

## **Deputy Assistant Director and Specialist, Government and Finance Division, SL-0101 (Agency Position Number: 058850)**

### **I. INTRODUCTION**

This position serves as a Deputy Assistant Director in the Government and Finance Division of the Congressional Research Service. The incumbent counsels the Assistant Director on all aspects of the administration and operations of the division. Monitors research, administration and operations of the division in relation to its capacity for and actual experience in meeting needs of the Congress. Ensures that the division is working toward identifying public policy problems facing the Congress and follows through with analysis that provides an objective, authoritative framework in which the Congress can assess the consequences of legislative/policy options. Demonstrates intellectual leadership in monitoring congressional needs in policy areas within the research management responsibility of the Division. Collaborates with other senior research division managers to assure full identification of significant issues and develops analytical approaches. Serves with full delegated authority as the Assistant Director in his/her absence. Performs special research, consultative, or administrative assignments as requested by the Director.

### **II. MAJOR DUTIES AND RESPONSIBILITIES**

#### **Manages a Major Research Program and Advises the Assistant Director 50%**

Demonstrates intellectual leadership in the formulating, framing, conducting and communicating of research policy and analysis conducted in the Division, in terms of subject matter expertise, methodology and relevance to congressional needs. In collaboration with other senior managers, ensures coverage of all issues identified throughout the Service. Oversees implementation of the research agenda, including approaches, frameworks, or methodologies. Monitors, updates, and adjusts the research agenda to meet the changing needs of Congress, reassesses/reallocates capacity and communicates adjustments to supervisors and staff. Coordinates research activities with managers in other divisions to promote research and analysis across the Service. Leads, plans, organizes and coordinates research teams or working groups and assures staff participation in inter-divisional work. Ensures that supervisors and staff maintain a strong client orientation in all interactions with Members, committees, and staff. Ensures that supervisors and staff conduct research and analytical activities in a fully collaborative manner that incorporates expertise from multiple disciplines available from both inside and outside the division. Continually assesses the division's overall performance in meeting legislative needs of the Congress. Holds self and others accountable for achieving goals and standards set by the Director, Deputy Director and Assistant Director.

Advises Assistant Director on research priorities and monitors implementation by supervisors and staff. Models behavior that demonstrates CRS's research standards and expectations, motivates staff and supervisors to meet these expectations and holds them accountable to those standards. Facilitates understanding of these standards and expectations and helps identify challenges and opportunities for advancing those standards. Ensures that all research and analysis undertaken by the division is of the highest quality and meets CRS's standards of objectivity, non-partisanship, balance, timeliness, legislative relevance, authoritativeness, and accessibility. Reviews research products to ensure that they meet professional and service standards, adhere to CRS policy guidelines and are responsive to the legislative needs of Members and committees of Congress. Ensures that all aspects of the division are

operating efficiently and effectively. Informs the Assistant Director about progress, problems and prospects relating to administration and operations of the division.

In direct support of current and anticipated policy making activities of the Congress, exercises overall responsibility, as well as delegated authority, for the oversight and administration of policy and legislative research in designated major research areas. Develops and actively monitors the division's research agenda to ensure that it is based on significant public policy problems and legislative issues in the policy areas for which the incumbent has direct research management responsibility. In collaboration with other senior managers, leads, plans, directs, and evaluates the research and analytical activities in policy areas for which the incumbent has direct management responsibility and ensures that such activities are fully aligned with the legislative needs of the United States Congress and with the priorities, goals, and policies of the organization for meeting those needs. Advances full collaborative efforts both within and outside the research divisions.

Assures the availability of the intellectual capacity needed to meet the current and changing needs of the Congress at a sustained level of excellence. Makes policy area assignments for staff. Assesses staffing requirements in relation to current and anticipated needs of the Congress; develops staffing plans, justifications and requests to make the most efficient and effective use of staff resources.

### **Manages Human Resources**

**30%**

Performs the human resource management functions relative to the staff supervised. Ensures that supervisors and staff conduct research and analytical activities in a collaborative manner that incorporates expertise from multiple disciplines available from both inside and outside the division. Establishes and clearly communicates performance expectations for staff members in support of agency goals. Provides informal feedback and periodically formally evaluates staff on performance measures and results. Provides advice and counsel to staff members and subordinate managers related to work and policy matters. Resolves informal complaints and grievances. Takes personnel actions as necessary. Effects disciplinary measures. Reviews and approves or disapproves leave requests.

Ensures staff capacity is maintained to meet intellectual needs in support of the research agenda. Recruits and interviews candidates for positions allocated to the division. Ensures that new staff are oriented and assimilated effectively into the division. Identifies professional development needs of those supervised and meets those needs by providing appropriate training, on-the-job experiences, details and other professional development opportunities. Mentors staff to assure technical proficiency and understanding of organizational policy and culture. Ensures staff have appropriate and regular interactions with Congress. Assures that organization staff at all levels are trained and fully comply with the provisions of the safety regulations.

The Deputy Assistant Director is responsible for furthering the goals of equal employment opportunity (EEO) by taking positive steps to ensure the accomplishment of affirmative action objectives and by adhering to nondiscriminatory employment practices in regard to race, color, religion, sex, national origin, age, or handicap. Specifically, incumbent initiates nondiscriminatory practices and affirmative action for the area under his/her direction in the following: (1) merit promotion of employees and recruitment and hiring of applicants; (2) fair treatment of all employees; (3) encouragement and recognition of employee achievements; (4) career development of employees; and (5) full utilization of their skills.

**Serves as a Representative/Liaison****20%**

Establishes and maintains effective working relationships with various high-level individuals, including Members of Congress and their staff, other legislative and executive agencies, executives of major corporations, and leaders of academic, professional and research organizations. Establishes and maintains close and cooperative working relationships with government agencies, and other institutions with related interests, in order to advance the programs and objectives of the Congressional Research Service. Advises the Assistant Director on division and agency-wide policy issues affecting the division's research operations. Undertakes special analysis for the Director and heads up service-wide efforts. Serves on agency-wide task forces, providing input to senior executives as requested. Solicits comments from staff and encourages feedback.

**III. OTHER SIGNIFICANT FACTS:**

Performs other duties as assigned.

**IV. SCOPE AND EFFECT OF WORK****Knowledge Required by the Position**

General knowledge of economic and financial theory. Ability to conduct and assist in conducting econometric research and analysis of financial and economic issues. Ability to coauthor research papers and reports. Ability to analyze financial markets and economic policy. Ability to produce empirical economic studies and prepare written reports, papers, and summaries. Knowledge of basic economic modeling, other types of data analysis, and use of statistical software. Skill in written and oral communication. Ability to interact effectively and work jointly with OFHEO staff.

**Organizational Setting**

The position is accountable to a position that is at the senior level (SL) level, or equivalent or higher level; or to a position which directs a substantial GS-15 or equivalent level workload; or to a position which directs work through GS-15 or equivalent subordinate supervisors, officers, contractors, or others.

**V. SUPERVISORY/MANAGERIAL AUTHORITY EXERCISED**

Exercises delegated authority to oversee the overall planning, direction, and timely execution of a program, several program segments (each of which is managed through separate subordinate organizational units), or comparable staff functions, including development, assignment, and higher level clearance of goals and objectives for supervisors or managers of subordinate organizational units or lower organizational levels. Approves multi-year and longer range work plans developed by the supervisors or managers of subordinate organizational units and subsequently manages the overall work to enhance achievement of the goals and objectives. Oversees the revision of long range plans, goals, and objectives for the work directed. Manages the development of policy changes in response to changes in levels of appropriations or other legislative changes. Manages organizational changes to the organization directed, or major changes to the structure and content of the program or program segments directed. Exercises discretionary authority to approve the allocation and distribution of funds in the organization's budget.

OR

Exercises final authority for the full range of personnel actions and organizational design proposals recommended by subordinate supervisors, although it is possible formal clearance may be required for a few actions, such as removals and incentive awards above set dollar levels.

### **Difficulty of Typical Work Directed**

The highest graded non-supervisory work directed, which requires at least 25% of this position's duty time, is GS-13 or higher level, or equivalent.

### **Other Conditions**

Supervision and oversight involves exceptional coordination and integration of a number of very important and complex program segments or programs of professional, scientific, technical, managerial, or administrative work comparable in difficulty to GS-13 or higher level, or equivalent. Supervision and resource management involve major decisions and actions that have a direct and substantial effect on the organizations and programs managed.

OR

This position manages through subordinate supervisors and/or contractors who each direct workloads comparable to GS-12 or higher.

## **VI. CONTACTS**

### **Nature of Contacts**

Contacts may take place in meetings, conferences, briefings, speeches, presentations, or oversight hearings and may require extemporaneous response to unexpected or hostile questioning. Preparation for these meetings typically includes using briefing packages or similar presentation materials that requires extensive analytical input by the employee and subordinates, and/or involves the assistance of a support staff.

Frequent contacts are comparable to any of the following:

- Influential individuals or organized groups from outside the employing agency, such as top- and midlevel corporate executives or national officers of employee organizations;
- Regional or national officers or comparable representatives of trade associations, public action groups, or professional organizations of national stature;
- Key staff of congressional committees, and principal assistant to senators and representatives;
- Elected or appointed representatives of State and local governments;
- Nationally recognized journalists of major metropolitan, regional, or national newspapers, magazines, television, or radio media;
- Senior level or executive level heads of bureaus and higher level organizations in other Federal agencies.

## **Purpose of Contacts**

The purpose is to influence, motivate, or persuade persons or groups to accept opinions or take actions related to advancing the fundamental goals and objectives of the program or segments directed. Contacts may involve the commitment or distribution of major resources, competing objectives, resource limitations or reductions, or comparable issues. Person contacted come from a variety of backgrounds and have different perspectives. The exchange of information will require highly developed communication skills, negotiation, conflict resolution, leadership, and similar skills in order to obtain the desired results.