# POSITION DESCRIPTION

**Undersecretary for management, department of homeland security**

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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 for management is responsible for ensuring that DHS’s many employees have well-defined responsibilities and that managers and their employees have efficient means of communicating with one another, with other governmental and nongovernmental bodies and with the public they serve. The Undersecretary and his/her team provides the overarching management structure for the Department to deliver customer service, while eliminating redundancies and reducing support costs in order to more effectively and efficiently run the Department in a unified manner. |
| Compensation | Level II $183,100 (5 U.S.C. § 5313)[[1]](#endnote-1) |
| Position Reports to | Secretary of Homeland Security |
| **RESPONSIBILITIES** |
| Management Scope | In fiscal 2020, DHS had $6.552 trillion in outlays and more than 240,000 total employment. The undersecretary is responsible for the management of the department's budget, appropriations, expenditure of funds, accounting and finance. In that capacity the undersecretary must administer control over the department's $17 billion in acquisition and procurement and is responsible for directing human capital resources and personnel programs. Direct reports to the undersecretary include: * Chief Human Capital Officer
* Chief Procurement Officer
* Chief Readiness Support Officer
* Chief Security Officer
* Chief Financial Officer
* Office of the Chief Information Officer
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| Primary Responsibilities | * Through leading the Directorate for Management, is responsible for DHS-wide mission support services and oversight for all Management Office functions, including information technology, budget and financial management, procurement and acquisition, human capital, security, logistics and facilities and oversight of the Working Capital Fund (WCF) service delivery.
* Plans for budget, appropriation and expenditure of funds.
* Provides accounting, finance, procurement and human resources for the department.
* Identifies and tracks performance measurements relating to the responsibilities of the department.
* Oversees asset management, facilities, security and human capital.
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| Strategic Goals and Priorities | [Depends on the policy priorities of the administration.] |
| **REQUIREMENTS AND COMPETENCIES** |
| Requirements | * Strong generalist background in procurement, acquisition and budget/ finance in roles such as CFO/CIO and/or experience managing multibillion-dollar contracts.
* Strong communications and media skills since s/he is viewed as the face of the department’s budget.
* Exceptional management practices including leadership and interpersonal skills.
* Strong Congressional relationships preferred.
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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** |
| Claire M. Grady (2017 – 2019) - Director of Defense Procurement and Acquisition Policy for the DOD; United States Coast Guard (USCG) Deputy Assistant Commandant for Acquisition, and Director of Acquisition Services; USCG’s Head of Contracting Activity |
| Russell Deyo, (2015 – 2017) - Vice President of Administration and General Counsel, Johnson & Johnson; Executive Committee Member, Johnson & Johnson; Various roles in human resources, procurement, legal affairs and compliance at Johnson & Johnson |
| Rafael Borras, (2010 – 2014) - Vice President & Corporate Officer, URS Corporation; Regional Administrator, Mid-Atlantic Region, General Services Administration; Deputy Assistant Secretary, Administration, US Department of Commerce |

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)