

POSITION: **EXECUTIVE DIRECTOR**
PAY PLAN, SERIES: **Executive Schedule**
BASE SALARY: **\$143,500 to \$177,000 (plus benefits)**
CITIZENSHIP
REQUIREMENT: **Must be a U.S. Citizen**
SECURITY CLEARANCE
REQUIREMENTS: **Must be able to obtain and retain a Top Secret Security clearance with designated Sensitive and Compartmented Information Access**
CONTACT: **Chairman Carolyn Bartholomew**
Email: EDjob@uscc.gov
DATE: **IMMEDIATE OPENING**
ORGANIZATION: **U.S.-China Economic and Security Review Commission**
Washington, DC

QUALIFICATIONS AND SCOPE OF RESPONSIBILITIES

QUALIFICATIONS: The position requires strong leadership skills, an experienced manager who understands the congressional budget and appropriations process, and can supervise the preparation of the annual report to the Congress. Organization, writing, oral communication and interpersonal skills are expected.

Reports directly to the Chairman, provides program leadership and coordinates all activities, including employment and supervision of 20 program and administrative staff; procurement and contract activities; development of congressional budget justifications and annual spending plans; preparation of publications; and implementation of all office policies including ethics guidelines and Commission rules and governance policies. Responsible to Commissioners for developing and conducting hearings and briefings and coordinating preparation of the Commission's Annual Reports to Congress.

Applicants must have a broad understanding and appreciation of the organization and procedures of the U.S. government, including Congress, and administrative abilities to conduct the work of the Commission and supervise the work of the Commission staff. Duties of this position require the highest degree of judgment, initiative, and objectivity.

EXPERIENCE AND EDUCATION REQUIREMENTS: Applicants should have the minimum experience and education requirements for this position, including firsthand knowledge and senior level experience in the areas of Congressional relations, intergovernmental and public affairs, personnel management, budgeting and financial management, procurement and contracting.

HOW TO APPLY: Applicants must provide a complete Application Package including: 1) cover letter addressing the qualifications, experience and educational requirements for the position (see the full position description); 2) your security clearance level, if applicable, and U.S. citizenship status; 3) A resume or Optional Application for Federal Employment Form (OF-612). Be sure to address the knowledge, skills and

abilities required for the position; 4) Two references with full contact information; and 5) a writing sample.

Applications must be emailed to EDjob@uscc.gov. Receipt of applications will be confirmed by email. The Commission's selection panel will review each application for experience, knowledge, qualifications and ability to perform the duties of the position. Applicants selected for a personal interview will be notified by email.

KNOWLEDGE, EXPERIENCE, AND CAPABILITIES REQUIREMENTS:

I Required:

1. Managerial/Executive Qualifications:

- a. Firsthand knowledge and senior level experience in the areas of Congressional relations and intergovernmental and public affairs.
- b. Firsthand knowledge and senior level experience in organization management.
- c. Demonstrated ability to reflect a government organization's mission and goals in the management of its activities and personnel.
- d. Demonstrated ability to identify and prioritize action on an organization's key issues and agenda items, both programmatic and administrative.
- e. Demonstrated leadership ability.

2. Program Development and Refinement Abilities:

- a. Demonstrated ability to establish program/policy goals and the structure and processes necessary to implement them.
- b. Demonstrated ability to structure, organize, and supervise staff work to ensure timely completion of assignments.
- c. Demonstrated ability to identify, diagnose, and respond appropriately when the organization encounters problems, either taking action in accord with developed contingency plans or developing and implementing an effective corrective course of action.

3. Resource Planning and Management Abilities:

- a. Demonstrated ability to manage a budget process including preparing and justifying a budget; developing a spending plan reflecting available resources and organization missions, goals, and imperatives; monitoring adherence to a spending plan; and devising and successfully implementing corrective actions if a deficit is projected at any point.
- b. Demonstrated understanding of and commitment and adherence to the principles of acceptable procurement and contracting standards and procedures.
- c. Demonstrated understanding of utilization and appropriate maintenance and updating of management information and computer systems and equipment.

4. **Substantive Knowledge Pertaining to the USCC's Responsibilities:**
 - a. Knowledge of the trade policies and practices of the People's Republic of China, Taiwan, and Hong Kong pertaining to the United States and of the United States pertaining to those jurisdictions, and of the mechanisms and instruments with which bilateral and multilateral trade is conducted among them.
 - b. Knowledge of military and security issues pertaining to the People's Republic of China, Taiwan, and the Western Pacific Region and the military capability balance between China and the United States.
 - c. Knowledge of the trade, economic, military, and security policies and goals of the United States Congress and Executive Branch, especially those pertaining to the People's Republic of China and Taiwan and, more broadly, to the Asia-Pacific Region.
 - d. Knowledge of the People's Republic of China and the Chinese culture.

5. **Judgment, Initiative, and Objectivity:**

The highest degree of judgment, initiative, and objectivity. The duties of this position customarily entail addressing highly complex and sensitive problems, activities, and issues and therefore the position requires sophistication of knowledge and judgment and carefully reasoned application of that knowledge and judgment in personal interactions.

II Desirable But Not Required:

6. Experience living and/or working in the People's Republic of China, Taiwan, or Hong Kong. (Also helpful: Experience living and/or working elsewhere in the Asia-Pacific Region.)
7. Ability to speak, read, and/or write Mandarin Chinese.
8. Work as a member of the staff of the U.S. Senate and/or House of Representatives, particularly with responsibilities for issues pertaining to China and/or Taiwan, or the Asia-Pacific Region – and/or responsibilities for broader trade and economic or military/security matters.
9. Work within the U.S. Executive Branch, particularly with responsibilities for issues pertaining to China and/or Taiwan, or the Asia-Pacific Region – and/or responsibilities for broader trade and economic or military/security matters.
10. Graduate degrees (including juris doctor or comparable law degree) or course work, especially if focused on (a) Chinese culture, history,

language, etc., or broader Asian culture, history, language, etc.; and/or (c) trade, international commerce or finance, economics, or international relations or security studies.

Position Description

Position Title: Executive Director
U.S.-China Economic and Security Review Commission

Position Level: Executive Director (Administratively Determined Position – Excepted Service Appointment)
By statute, compensation may not exceed that for Executive Level II (currently \$177,000)

II. Summary:

Under the direction of the Chairman and Vice Chairman of the U.S.-China Economic and Security Review Commission (“the U.S.-China Commission,” or “USCC”), the position is responsible for the overall management of the USCC staff and its support of the work of the Commission.

III. Major Duties:

1. Provides leadership to all USCC staff by helping them to understand and grasp the goals and missions of the USCC as those are set forth in the USCC’s statutory mandate and further defined by the Commission and its Chairman and Vice Chairman, and by motivating, inspiring, and/or directing them to perform their responsibilities in such a manner that will enable accomplishment of those goals and missions.
2. Provides executive management of the personnel and other resources of the USCC in order to enable achievement of its goals and missions – by setting targets and goals and communicating those effectively to the USCC staff, monitoring the staff’s performance and identifying problems in staff efforts to achieve those targets and goals, and focusing appropriate organization resources on obtaining suitable resolutions to those problems.
3. Directly supervises the USCC’s Senior Analyst for Economic and Trade Issues, Senior Analyst for Military and Security Issues, Research Coordinator, and Congressional and External Organizations Liaison, and ensures they and their subordinate staff members successfully assist the USCC by—

1. Monitoring, investigating, and assessing, on an on-going basis, developments in the USCC's substantive focus areas set forth in statute, and preparing reports, position papers, and other information and briefings concerning those developments for the Commissioners.
 2. Working with the Commissioners designated as hearing or briefing co-chairs to plan, schedule, secure witnesses for, and produce the USCC's public hearings and briefings; issue the official records and transcripts of those sessions; and prepare, secure USCC approval of, and issue letters to Congress summarizing the pertinent information the USCC derives from the hearings and briefings.
 3. Preparing staff drafts of the contents of the USCC's Annual Report to Congress for consideration by Commissioners and revising those drafts as requested by Commissioners.
 4. Developing and implementing substantive agendas for the USCC's fact-finding trips to China, Taiwan, and other Asian locations.
 5. Establishing and maintaining liaison with Members of Congress and their staffs, officials of federal agencies, and others who have official responsibilities for and take official actions on matters in the purview of or affecting the responsibilities of the USCC.
4. Ensures that the Commission staff provides all assistance and work products expected by the Commission, that the assistance and work products are of high quality acceptable to the Commission, and that the staff meets all deadlines for important Commission work, including deadlines for preparations for its public hearings, Annual Report preparation and publication, and arrangements for fact-finding travel to China, Taiwan, and other locations.
 5. Provides advice, assessments, and recommendations to Commissioners concerning—
 1. The USCC's activities and schedule.
 2. Hearing and briefing topics.
 3. Contents for the Annual Report to Congress.
 4. Plans for the USCC's trips to China, Taiwan, and other Asian locations
 5. Plans for the USCC's field hearings and briefings.
 6. Develops a proposed schedule for USCC activities at the beginning of each year, and works with the Chairman and Vice Chairman and then with the other Commissioners to modify it in order to capture all desired USCC activities and time them for the convenience of the maximum number of Commissioners – for ultimate formal approval by the USCC.
 7. Develops a proposed spending plan for each fiscal year, based on the level of funding Congress appropriates to the USCC, reflecting the USCC's

priorities, goals, and objectives – for consideration and action by the Chairman and Vice Chairman and for ultimate formal approval by the Commission.

8. Provides direction to the Associate Director for Administration, and oversees the work and work products of the Associate Director and the USCC administrative staff to ensure they comply with federal law and the requirements of the USCC and its Chairman and Vice Chairman, on the entire range of the USCC's operational and administrative management activities and functions.
9. Serves as the Ethics Officer for the USCC, advising Commissioners and staff of their responsibilities and obligations under applicable ethics laws, rules, and regulations, and calling attention appropriately to failures to comply and recommending remedial action.
10. Establishes and maintains liaison with appropriate officials of the Embassy of the People's Republic of China and of the Taiwan Economic and Cultural Representative Office in the United States for the purpose of facilitating official communications between the USCC and both of these organizations.
11. Ensures development or refinement of position descriptions for vacant USCC staff positions for approval by the Chairman and Vice Chairman; supervises the screening process for applicants; and recommends for consideration and selection by the Chairman and Vice Chairman those candidates he believes to be best equipped to successfully carry out the responsibilities of the positions.
12. Assesses the performance of the Senior Analyst for Economic and Trade Issues, the Senior Analyst for Military and Security Issues, the Research Coordinator, the Congressional and External Organizations Liaison, and the Associate Director for Administration in accord with the USCC's employee Performance Management Policy, and reviews and approves the performance evaluations those managers prepare for all other staff.
13. As directed by the Chairman, presents and explains the USCC's work and work products to external audiences including Members of Congress and their staff, Executive Branch officials, the media, and professional groups and organizations.

IV. Knowledge, Experience, and Capabilities for the Position:

1. Required:

1. **Managerial/Executive Qualifications:**

- a. Firsthand knowledge and senior level experience in the areas of Congressional relations and intergovernmental and public affairs.

- b. Firsthand knowledge and senior level experience in organization management.
- c. Demonstrated ability to reflect a government organization's mission and goals in the management of its activities and personnel.
- d. Demonstrated ability to identify and prioritize action on an organization's key issues and agenda items, both programmatic and administrative.
- e. Demonstrated leadership ability.

2. **Program Development and Refinement Abilities:**

- a. Demonstrated ability to establish program/policy goals and the structure and processes necessary to implement them.
- b. Demonstrated ability to structure, organize, and supervise staff work to ensure timely completion of assignments.
- c. Demonstrated ability to identify, diagnose, and respond appropriately when the organization encounters problems, either taking action in accord with developed contingency plans or developing and implementing an effective corrective course of action.

3. **Resource Planning and Management Abilities:**

- a. Demonstrated ability to manage a budget process including preparing and justifying a budget; developing a spending plan reflecting available resources and organization missions, goals, and imperatives; monitoring adherence to a spending plan; and devising and successfully implementing corrective actions if a deficit is projected at any point.
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- c. Demonstrated understanding of utilization and appropriate maintenance and updating of management information and computer systems and equipment.

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- b. Knowledge of military and security issues pertaining to the People's Republic of China, Taiwan, and the Western Pacific Region and the military capability balance between China and the United States.

- c. Knowledge of the trade, economic, military, and security policies and goals of the United States Congress and Executive Branch, especially those pertaining to the People's Republic of China and Taiwan and, more broadly, to the Asia-Pacific Region.
- d. Knowledge of the People's Republic of China and the Chinese culture.

5. **Judgment, Initiative, and Objectivity:**

The highest degree of judgment, initiative, and objectivity. The duties of this position customarily entail addressing highly complex and sensitive problems, activities, and issues and therefore the position requires sophistication of knowledge and judgment and carefully reasoned application of that knowledge and judgment in personal interactions.

2. **Desirable But Not Required:**

1. Experience living and/or working in the People's Republic of China, Taiwan, or Hong Kong. (Also helpful: Experience living and/or working elsewhere in the Asia-Pacific Region.)
2. Ability to speak, read, and/or write Mandarin Chinese.
3. Work as a member of the staff of the U.S. Senate and/or House of Representatives, particularly with responsibilities for issues pertaining to China and/or Taiwan, or the Asia-Pacific Region – and/or responsibilities for broader trade and economic or military/security matters.
4. Work within the U.S. Executive Branch, particularly with responsibilities for issues pertaining to China and/or Taiwan, or the Asia-Pacific Region – and/or responsibilities for broader trade and economic or military/security matters.
5. Graduate degrees (including juris doctor or comparable law degree) or course work, especially if focused on (a) Chinese culture, history, language, etc., or broader Asian culture, history, language, etc.; and/or (c) trade, international commerce or finance, economics, or international relations or security studies.

V. **Security Clearance Required for the Position:**

The incumbent must be able to obtain and retain a Top Secret security clearance with designated Sensitive and Compartmented Information access.

VI. **Supervisory Controls:**

The incumbent is under the direct supervision of the Commission's Chairman, who provides assignments in terms of broad agency policies and overall objectives. The incumbent works with other Commissioners and USCC staff to plan, design, and carry out projects, studies, and liaison responsibilities. The incumbent consults with the Chairman, Vice Chairman, and other Commissioners on major policy issues, prioritization of work to be done, and the approach to be taken in doing the work. The incumbent is responsible for keeping the Chairman and Vice Chairman informed concerning the status of all assigned projects and activities and progress being made and obstacles being encountered in completing those projects and activities. Work is evaluated for fulfillment of project or assignment objectives and of major ongoing duties and responsibilities.

VII. Scheduled Tour of Duty

This position is a full time position. The incumbent's tour of duty is Monday through Friday, 40 hours a week. The incumbent is subject to all applicable federal laws and USCC staff rules and regulations regarding "time and attendance" at work, absences from the office on work days, and use of leave including annual and sick leave and leave without pay.

VIII. Work Environment

Work is performed in an office setting. The designated official duty station for this position is the USCC office located at 444 North Capitol Street, N.W., Suite 602, Washington, D.C., or another temporary location authorized by the Chairman in an official travel order or other document.

IX. Financial Disclosure Requirements

Any USCC employee whose compensation during any calendar year exceeds the threshold level established by the USCC (in consonance with the threshold level established by the U.S. government) must file an annual financial disclosure form with the United States Senate Committee on Ethics in accordance with the filing requirements issued by that Committee and with elaborative requirements and instructions issued by the USCC's designated Ethics Officer.

X. Excepted Service

Employees of the USCC are appointed to administratively determined positions in the "excepted service," are employed on a term basis with a term that typically does not exceed one year (but that is renewable at the option of the Commission), and are not covered under the provisions of 5 United States Code that are applicable to Executive Branch employees regarding appointment, termination, competition, and pay rules and regulations.

Background and Explanation of Commission's Employment Arrangements

Congress typically does not require legislative branch agencies to comply with the Executive Branch civil service requirements and restrictions in administering their

personnel systems. This has always been true for the USCC. The legislation that established the USCC in 2000 provided that “personnel for the ... Commission shall be appointed, compensated, and terminated in the same manner provided for the appointment, compensation, and termination of the ... personnel of the [predecessor] Trade Deficit Review Commission under section 127(g)(3) ... of the Trade Deficit Review Commission Act.” Section 127(g)(3) of that Act provides that “...[t]he Chairperson of the Commission may, without regard to the civil service laws and regulations appoint and terminate ... personnel as may be necessary to enable the Commission to perform its duties.” [emphasis added].

When the Commission initially employs a person as a member of its staff and a full-time federal employee, in order to enable the employee to receive the standard fringe benefits accorded to federal employees (such as eligibility to accrue and use annual leave and sick leave; subsidized medical care insurance, life insurance, and disability insurance; participation in a federal employees retirement program, etc.), the Commission provides for a term appointment of one year plus one day. When a staff member’s first term appointment expires, it is the Commission’s usual practice, assuming the staff member received a satisfactory performance evaluation in the most recent evaluation period and the Commission chooses to renew the staff member’s employment, to do so for the remainder of that calendar year – to the next December 31 (which does not result in termination of fringe benefits). Thereafter, each time the staff member’s term appointment expires and the Commission chooses to renew the employment, the standard arrangement is to renew it for one year through the following December 31. This aligns employees’ employment terms with the schedule on which the Commissioners generally are appointed by Congressional leaders, and on which the Chairman and Vice Chairman are elected annually – and thereby enables the Commission easily to adjust its staff complement to take into account any direction shifts, Congressional appropriations changes, or other factors that necessitate staff adjustments.

It is important to note that should the Commission become dissatisfied with the work of an employee, the existence of the term employment arrangement would not prevent the Commission from taking steps to end its employment of the employee on an earlier date than the date on which the employee’s term employment is scheduled to end.

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