POSITION DESCRIPTION

**assistant secretary for economic and business affairs, Department of state**

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| **OVERVIEW** |
| Senate Committee | Foreign Relations |
| Agency Mission | The Department of State is the lead institution for the conduct of American diplomacy.[[1]](#endnote-1)  |
| Position Overview | The assistant secretary for economic and business affairs promotes economic security and prosperity at home and abroad, and works to promote a coherent economic policy across the United States government, which involves managing trade negotiations, investment treaties, business and commercial affairs, economic sanctions, transportation affairs, telecommunications policy, international finance and development-related issues, and intellectual property rights protection.[[2]](#endnote-2) |
| Compensation | Level IV $155,500 (5 U.S.C. § 5315)[[3]](#endnote-3) |
| Position Reports to | Undersecretary for Economic Growth, Energy and Environment[[4]](#endnote-4) |
| **RESPONSIBILITIES** |
| Management Scope | The assistant secretary for economic and business affairs provides guidance to the department’s 1,600 economic officers around the world and to the U.S. Mission to the Organization for Economic Cooperation and Development.[[5]](#endnote-5) In fiscal 2015, the Bureau for Economic and Business Affairs had a budget of $7.1 million. The assistant secretary oversees the principal deputy assistant secretary, the Advisory Committee on International Communications and Information Policy and seven offices: * Commercial and Business Affairs
* Counter Threat Finance and Sanctions
* Economic Policy Analysis and Public Diplomacy
* International Communications and Information Policy
* International Finance and Development
* Trade Policy and Programs
* Transportation Affairs[[6]](#endnote-6)
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| Primary Responsibilities | * Leads the Bureau of Economic and Business Affairs and serves as senior economic official
* Advises the undersecretary for economic growth, energy and the environment on international economic policies and issues ranging from trade, agriculture, sanctions, investment and aviation to commercial diplomacy and bilateral relations with America’s economic partners
* Advances a coherent economic policy across the U.S. government
* Appears before congressional committees and in the media
* Coordinates closely with the six regional assistant secretaries, the assistant secretary of the treasury for international affairs, the assistant secretary of commerce, the U.S. Trade Representative, senior officials at other departments and agencies, and the private sector[[7]](#endnote-7)
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| Strategic Goals and Priorities | [Depends on the policy priorities of the administration] |
| **REQUIREMENTS AND COMPETENCIES** |
| Requirements | * Substantial professional qualifications in the economic field
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| Competencies | * Strong communication skills and ability to appear before media
* Strong negotiation skills
* Strong manager and decision-maker
* Ability to translate complicated economic information in a format that is usable for the secretary, deputy secretary and the entire administration’s economic team
* Ability to lead multiple economic offices simultaneously[[8]](#endnote-8)
* Ability to work under high pressure
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| **PAST APPOINTEES** |
| Charles Hammerman Rivkin (2014 to 2017): Ambassador to France and Monaco; President and CEO of The Jim Henson Company and Wildbrain[[9]](#endnote-9) |
| Jose W. Fernandez (2009 to 2013): Member of Intellectual Property Enforcement Advisory Committee for the Office of Management and Budget; Partner in the New York office of Latham & Watkins[[10]](#endnote-10); Partner at O'Melveny & Myers[[11]](#endnote-11) |
| Daniel S. Sullivan (2006 to 2009): Advisor to President [George W. Bush](https://en.wikipedia.org/wiki/George_W._Bush); [National Security Advisor](https://en.wikipedia.org/wiki/National_Security_Advisor_%28United_States%29) and NEC Chairman; Marine Corps Reserve Duty; International Economics Directorate of the [National Economic Council](https://en.wikipedia.org/wiki/United_States_National_Economic_Council) and [National Security Council](https://en.wikipedia.org/wiki/United_States_National_Security_Council) Staff[[12]](#endnote-12) |

1. <http://presidentialtransition.org/publications/federal-position-descriptions.php> [↑](#endnote-ref-1)
2. https://lo.bvdep.com/default.asp?curp=1 [↑](#endnote-ref-2)
3. 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-3)
4. https://www.state.gov/documents/organization/263637.pdf [↑](#endnote-ref-4)
5. https://2009-2017.state.gov/r/pa/ei/biog/221738.htm [↑](#endnote-ref-5)
6. https://lo.bvdep.com/OrgChart.asp?curp=1&LDIBookId=19&LDISectionId=180&LDIOrgId=157551 [↑](#endnote-ref-6)
7. OPM [↑](#endnote-ref-7)
8. Romney Readiness Project position description [↑](#endnote-ref-8)
9. https://2009-2017.state.gov/r/pa/ei/biog/221738.htm [↑](#endnote-ref-9)
10. http://www.gibsondunn.com/news/Pages/SeniorStateDepartmentOfficialJoseW-FernandezJoinsGibsonDunninNewYork.aspx [↑](#endnote-ref-10)
11. https://lo.bvdep.com/PeopleDocument.asp?PersonId=-1&LDIPeopleId=487199&Save=1 [↑](#endnote-ref-11)
12. https://www.adn.com/alaska-news/article/candidate-profile-dan-sullivan-marine-and-ex-resources-chief-aims-us-senate-seat/2014/04/20/ [↑](#endnote-ref-12)