# POSITION DESCRIPTION

# Assistant Secretary for Planning, Evaluation and Policy Development, Department of education

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| **OVERVIEW** |
| Senate Committee | Health, Education, Labor and Pensions |
| Agency Mission | To promote student achievement and preparation for global competitiveness by fostering educational excellence and ensuring equal access |
| Position Overview | The assistant secretary for planning, evaluation and policy development serves as the principal advisor to the secretary on all matters relating to policy development and review; performance measurement and evaluation; and budget processes and proposals.[[1]](#endnote-1) |
| Compensation | Level IV $155,500 (5 U.S.C. § 5315)[[2]](#endnote-2) |
| Position Reports to | Secretary of Education |
| **RESPONSIBILITIES** |
| Management Scope | The Office of Planning, Evaluation and Policy Development oversees planning, evaluation, policy development and budget activities in the Department of Education and implements the department’s annual budget of approximately $78 billion in discretionary funding. This office is home to the department’s Budget Service and Policy and Program Studies Service.[[3]](#endnote-3) The office had 86 nonseasonal, full-time permanent employees in fiscal 2016.[[4]](#endnote-4) |
| Primary Responsibilities | * Coordinates with Education Department principal offices and outside organizations such as Congress, the White House Domestic Policy Council, the Office of Management and Budget (OMB) and state education agencies[[5]](#endnote-5)
* Leads cross-agency policy development, including design of new administration programs and initiatives, input into legislative action and creation of annual agency budget
* Leads annual agency budget development process—from internal priority-setting and approval by OMB and the White House through the budget release and Congressional appropriation
* Ensures enacted budget funds are managed effectively by leading an agency-wide spending plan process, and ensures the highest level of fiscal controls and oversight
* Provides policy and budget response to requests from Capitol Hill staff for technical assistance on legislative proposals
* Manages a repository of policy data necessary to formulate, develop, validate and recommend policy positions to the secretary
* Provides technical expertise on formula development, modeling, forecasting and trends analysis, and conducts analyses of cost/benefit and institutional effects of regulations[[6]](#endnote-6)
* Provides policy, research, data and fact-checking support for all agency policy announcements, public communications, the secretary’s speeches and the secretary appearances before Congress
* Ensures high-quality input into all agency clearance processes
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| Strategic Goals and Priorities | [Depends on the policy priorities of the administration] |
| **REQUIREMENTS AND COMPETENCIES** |
| Requirements | * Experience shaping education policy at a school district, state, or federal level, or as part of an academic-, research- or policy-oriented institution
* Experience leading high-performing, diverse teams
* Track record of developing strong relationships across an organization and with a variety of external stakeholders
* Responsibility for developing and managing budgets, including ensuring proper financial control and monitoring
* Experience advocating for policy positions externally, for example in media and/or with elected or appointed decision-making authorities
* Experience with financial aid and government grant programs (preferred)
* Graduate degree: MBA, JD, or Master’s/Ph.D. in education or academic field (preferred)
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| Competencies | * Strong strategic and analytical skills to bring data, research and insight to policy recommendations
* Excellent oral and written communications skills
* Ability to build relationships and collaborate effectively across the agency, with other parts of the administration, with external stakeholders and with congressional staff
* Ability to engage with external stakeholders constructively, including those who oppose aspects of the administration’s agenda
* Ability to maintain own and staff’s high levels of energy and commitment through challenging and unpredictable demands of the office
* Ability to handle sensitive matters with integrity and discretion
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| **PAST APPOINTEES** |
| Amy McIntosh (2015 to 2017) – Deputy Assistant Secretary for P-12 Policy, Department of Education; Senior Fellow at the New York State Department of Education Regents Research Fund; Chief of Talent and New Initiatives in the New York City Department of Education; Deputy Chief of Staff in the New York City Department of Education Chancellor’s Office[[7]](#endnote-7) |
| Robert M. Gordon (2014 to 2015) – Acting Deputy Director at the Office of Management and Budget; Senior Fellow at the Center for American Progress; Chief Executive for Resource Allocation, New York City Department of Education[[8]](#endnote-8) |
| Carmel Martin (2009 to 2013) – Deputy Staff Director for the late Sen. Edward Kennedy; Associate Director for Domestic Policy at American Progress; Senior Policy Adviser to Sen. Jeff Bingaman[[9]](#endnote-9) |

1. https://www2.ed.gov/about/offices/list/om/fs\_po/opepd/intro.html#1 [↑](#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. OPM [↑](#endnote-ref-3)
4. Partnership for Public Service analysis of FedScope data [↑](#endnote-ref-4)
5. OPM [↑](#endnote-ref-5)
6. <https://www2.ed.gov/about/offices/list/om/fs_po/opepd/intro.html#1> [↑](#endnote-ref-6)
7. https://www.linkedin.com/in/amybmcintosh/ [↑](#endnote-ref-7)
8. https://www.brookings.edu/experts/robert-gordon/ [↑](#endnote-ref-8)
9. http://www.businessfwd.org/speakers/carmel-martin [↑](#endnote-ref-9)