# POSITION DESCRIPTION

# Assistant Secretary for Policy Development and Research, Department of housing and urban development

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| **OVERVIEW** |
| Senate Committee | Banking, Housing and Urban Affairs |
| Agency Mission | To create strong, sustainable, inclusive communities and quality affordable homes for all. |
| Position Overview | The assistant secretary for policy development and research is the principal advisor to the secretary on overall departmental policy, program evaluations, demonstrations and research, and is responsible for providing economic information and analyses of housing and community development statistics and other data. |
| Compensation | Level IV $155,500 (5 U.S.C. § 5315)[[1]](#endnote-1) |
| Position Reports to | Deputy Secretary[[2]](#endnote-2) |
| **RESPONSIBILITIES** |
| Management Scope | The assistant secretary for policy development and research managed a budget of $36 million in fiscal 2015.[[3]](#endnote-3) |
| Primary Responsibilities | * Develops strategic and budgetary plans for the mission area, manages senior staff and operations, serves as the key contact point with the secretary on matters involving those areas and testifies in Congress as needed
* Serves as the principal advisor to the secretary on overall departmental policy, program evaluations, demonstrations and research, and is responsible for providing economic information and analyses of housing and community development statistics and other data
* Maintains current information on housing needs, market conditions and existing programs
* Develops new and revised policy and program proposals
* Directs program evaluation and monitoring activities
* Develops and implements demonstration efforts
* Directs technical and experimental studies
* Serves as the department’s focal point for coordinating with other departments, public and private organizations, housing industry and financial markets, and international organizations and countries, on policy development and research, and program evaluation and monitoring.[[4]](#endnote-4)
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| Strategic Goals and Priorities | [Depends on the policy priorities of the administration] |
| **REQUIREMENTS AND COMPETENCIES** |
| Requirements | * Substantial senior management and leadership experience
* Experience in strategic planning, staff management and budget oversight
* A strong record of achievement in public policy and/or public sector management, and background in state or local governance
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| Competencies | * Strong communication skills and ability to appear before the media
* A demonstrated ability to develop and maintain productive relationships with government officials at federal, state and local levels; colleagues; and members of Congress and their staffs
* A successful history of managing, motivating, supporting and leading a team, as well as experience in shaping and sustaining a program in a community development, academic, public or nonprofit setting
* Skills for negotiating within the organization
* Management and leadership skills
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| **PAST APPOINTEES** |
| Katherine M. O’Regan (2014 to 2017): Professor of Public Policy and Planning, Graduate School of Public Service, New York University; Associate Dean for Faculty, Graduate School of Public Service, New York University; Faculty Member, Yale School of Management[[5]](#endnote-5) |
| Raphael William Bostic (2009 to 2012): Professor, USC School of Policy, Planning and Development, University of Southern California; Secretary, The American Real Estate and Urban Economics Association; Fellow, Royal Institution of Chartered Surveyors[[6]](#endnote-6) |
| Darlene F. Williams (2005 to 2009): General Deputy Assistant Secretary for Administration, Department of Housing and Urban Development; General Deputy Assistant Secretary, Assistant Secretary for Policy Development and Research, Department of Housing and Urban Development; Manager, Corporate Policy, TXU Energy Retail Company LLC[[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. http://nlihc.org/sites/default/files/2014AG-43.pdf [↑](#endnote-ref-2)
3. Leadership Directories [↑](#endnote-ref-3)
4. OPM [↑](#endnote-ref-4)
5. https://portal.hud.gov/hudportal/HUD?src=/about/principal\_staff/Katherine\_M\_ORegan [↑](#endnote-ref-5)
6. Leadership Directories [↑](#endnote-ref-6)
7. Leadership Directories [↑](#endnote-ref-7)