# POSITION DESCRIPTION

# deputy director, office of personnel management

|  |
| --- |
| **OVERVIEW** |
| Senate Committee | Homeland Security and Governmental Affairs |
| Agency Mission | Through its initiatives, programs and materials, the Office of Personnel Management (OPM) provides the policy and regulatory framework for the federal government to recruit and hire the best talent; train and motivate employees to achieve their greatest potential; and constantly promote an inclusive work force defined by diverse perspectives. OPM provides human resources, leadership and support to federal agencies and helps the federal workforce achieve their aspirations as they serve the American people.[[1]](#endnote-1) |
| Position Overview | Under the GPRA Modernization Act of 2010, the deputy director is also the chief operating officer of OPM. He or she “shall also perform such functions as the director may from time to time prescribe.” The deputy director is also the executive chair of the Council of the Inspectors General on Integrity and Efficiency. |
| Compensation | Level III $165,300 (5 U.S.C. § 5314)[[2]](#endnote-2) |
| Position Reports to | Director, Office of Personnel Management |
| **RESPONSIBILITIES** |
| Management Scope | OPM’s fiscal 2015 discretionary resources were $240.188 million.[[3]](#endnote-3) In 2012, OPM had approximately 10,000 individuals (full-time equivalents and contractors) across 18 departments serving the 2.1 million civilian employee workforce. |
| Primary Responsibilities | * Serves as the chief operating officer for the Office of Personnel Management, and leads its internal operations to support the director’s strategic workforce efforts
* Ensures the continuous day-to-day functions of OPM as an operations executive. These include substantial retirement, health, security and enforcement responsibilities.
* Represents the director of OPM when absent, for example, by testifying before Congress or attending OPM committees and working groups.
 |
| Strategic Goals and Priorities | [Depends on the policy priorities of the administration] |
| **REQUIREMENTS AND COMPETENCIES** |
| Requirements | * Executive administrative and operations experience, whether public or private sector
* Extensive history of inter-agency cooperation and communication in order to manage OPM’s interactions with the federal government
 |
| Competencies | * Strong interpersonal and communication skills
 |
| **PAST APPOINTEES** |
| Christine Griffin (2010 to 2017) – Commissioner, U.S. Equal Opportunity Commission; Executive Director, Disability Law Center in Boston, Mass.; Attorney Advisor to former EEOC Chair Paul Igasaki[[4]](#endnote-4) |
| Howard Weizmann (2007 to 2009) – Chairman, U.S. Postal Regulatory Commission; President of the Private Sector Council, Partnership for Public Service; Senior Vice President for European Business Operations and Human Resources, Digex, Inc.[[5]](#endnote-5) |
| Dan Blair (2002 to 2006) – Acting Director of OPM; Senior Counsel to Senator Fred Thompson; Staff Director, House of Representatives Subcommittee on the Postal Service; Minority General Counsel, House of Representatives Committee on the Post Office and Civil Service[[6]](#endnote-6)  |

1. <https://www.opm.gov/about-us/our-mission-role-history/what-we-do/> [↑](#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.opm.gov/about-us/budget-performance/budgets/congressional-budget-justification-fy2017.pdf>. While appropriated funds are ~$240 million, the overall budget of OPM is ~$2+ billion, as many functions performed by OPM (e.g., background checks) are fee-for-service. [↑](#endnote-ref-3)
4. <https://www.eeoc.gov/eeoc/history/45th/ada20/griffin.cfm> [↑](#endnote-ref-4)
5. <https://www.opm.gov/news/releases/2007/07/senate-confirms-howard-weizmann-as-new-deputy-director-for-opm/> [↑](#endnote-ref-5)
6. <http://www.napawash.org/about-us/our-team/439-dan-gregory-blair.html> [↑](#endnote-ref-6)