# POSITION DESCRIPTION

# commissioner of the administration for native americans, Department of health and human services

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| **OVERVIEW** |
| Senate Committee | Indian Affairs |
| 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 |
| Position Overview | The commissioner will oversee the Administration for Native Americans’ discretionary funding programs, serve as an advocate for Native Americans and coordinate activities within the Department of Health and Human Services (HHS) to develop policies, programs and budgets affecting Native Americans. |
| Compensation | Level V $145,700 (5 U.S.C. § 5316)[[1]](#endnote-1) |
| Position Reports to | Secretary of the Administration for Children and Families |
| **RESPONSIBILITIES** |
| Management Scope | The commissioner oversees four divisions within the agency: Division of Program Operations, Division of Program Evaluation and Planning, Division of Policy and Management Operations Staff.[[2]](#endnote-2) The agency’s 2016 budget was $50 million.[[3]](#endnote-3) |
| Primary Responsibilities | * Provides executive leadership and management strategies for all components of the agency
* Serves as chair of the Intra-Departmental Council on Native American Affairs
* Advises the secretary on all matters affecting Native Americans that involve the department
* Provides policy direction and guidance to the Administration for Children and Families’ regional offices with respect to programs for urban Indians, off-reservation Indians and other Native American projects in Hawaii and the Pacific Islands
* Oversees the Native Hawaiian Revolving Loan Fund administered by the Office of Hawaiian Affairs[[4]](#endnote-4)
* Provides for financial assistance, loan funds, technical assistance, training, research and demonstration projects, and other activities described in this subchapter (42 U.S.C. § 2991b-2)
* Serves as the effective and visible advocate on behalf of Native Americans within HHS and with other federal departments and agencies regarding all federal policies affecting Native Americans
* Coordinates activities within the department, with the assistance of the Intra-Departmental Council on Native American Affairs, leading to the development of policies, programs and budgets, and their administration, that affect Native Americans; provides quarterly reports and recommendations to the secretary
* Collects and disseminates information related to the social and economic conditions of Native Americans, and assists the secretary in preparing an annual report to Congress about such conditions
* Gives preference to agencies described in section 2991b [(a)](https://www.law.cornell.edu/uscode/text/42/usc_sec_42_00002991---b000-#a) of this title (42 U.S.C. § 2991b-2) that are eligible for assistance under this subchapter, in entering into contracts for technical assistance, training and evaluation under this subchapter
* Encourages agencies that carry out projects under this subchapter, to give preference to Native Americans in hiring and entering into contracts to carry out such projects (42 U.S.C. § 2991b-2)
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| Strategic Goals and Priorities | [Depends on the policy priorities of the administration] |
| **REQUIREMENTS AND COMPETENCIES** |
| Requirements | * Understanding of federal Indian law, Native American communities and tribal sovereignty
* Understanding of the federal government and grant processes
* Prior agency experience (a plus)
* Relationships with tribal leaders in Native American communities
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| Competencies | * Strong communication and interpersonal skills
* Excellent leadership skills
* Ability to handle sensitive matters
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| **PAST APPOINTEES** |
| Stacey Ecoffey (2016 to 2017): Principal Advisor, Tribal Affairs, Office of Intergovernmental and External Affairs, HHS[[5]](#endnote-5) |
| Lillian A. Sparks (2010 to 2016): Executive Director, National Indian Education Association; Legislative Associate, National Congress of American Indians; Law Clerk, National Indian Gaming Commission, United States Department of the Interior[[6]](#endnote-6) |
| Quanah Crossland Stamps (2002 to 2009): Assistant Administrator, Native American Affairs, Small Business Administration; Chief, Branch of Acquisition Review, Department of the Interior[[7]](#endnote-7) |

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://www.acf.hhs.gov/ana/resource/ana-organizational-chart [↑](#endnote-ref-2)
3. https://www.acf.hhs.gov/ana/programs/ana/fact-sheet-ana [↑](#endnote-ref-3)
4. OPM [↑](#endnote-ref-4)
5. https://www.acf.hhs.gov/ana/about/leadership [↑](#endnote-ref-5)
6. Leadership Directories [↑](#endnote-ref-6)
7. https://www.linkedin.com/in/quanah-crossland-stamps-5003126a [↑](#endnote-ref-7)