POSITION DESCRIPTION

**Member of the Internal Revenue Service Oversight Board, Department of the treasury**

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| **OVERVIEW** |
| Senate Committee | Privileged nomination under S. Res. 116[[1]](#endnote-1)Otherwise 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.[[2]](#endnote-2) |
| Position Overview | The Internal Revenue Service (IRS) Oversight Board is an independent body created to improve the IRS so that it may better serve the public and meet the needs of taxpayers.[[3]](#endnote-3) Members serve on a part-time basis. |
| Compensation | Administratively Determined Rates (AD)[[4]](#endnote-4)Members: $30,000 per year (with the exception of the secretary of the Treasury and the IRS commissioner)Chairperson: $50,000 per year (26 U.S.C. § 7802) |
| Position Reports to | Secretary of the Treasury[[5]](#endnote-5) |
| **RESPONSIBILITIES** |
| Management Scope | N/A |
| Primary Responsibilities | * Oversees the IRS as it administers, manages, conducts, directs and supervises the execution and application of the internal revenue laws or related statutes, and the tax conventions to which the United States is a party
* Ensures that the organization and operation of the IRS allows it to carry out its mission
* Reviews and approves strategic plans of the IRS
* Reviews the operational functions of the IRS
* Provides the president with recommendations for candidates for IRS commissioner, and also advises the president on removal of the IRS commissioner
* Reviews the commissioner’s selection, evaluation and compensation of IRS senior executives who have program management responsibility over significant IRS functions
* Reviews and approves the commissioner’s plans for any major reorganization of the IRS
* Reviews and approves the budget request of the IRS prepared by the commissioner
* Ensures the proper treatment of taxpayers by IRS employees (26 U.S.C. § 7802)
* Provides experience, independence and stability to the IRS so it may move forward in a cogent, focused direction[[6]](#endnote-6)
* Prepares and submits to Congress an annual report on the board’s responsibilities, and another on the progress of the IRS’ electronic tax administration[[7]](#endnote-7)
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| Strategic Goals and Priorities | [Depends on the policy priorities of the administration] |
| **REQUIREMENTS AND COMPETENCIES** |
| Requirements | * Professional experience or expertise in key business and tax administration areas
* Professional experience and expertise in one or more of the following areas:
	+ Management of large service organizations
	+ Customer service
	+ Federal and state tax laws, including tax administration and compliance
	+ Information technology (especially online, web-based e-commerce)
	+ Public-private partnerships
	+ Organization change management
	+ The needs and concerns of taxpayers
	+ The needs and concerns of small businesses
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| Competencies | * Exceptional verbal and written communications skills, with ability to quickly craft messages/policy for media and public consumption
* Understanding of current local, national and international policies and trends that affect the organization and shape stakeholders’ views
* Awareness of the organization’s impact on the external environment
* Ability to develop networks and build alliances, collaborate across boundaries to build strategic relationships and achieve common goals
* Ability to make decisions that produce high-quality results by applying technical knowledge, analyzing problems and calculating risks
* Ability to work across party lines
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| **PAST APPOINTEES** |
| Deborah L. Wince-Smith (2006 to 2010): President at the Global Federation of Competitiveness Councils; Chaired the Secretary of Commerce's Advisory Committee on Strengthening America's Communities; Assistant Secretary of Commerce for Technology Policy; Director of The NASDAQ Stock Market LLC[[8]](#endnote-8) |
| Larry L. Levitan (2000 to 2005): Chair of the Budget and Taxation Committee; Member of: Joint Committee on Income Tax Reform, Rules Committee, Legislative Policy Committee, Joint Budget and Audit Committee, and Joint Committee on Management of Public Funds[[9]](#endnote-9); Managing Partner of the Northeast and Southeast Regions and Communications Industry Practice of Anderson Consulting[[10]](#endnote-10) |
| Nancy Killefer (2000 to 2005): Chief Financial Officer, Chief Operating Officer and Assistant Secretary for Management at the Department of the Treasury; Associate at Charles River Associates[[11]](#endnote-11) |

**Endnotes**

This position description was created with the help of MITRE Corporation, a not-for-profit company that provides innovative, practical solutions for some of the nation's most critical challenges in defense and intelligence, aviation, civil systems, homeland security, the judiciary, health care and cybersecurity.

1. https://congress.gov/bill/112th-congress/senate-resolution/116/text?overview=closed [↑](#endnote-ref-1)
2. Partnership for Public Service agency profile [↑](#endnote-ref-2)
3. https://www.treasury.gov/irsob/Pages/default.aspx [↑](#endnote-ref-3)
4. 2016 Plum book [↑](#endnote-ref-4)
5. https://lo.bvdep.com/OrgChart.asp?curp=1&LDIBookId=19&LDISectionId=180&LDIOrgId=159343 [↑](#endnote-ref-5)
6. https://www.treasury.gov/irsob/Pages/default.aspx [↑](#endnote-ref-6)
7. https://www.treasury.gov/irsob/reports/Pages/default.aspx [↑](#endnote-ref-7)
8. http://www.bloomberg.com/research/stocks/private/person.asp?personId=9766859&privcapId=22883008 [↑](#endnote-ref-8)
9. http://msa.maryland.gov/msa/speccol/sc5100/sc5123/000002/html/levitan.html [↑](#endnote-ref-9)
10. http://executives.findthecompany.com/l/69797/Larry-R-Levitan [↑](#endnote-ref-10)
11. http://www.bloomberg.com/research/stocks/private/person.asp?personId=43976932&privcapId=301669938 [↑](#endnote-ref-11)