# POSITION DESCRIPTION

# White House Liaison

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| **OVERVIEW** | |
| Position Type | Varies[[1]](#endnote-1) |
| Position Overview | Each department and agency has a White House Liaison Office that exists to deal with political appointees and coordinate with the Office of Presidential Personnel.[[2]](#endnote-2) |
| Compensation | Varies[[3]](#endnote-3) |
| Position Reports to | The Chief of Staff typically |
| **RESPONSIBILITIES** | |
| Management Scope | The White House liaison typically has a small staff, if any. This appointee generally relies on the chief human capital office staff for support. |
| Primary Responsibilities | * Coordinates directly with the White House in the hiring, retention and transition of the department’s political appointees[[4]](#endnote-4) * Helps handle the logistics and paper process of appointments, once top candidates have been identified |
| Strategic Goals and Priorities | [Depends on the policy priorities of the administration] |
| **REQUIREMENTS AND COMPETENCIES** | |
| Requirements | * Political or campaign experience, for a position typically held by someone early in his or her career |
| Competencies | * Strong communication and interpersonal skills * Ability to handle sensitive matters * Ability to work in a matrixed agency * Smart, thoughtful, discreet and thorough |
| **PAST APPOINTEES** | |
| Lauren Leonard (Department of Commerce) (2014 to 2017): Deputy Director, Office of Recovery for Automotive Communities and Workers, Department of Labor[[5]](#endnote-5) | |
| Miguel L’Heureux (SBA) (2015 to 2017): Economics Director, Office of Presidential Personnel; Compliance Attorney, Presidential Inaugural Committee; Western Regional Voter Protection Coordinator, Obama for America[[6]](#endnote-6) | |
| Esther Morales (EPA) (2014 to 2016): Associate Director of Policy, Office of the First Lady; Intergovernmental Affairs Advisor, Department of Energy; Special Assistant, Department of Health and Human Services[[7]](#endnote-7) | |

1. 2016 plum book [↑](#endnote-ref-1)
2. <http://foreignpolicy.com/2013/02/28/want-to-work-in-the-white-house/> [↑](#endnote-ref-2)
3. 2016 plum book [↑](#endnote-ref-3)
4. <https://www.commerce.gov/directory/laurenleonard> [↑](#endnote-ref-4)
5. <https://www.commerce.gov/directory/laurenleonard> [↑](#endnote-ref-5)
6. LinkedIn profile [↑](#endnote-ref-6)
7. LinkedIn profile [↑](#endnote-ref-7)