# POSITION DESCRIPTION

# Assistant Secretary for Administration AND Chief Human Capital Officer, Department of Housing and Urban Development

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| **OVERVIEW** |
| Senate Committee | Banking, Housing and Urban Affairs |
| Agency Mission | To create strong, sustainable and inclusive communities and quality affordable homes for all |
| Position Overview | The assistant secretary for administration provides leadership and direction in the formulation and implementation of strategic human capital policies, programs and systems to promote efficient and effective human capital management for the department.  |
| Compensation | Level IV $155,500 (5 U.S.C. § 5315)[[1]](#endnote-1) |
| Position Reports to | Deputy Secretary of Housing and Urban Development[[2]](#endnote-2) |
| **RESPONSIBILITIES** |
| Management Scope | In fiscal 2016, the Office of the Chief Human Capital Officer requested $61.475 million and 180 total employees.[[3]](#endnote-3) The office is led by the chief human capital officer, who is assisted by the deputy chief human capital officer. Together, they provide overall policy and strategic direction for the office.[[4]](#endnote-4) |
| Primary Responsibilities | * Represents the Department of Housing and Urban Development (HUD) on strategic human capital and human resource matters, and plays a critical role in maximizing the department's performance and assuring accountability with the Office of Personnel Management, the Office of Management and Budget, other federal agencies, Congress and the public
* Advises the secretary and other principal staff on human capital efforts to ensure HUD recruits and retains individuals with the right skills to fulfill HUD's growing mission imperatives
* Maintains the values of the federal civil service system, including adherence to the merit system principles and equal employment opportunity requirements
* Provides the secretary, deputy secretary and other HUD leadership with expert human capital management advice and a high level of technical services that further the department’s goals and objectives
* Ensures that federal and departmental human capital goals, performance management, policies and practices are communicated to employees and all levels of management
* Evaluates the effectiveness of human capital and resources programs
* Strengthens employee engagement
* Develops strategies to close agency skills gaps in mission-critical areas
* Provides leadership in the growth of agency competence, capability and culture[[5]](#endnote-5)
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| Strategic Goals and Priorities | [Depends on the policy priorities of the administration] |
| **REQUIREMENTS AND COMPETENCIES** |
| Requirements | * Extensive federal human capital management experience
* Extensive management and leadership experience
* Experience working in a large organization
* Knowledge of the department’s functions and policies
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| Competencies | * Strong communication and interpersonal skills
* Ability to handle sensitive matters
* Strategic thinker
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| **PAST APPOINTEES** |
| Towanda Brooks (2015 to 2017): Chief Human Capital Officer, Department of Housing and Urban Development; Deputy Chief Human Capital Officer, Department of Housing and Urban Development; Director, Human Resources Operations Center, Department of Commerce[[6]](#endnote-6) |
| Mike Anderson (2013 to 2015): Senior Advisor to the Deputy Secretary, Department of Housing and Urban Development; Human Resources Director, Department of Housing and Urban Development; Founder and President, Cyrus 3[[7]](#endnote-7) |
| Janie Payne (2009 to 2012): Director of Office of Human Resources, Department of Housing and Urban Development; Human Capital Officer, Department of Justice; Branch Chief-Human Capital Investment, Department of Homeland Security and Federal Emergency Management Agency[[8]](#endnote-8) |

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://portal.hud.gov/hudportal/HUD?src=/program\_offices/cfo/afr\_fy2012/section1 [↑](#endnote-ref-2)
3. https://portal.hud.gov/hudportal/documents/huddoc?id=41-FY16CJ-OCHCO.pdf [↑](#endnote-ref-3)
4. https://portal.hud.gov/hudportal/HUD?src=/program\_offices/administration/about/func\_adm [↑](#endnote-ref-4)
5. https://portal.hud.gov/hudportal/documents/huddoc?id=38-OCHCO.pdf [↑](#endnote-ref-5)
6. https://www.linkedin.com/in/towanda-brooks-b2470616 [↑](#endnote-ref-6)
7. https://www.linkedin.com/in/mike-anderson-71b13a11?authType=name&authToken=wivx&trk=prof-sb-browse\_map-name [↑](#endnote-ref-7)
8. https://www.linkedin.com/in/janiepayne?authType=OPENLINK&authToken=wECs&locale=en\_US&srchid=88916721488483006917&srchindex=1&srchtotal=20&trk=vsrp\_people\_res\_name&trkInfo=VSRPsearchId%3A88916721488483006917%2CVSRPtargetId%3A33107057%2CVSRPcmpt%3Aprimary%2CVSRPnm%3Atrue%2CauthType%3AOPENLINK [↑](#endnote-ref-8)