# POSITION DESCRIPTION

# Assistant Secretary for Intelligence and Analysis, Department of the treasury

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| **OVERVIEW** | |
| Senate Committee | Intelligence |
| Agency Mission | The Treasury Department is the executive agency responsible for promoting economic prosperity and ensuring the financial security of the United States. |
| Position Overview | The assistant secretary for intelligence and analysis is responsible for leading the Office of Intelligence and Analysis and facilitating the receipt, analysis, collation and dissemination of foreign intelligence and foreign counterintelligence related to the operation and responsibilities of the Department of the Treasury. |
| Compensation | Level IV $155,500 (5 U.S.C. § 5315)[[1]](#endnote-1) |
| Position Reports to | Reports directly to the Undersecretary of the Treasury for Terrorism and Financial Intelligence. |
| **RESPONSIBILITIES** | |
| Management Scope | The assistant secretary for intelligence and analysis has a deputy assistant secretary for analysis and production, a deputy assistant secretary for security and a deputy assistant secretary for intelligence community integration. |
| Primary Responsibilities | * Leads the Office of Intelligence and Analysis, which is responsible for the Office of Terrorism and Financial Intelligence’s intelligence functions, integrating the Treasury Department into the larger intelligence community (IC), and providing support both to Treasury leadership and the IC * Completes duties and authorities as may be assigned by the secretary * Is responsible for the receipt, analysis, collation and dissemination of foreign intelligence and foreign counterintelligence information (within the meaning of section three of the National Security Act of 1947 (50 U.S.C. § 401a) related to the operation and responsibilities of the Department of the Treasury (31 U.S.C. § 311) * Supports the formulation of policy and execution of Treasury authorities by providing expert analysis and intelligence production on financial and other support networks for terrorist groups, proliferations and other key national security threats * Provides timely, accurate and focused intelligence support on the full range of economic, political and security issues * Produces all-source assessments and other material to identify threats and vulnerabilities in licit and illicit networks that may be addressed by Treasury-led action * Conducts analysis and provides support to the department on cyber threats to the U.S. financial sector * Provides the security infrastructure necessary to safeguard the Treasury's national security information, including oversight of Treasury’s insider’s threat program |
| Strategic Goals and Priorities | [Depends on the policy priorities of the administration] |
| **REQUIREMENTS AND COMPETENCIES** | |
| Requirements | * Considerable career in IC * Strong relationships with leadership at other agencies * Strong knowledge of intelligence process, both collection and analysis * Strong knowledge of counterintelligence and ability to appreciate foreign intelligence threat that organization faces * Experience with 24/7 intelligence support to an organization * Understanding of how intelligence feeds into policymaking |
| Competencies | * Team Leadership: Ability to focus, align and build effective, collaborative groups; demonstrated ability to lead inclusively across disciplines |
| **PAST APPOINTEES** | |
| S. Leslie Ireland (2010 to 2017) – Assistant Secretary Ireland has been a career intelligence officer for 30 years. Previous work experience includes Intelligence Briefer to the President, Central Intelligence Agency; Office of the Director of National Intelligence (DNI) Iran Mission Manager, CIA; Executive Assistant to the Director and Deputy Director of Central Intelligence, CIA | |
| Janice Gardner (2005 to 2010) – Assistant Secretary Gardner was a Career Intelligence Officer. Previous work experience includes Deputy Assistant Secretary, Office of Intelligence and Analysis; Intelligence Briefer to the Secretary of the Department of the Treasury and Senior Liaison Officer, Department of the Treasury | |

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)