# POSITION DESCRIPTION

# Assistant Secretary for 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 of labor provides advice and assistance to the secretary, deputy secretary and agency and administration officials on policy, regulations, legislation, program initiatives, compliance assistance strategies, research and evaluation, budget and performance, and legislation. |
| Compensation | Level IV $155,500 (5 U.S.C. § 5315)[[1]](#endnote-1) |
| Position Reports to | Secretary of Labor |
| **RESPONSIBILITIES** | |
| Management Scope | In fiscal 2016, the Office of the Assistant Secretary for Policy had an enacted budget of $5.8 million and 36 full-time equivalents. |
| Primary Responsibilities | * Supports and facilitates the development and implementation of the department’s policies, regulations, legislation, domestic and international program initiatives, budget and communications * Provides direct policy and analytical support to the secretary of labor, deputy secretary, and department and administration officials * Develops and maintains strong economic analysis capabilities * Coordinates and communicates departmental capabilities with the administration * Represents department positions to Congress, media, employee and employer associations, foreign governments and nongovernmental organizations * Works closely with secretary of labor, deputy secretary, department and agency officials, Congress, employee employer associations, foreign government officials, agencies and nongovernmental organizations |
| Strategic Goals and Priorities | [Depends on the policy priorities of the administration] |
| **REQUIREMENTS AND COMPETENCIES** | |
| Requirements | * Experience in public administration and private business * Background in the federal regulatory process * Understanding of labor economics * Experience or demonstrated ability designing, contracting for and managing evaluative research |
| Competencies | * Ability to effectively coordinate and communicate across several agencies * Experience or demonstrated ability with public relations (communicating and selling complex policy ideas) |
| **PAST APPOINTEES** | |
| William E. Spriggs (2009 to 2010): Professor and Department Chair of Economics, Howard University; Senior Advisor and Economist, Economics and Statistics Administration, Department of Commerce; Senior Advisor, Office of Government Contracting and Minority Business Development, Small Business Administration | |
| Leon R. Sequeira (2007 to 2008): Legal Counsel to Senator Mitch McConnell; Counsel to Senate Rules Committee | |
| Veronica V. Stidvent (2003 to 2004): Special Assistant to the President for Policy, The White House; Policy Advisor, Office of Information and Regulatory Affairs, Office of Management and Budget | |

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)