janet Napolitano; Co-leader of the Department of Homeland Security Transition Team; President of the National Security Network |

# Endnotes

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

1. The Consolidated Appropriations Act, 2021 (Public Law 116-260, December 27 ,2020), contains a provision that continues the freeze on the payable pay rates for certain senior political officials through January 1, 2022. The compensation information is based on guidance from the Office of Personnel Management and can be accessed [here](https://www.chcoc.gov/content/continued-pay-freeze-certain-senior-political-officials-4#:~:text=Section%20748%20of%20division%20E,on%20December%2031%2C%202020%2C%20by). If you are selected for this position, please consult the agency’s HR representative for further guidance on compensation.  [↑](#endnote-ref-1)