# POSITION DESCRIPTION

# undersecretary for economic affairs, Department of commerce

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| **OVERVIEW** |
| Senate Committee | Commerce, Science and Transportation[[1]](#endnote-1) |
| Agency Mission | The mission of the department is to create the conditions for economic growth and opportunity.[[2]](#endnote-2) |
| Position Overview | The undersecretary leads the Economics and Statistics Administration.[[3]](#endnote-3) |
| Compensation | Level III $165,300 (5 U.S.C. § 5314)[[4]](#endnote-4) |
| Position Reports to | Deputy Secretary of Commerce and/or Secretary of Commerce[[5]](#endnote-5) |
| **RESPONSIBILITIES** |
| Management Scope | The Economics and Statistics Administration had a 2016 enacted budget of $109 million and a 2015 enacted full-time equivalent employment of 470.[[6]](#endnote-6) The undersecretary oversees multiple offices including the Bureau of the Census, Bureau of Economic Analysis and the Office of Chief Economist.[[7]](#endnote-7) |
| Primary Responsibilities | * Leads the Economics and Statistics Administration[[8]](#endnote-8)
* Oversees multiple offices including the Bureau of the Census, Bureau of Economic Analysis and the Office of Chief Economist[[9]](#endnote-9)
* Provides timely economic analysis to the secretary and deputy secretary
* Disseminates national economic indicators and provides economic forecasts
* Administers the department’s statistical programs and data service[[10]](#endnote-10)
* Serves as departmental representative to the Council of Economic Advisers
* Analyzes and develops policies on economic and statistical issues[[11]](#endnote-11)
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| Strategic Goals and Priorities | [Depends on the policy priorities of the administration] |
| **REQUIREMENTS AND COMPETENCIES** |
| Requirements | * Strong understanding of macroeconomics, preferably a Ph.D. or master’s degree in economics[[12]](#endnote-12)
* Experience operating in a large organization
* Understanding and passion for unleashing and maximizing the huge quantities of Department of Commerce data
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| Competencies | * Strong manager and decision-maker
* Well-developed communication skills that could be useful for delivering an economic message to stakeholders, the private sector and Congress
* Ability to translate complicated economic information in a format that is usable for the secretary, deputy secretary and the entire administration’s economic team
* Ability to lead multiple economic offices simultaneously[[13]](#endnote-13)
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| **PAST APPOINTEES** |
| Mark Doms (2013 to 2015) – Chief Economist, Department of Commerce; Senior Economist, Federal Reserve Bank of San Francisco; Economist, Board of Governors of the Federal Reserve System[[14]](#endnote-14) |
| Rebecca Blank (2012 to 2013) – Robert Kerr Senior Fellow, Brookings Institution; Dean, Gerald R. Ford School of Public Policy; Member, Council of Economic Advisers[[15]](#endnote-15) |
| Kathleen Cooper (2001 to 2005) – Chief Economist, ExxonMobil; Chief Economist, Security Pacific Bank[[16]](#endnote-16) |

1. Plum book [↑](#endnote-ref-1)
2. Partnership for Public Service position description [↑](#endnote-ref-2)
3. <https://www.commerce.gov/adminofficials/under-secretary-economic-affairs> [↑](#endnote-ref-3)
4. 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-4)
5. <https://www.commerce.gov/page/doc-organizational-chart> [↑](#endnote-ref-5)
6. <http://www.osec.doc.gov/bmi/budget/FY17CBJ/ESA%20FY%202017%20CBJ%20508compliant.pdf> [↑](#endnote-ref-6)
7. <http://www.esa.doc.gov/content/about-economics-statistics-administration> [↑](#endnote-ref-7)
8. <https://www.commerce.gov/adminofficials/under-secretary-economic-affairs> [↑](#endnote-ref-8)
9. <http://www.esa.doc.gov/content/about-economics-statistics-administration> [↑](#endnote-ref-9)
10. <https://www.commerce.gov/adminofficials/under-secretary-economic-affairs> [↑](#endnote-ref-10)
11. OPM [↑](#endnote-ref-11)
12. Romney Readiness Project position description [↑](#endnote-ref-12)
13. Romney Readiness Project position description [↑](#endnote-ref-13)
14. LinkedIn Profile [↑](#endnote-ref-14)
15. <http://2010-2014.commerce.gov/About%20Commerce/Commerce%20Leadership/Deputy%20Secretary%20of%20Commerce%20and%20Under%20Secretary%20for%20Economic%20Aff.html> [↑](#endnote-ref-15)
16. <https://news.unt.edu/news-releases/college-business-names-new-dean> [↑](#endnote-ref-16)