# POSITION DESCRIPTION

# assistant secretary for transportation policy, Department of transportation

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| **OVERVIEW** |
| Senate Committee | Commerce, Science and Transportation |
| Agency Mission | To ensure a fast, safe, efficient, accessible and convenient transportation system that meets our vital national interests and enhances the quality of life of the American people, today and into the future |
| Position Overview | The Office of Transportation Policy is the office responsible for recommending overall surface transportation policy initiatives to the secretary.  |
| Compensation | Level IV $155,500 (5 U.S.C. § 5315)[[1]](#endnote-1) |
| Position Reports to | Undersecretary of Transportation for Policy |
| **RESPONSIBILITIES** |
| Management Scope | The assistant secretary oversees the Office of Economic and Strategic Analysis; the Office of Infrastructure Finance and Innovation; and the Office of Safety, Energy and Environment.[[2]](#endnote-2) |
| Primary Responsibilities | * Carries out duties and powers prescribed by the secretary (49 U.S.C. § 102)
* Recommends overall surface transportation policy initiatives to the secretary
* Coordinates multimodal initiatives and processes, such as the development of the department’s proposed reauthorization language and streamlining environmental reviews of transportation infrastructure[[3]](#endnote-3)
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| Strategic Goals and Priorities | [Depends on the policy priorities of the administration] |
| **REQUIREMENTS AND COMPETENCIES** |
| Requirements | * Experience in transportation policy
* Prior government experience and knowledge of legislative and federal budgeting process
* Management experience
* Strong relationships with relevant stakeholders, or ability to form them
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| Competencies | * Excellent coordination skills and proven track record of collaboration
* Strong leader
* Strong communication and interpersonal skills
* Ability to interact and coordinate among high-level stakeholders across government
* Excellent negotiation skills
* Ability to work in a matrixed environment
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| **PAST APPOINTEES** |
| Carlos A. Monje Jr. (2015 to 2016): Counselor to the Secretary, Department of Transportation; Special Assistant to the President and Chief of Staff, White House Domestic Policy Council; Senior Policy Advisor, White House Domestic Policy Council[[4]](#endnote-4) |
| Polly Trottenberg (2009 to 2013): Executive Director, Building America’s Future; Deputy Chief of Staff, Senator Barbara Boxer; Chairman of the Senate Environment and Public Works Committee[[5]](#endnote-5) |
| Tyler Duvall (2006 to 2009): Deputy Assistant Secretary for Transportation Policy, Department of Transportation; Special Assistant to the Assistant Secretary for Transportation Policy, Department of Transportation; Associate, Hogan & Hartson, LLP[[6]](#endnote-6) |

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)
2. https://lo.bvdep.com/OrgChart.asp?curp=1&LDIBookId=19&LDISectionId=180&LDIOrgId=156722 [↑](#endnote-ref-2)
3. https://www.transportation.gov/policy [↑](#endnote-ref-3)
4. http://cdn.theatlantic.com/assets/media/files/Monje-Bio.pdf [↑](#endnote-ref-4)
5. https://www.transportation.gov/mission/polly-trottenberg [↑](#endnote-ref-5)
6. http://www.transportation-finance.org/pdf/events/Tyler\_Duvall\_Bio.pdf [↑](#endnote-ref-6)