# POSITION DESCRIPTION

# Assistant Secretary for Children and Families, Department of Health and Human Services

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| **OVERVIEW** |
| Senate Committee | Finance  |
| Agency Mission | To enhance and protect the health and well-being of all Americans by providing effective health and human services and fostering advances in medicine, public health and social services.[[1]](#endnote-1) |
| Position Overview | The assistant secretary for children and families is responsible for overseeing 20 offices within Health and Human Services (HHS) and more than 60 programs related to children, communities, developmental disabilities, families, low-income individuals, Native Americans and refugees. |
| Compensation | Level IV $155,500 (5 U.S.C. § 5315)[[2]](#endnote-2) |
| Position Reports to | Secretary of Health and Human Services |
| **RESPONSIBILITIES** |
| Management Scope | The Administration for Children and Families (ACF) administers more than 60 programs with a budget of more than $53 billion, making it the second largest HHS agency. Partnering with states and communities, ACF funding provides critical assistance to vulnerable populations and helps families achieve prosperity and independence. ACF-funded programs find safe and supportive families for abused children, help parents find jobs, support individuals with developmental disabilities, and work with troubled teens to leave the streets and find a path toward hope and opportunity.[[3]](#endnote-3)The ACF estimates it has 1,464 total full-time equivalents for fiscal 2017.[[4]](#endnote-4) |
| Primary Responsibilities | * Supervises the work of the Administration for Native Americans; Administration on Children, Youth and Families; Administration on Intellectual and Developmental Disabilities; Children’s Bureau; Early Childhood Development Interagency Coordination; Family and Youth Services Bureau; Office of Administration; Office of Child Care; Office of Child Support Enforcement; Office of Community Services; Office of Family Assistance; Office of Head Start; Office of Human Services Emergency Preparedness and Response; Office of Legislative Affairs and Budget; Office of Planning, Research & Evaluation; Office of Public Affairs; Office of Regional Operations; Office of Refugee Resettlement; Public Assistance Reporting Information System
* Oversees more than 60 programs related to the following topics: children, communities, developmental disabilities, families, low-ncome individuals, Native Americans and refugees
* Creates partnerships with frontline service providers, states, localities and tribal communities to identify and implement solutions that transcend traditional program boundaries
* Protects the safety of children and families by supporting a variety of initiatives that empower families and individuals, and improve access to services, to create strong, healthy communities[[5]](#endnote-5)
* Provides executive leadership and direction to plan and coordinate ACF program activities to ensure their effectiveness
* Approves instructions, policies, publications and grant awards issued by ACF
* Represents ACF in relationships with governmental and nongovernmental organizations[[6]](#endnote-6)
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| Strategic Goals and Priorities | [Depends on the policy priorities of the administration] |
| **REQUIREMENTS AND COMPETENCIES** |
| Requirements | * Significant experience in a social service field
* Strong knowledge of the academic literature relating to social service intervention
* Solid understanding of the federal budget process (especially since the ACF budget is so complex)
* Experience in operations and management
* Strong congressional relationships[[7]](#endnote-7)
* Understanding of the human services function of state and local governments
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| Competencies | * Ability to form relationships and work closely with other federal agencies, such as the Department of Homeland Security
* Excellent leadership skills
* Strong communication and interpersonal skills
* Ability to work in a matrixed agency
* Ability to form relationships with constituent organizations
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| **PAST APPOINTEES** |
| Carmen Nazario (2009 to 2011): Administrator of the Administration for Children and Families for the Commonwealth of Puerto Rico; Principal Deputy Assistant Secretary at the Administration for Children and Families; Associate Commissioner for Child Care in the Administration on Children, Youth and Families |
| Wade F. Horn (2001 to 2007): Affiliate Scholar, Hudson Institute; Adjunct Professor of Public Policy, Georgetown University; President, National Fatherhood Initiative[[8]](#endnote-8) |

1. hhs.gov/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.acf.hhs.gov/about/budget [↑](#endnote-ref-3)
4. https://www.acf.hhs.gov/sites/default/files/olab/final\_cj\_2017\_print.pdf [↑](#endnote-ref-4)
5. Romney PD [↑](#endnote-ref-5)
6. OPM [↑](#endnote-ref-6)
7. Romney PD [↑](#endnote-ref-7)
8. Leadership Directories [↑](#endnote-ref-8)