# POSITION DESCRIPTION

# Assistant secretary for disability employment policy, Department of labor

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| **OVERVIEW** |
| Senate Committee | Health, Education, Labor and Pensions |
| Agency Mission | To foster and promote the welfare of job seekers, wage earners and retirees of the United States by improving their working conditions, advancing their opportunities for profitable employment and protecting benefits. |
| Position Overview | The assistant secretary for disability employment policy leads the Office of Disability Employment Policy in its mission to develop and influence policies and practices that increase the number and quality of employment opportunities for people with disabilities.[[1]](#endnote-1) |
| Compensation | Level IV $155,500 (5 U.S.C. § 5315)[[2]](#endnote-2) |
| Position Reports to | Secretary of Labor |
| **RESPONSIBILITIES** |
| Management Scope | The Office of Disability Employment Policy had a fiscal 2016 enacted budget of $38.2 million and a team of 50 full-time equivalents. The Office of the Assistant Secretary for Disability Employment Policy includes a chief of staff, senior advisor and executive officer. There is also a deputy assistant secretary and four divisions (Administrative Systems and Financial Services, Policy Planning and Research, Policy Development and Policy Communication and Outreach).[[3]](#endnote-3) |
| Primary Responsibilities | * Creates and implements national policy and provides information that improves employment opportunities for people with disabilities
* Directs the overall organization of the Office of Disability Employment Policy and is the principal advisor to the secretary of labor on disability employment policy
* Provides executive leadership to coordinate and develop cross-cutting policies and effective practices to improve employment opportunities for people with disabilities
* Analyzes and formulates legislative, regulatory and budgetary proposals and initiatives under the purview of the Office of Disability Employment Policy
* Promotes the full inclusion of people with disabilities in the American workforce by engaging and collaborating with stakeholders in the public and private sectors on the implementation and adoption of policies and effective practices[[4]](#endnote-4)
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| Strategic Goals and Priorities | [Depends on the policy priorities of the administration] |
| **REQUIREMENTS AND COMPETENCIES** |
| Requirements | * Experience and/or demonstrated ability to design, contract for and manage evaluative research
* Experience and/or demonstrated ability with public relations—communicating and selling complex policy ideas
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| Competencies | * Strong interpersonal and communication skills
* Willingness to travel frequently
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| **PAST APPOINTEES** |
| Kathleen Martinez (2009 to 2014): Executive Director of the World Institute on Disability; Member of the National Council on Disability; member of the board of the U.S. Institute of Peace; member of the State Department's advisory committee on disability and foreign policy[[5]](#endnote-5) |
| Neil Romano (2008 to 2009): President and CEO of Romano & Associates; Director of Communications, The White House Office of National Drug Control Policy[[6]](#endnote-6) |
| W. Roy Grizzard (2001 to 2007): Commissioner of the Virginia Department for the Blind and Vision Impaired; Personnel Administrator for Employee Relations and Special Staffing for the Henrico County, Virginia, Public Schools[[7]](#endnote-7) |

1. <https://www.dol.gov/odep/about/> [↑](#endnote-ref-1)
2. 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-2)
3. <https://www.dol.gov/odep/about/key.htm> [↑](#endnote-ref-3)
4. OPM [↑](#endnote-ref-4)
5. <http://www.businessofgovernment.org/bio/kathy-martinez> [↑](#endnote-ref-5)
6. LinkedIn [↑](#endnote-ref-6)
7. <https://www.dol.gov/odep/events/speakers.htm> [↑](#endnote-ref-7)