# POSITION DESCRIPTION

**deputy undersecretary (assistant secretary) for legislative affairs, Department of the treasury**

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| **OVERVIEW** | | |
| Senate Committee | Finance | |
| Agency Mission | The Department of the Treasury is the executive agency responsible for promoting economic prosperity and ensuring the financial security of the United States. | |
| Position Overview | The Deputy Undersecretary (Assistant Secretary) for Legislative Affairs advises the Secretary on congressional relations in order to assist in the formulation of policy and determining the overall direction of the department. The incumbent serves as the principal contact and coordinator for all department interaction with Congress, the congressional relations offices in the White House and other departments and agencies. | |
| Compensation | Level IV $155,500 (5 U.S.C. § 5315)[[1]](#endnote-1) | |
| Position Reports to | Secretary of the Treasury | |
| **RESPONSIBILITIES** | | |
| Management Scope | In fiscal 2015, the department had $485,623 million in outlays and 84,050 total employment. The subordinate structure includes five deputy assistant secretaries and approximately 15 employees, plus general oversight for legislative affairs staff in the department’s bureaus. | |
| Primary Responsibilities | * Manages the department’s legislative affairs team * Develops strategies to implement legislative initiatives * Works closely with White House Office of Legislative Affairs on implementing the president’s economic agenda * Communicates Treasury’s positions to Congress and facilitates replies to Congress on behalf of the department * Keeps the department informed of congressional objectives, concerns, activities and interests * Monitors the flow of congressional correspondence to ensure accurate and prompt response * Coordinates departmental testimony before congressional committees * Advises the department on congressional concerns during policy and formation * Leads the effort to confirm other presidential appointees in the department | |
| Strategic Goals and Priorities | [Depends on the policy priorities of the administration] | |
| **REQUIREMENTS AND COMPETENCIES** | | |
| Requirements | | * Hill experience and a comprehensive understanding of how Congress works, particularly around Senate/House leadership and committees of jurisdiction * Strong congressional relationships * Management focused * Understanding of politics as well as policy * Record of working with both Republicans and Democrats * Working understanding of a broad array of financial and economic policy a plus * Executive branch experience a plus |
| Competencies | | * Strong public speaking and negotiating skills * Ability to work across agencies and among several different components within the department * Ability to work across party lines |
| **PAST APPOINTEES** | | |
| Anne Wall (2015 to 2017) – Deputy Assistant to the President for Legislative Affairs and Senate Liaison; Special Assistant to the President for Legislative Affairs; Floor Director and Office Counsel, Sen. Dick Durbin | | |
| Alastair Fitzpayne (2012 to 2015) – Department of the Treasury Executive Secretary; Department of the Treasury Deputy Chief of Staff; member of the Economics and International Trade Agency Review Team on the Obama-Biden Transition Team assigned to the Department of the Treasury; Legislative Assistant, Sen. Evan Bayh | | |
| Kim Wallace (2009 to 2012) – Managing Director and head of the Washington Research Group at Barclays Capital; Managing Director, Lehman Brothers; Legislative Aide for Fiscal Policy, Sen. George Mitchell; Analyst, Senate Budget Committee | | |

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)