

Request for Senior Executive Service Appointing Authority

Agency Name: DEPARTMENT OF THE INTERIOR

Print Date: 01/22/2025

POC: Jaime Andrews

Phone: 2022085077

Fax:

Request No: DI250066

Request Type: APPOINTMENT

Appointment Authority: NONCAREER

Extension: No

Duration: 1

ES Pay Level: \$195,200.00

Temporary Allocation: Yes

Candidate: CHARLES DANKERT

Position No: DIES19907

Title: SENIOR ADVISOR TO THE SECRETARY

Organization Name: SECRETARYS IMMEDIATE OFFICE

Recruited From: OUTSIDE FED. GOVT. (NOT

GEO Location: WASHINGTON

Current Title:

Proposed Title:

SES Endorsement Statement

As the agency official authorized to make this request, I endorse the above request made to the Office of Personnel Management. I certify that the position is a General position and the candidate meets the professional/technical, executive and managerial qualifications for the position. I certify that the rate of pay requested for this position is based on the executive's performance and/or contribution to mission (as reflected in the executive's annual summary rating for the most recently-completed performance appraisal period), pursuant to 5 U.S.C. 5382(a) and 5 CFR 534.401, and the requirements of section 747 of division E of the Consolidated Appropriations Act, 2023, have been met.

Agency/Dept. Head or Designee: Walter Cruickshank, Acting Secretary of the Interior

Signature: WALTER CRUICKSHANK
Digitally signed by WALTER CRUICKSHANK
Date: 2025.01.24 08:22:19 -05'00'

Date Signed: _____

Agency White House Liaison

Name: Laura Rigas

Phone: 202.316.4640

Signature: 

Date Signed: 1/29/25

OPM USE ONLY

Check the appropriate Box(es)

Approved Approved with Modification * Disapproved Return without Action

*Modification : _____

Number of non-career allocations: _____ Percent of SES space allocation: _____ %

OPM Approving Official: 

Date Signed: 2/3/2025

Note: The agency appointing officer is responsible for ensuring that each personnel action he or she approves meets all legal and regulatory requirements. Sign-off on a pay adjustment by OPM is predicated upon the agency appointing officer's finding and certification to that effect and does not reflect review by OPM for adherence to any performance appraisal system certification criteria (e.g., 5 CFR 430.404(a)(9)).

EMAIL: SERS@opm.gov

ATTENTION: Senior Executive Resource Services

Source: Office of Personnel Management

Report 1652, Version January 2023

POSITION DESCRIPTION								
1. Position Number DIES19907			2. Explanation (show any positions replaced) Update Signatures/New Administration					
3. Reason for Submission <input checked="" type="checkbox"/> New <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment <input type="checkbox"/> Standardized PD <input checked="" type="checkbox"/> Other								
4. Service <input checked="" type="checkbox"/> HQ <input type="checkbox"/> Field		5. Subject to Identical Addition (IA) Action <input type="checkbox"/> Yes (multiple use) <input checked="" type="checkbox"/> No (single incumbent)						
6. Position Specifications Subject to Random Drug Testing <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No N Not Subject to Drug Testing Subject to Medical Standards/Surveillance <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Telework Suitable <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Fire Position <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Law Enforcement Position <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			7. Financial Statement Required <input checked="" type="checkbox"/> Executive Personnel-OGE-278 <input type="checkbox"/> Employment and Financial Interest-OGE-450 <input type="checkbox"/> None required		10. Position Sensitivity and Risk Designation <u>Non-Sensitive</u> <input type="checkbox"/> Non-Sensitive: Low-Risk <u>Public Trust</u> <input type="checkbox"/> Non-Sensitive: Moderate-Risk <input checked="" type="checkbox"/> Non-Sensitive: High-Risk <u>National Security</u> <input type="checkbox"/> Noncritical-Sensitive: Moderate-Risk <input type="checkbox"/> Noncritical-Sensitive: High-Risk <input type="checkbox"/> Critical-Sensitive: High-Risk <input type="checkbox"/> Special Sensitive: High-Risk			
8. Miscellaneous Functional Code: -- BUS: 8888		9. Full Performance Level Pay Plan: ES Grade: 00						
11. Position is <input checked="" type="checkbox"/> 2-Supervisory <input type="checkbox"/> 4-Supervisor (CSRA) <input type="checkbox"/> 5-Management Official <input type="checkbox"/> 6-Leader: Type I <input type="checkbox"/> 7-Leader: Type II <input type="checkbox"/> 8-Non-Supervisory		12. Position Status <input type="checkbox"/> Competitive <input checked="" type="checkbox"/> SES <input type="checkbox"/> Excepted (specify in remarks) <input type="checkbox"/> SL/ST		13. Duty Station WASHINGTON, DC				
14. Employing Office Location WASHINGTON, DC		15. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt						
16. Cybersecurity Code #1: 000 #2: 000 #3: 000		17. Competitive Area Code: Competitive Level Code:						
18. Classified/Graded by		Official Title of Position		Pay Plan	Occupational Code	Grade	Initial	Date
a. Department, Bureau, or Office		Senior Advisor to the Secretary		ES	0301	00		
b. Second Level Review				--		--		
19. Organizational Title of Position (if different from, or in addition to, official title)				20. Name of Employee (if vacant, specify) Charles Dankert				
21. Department, Agency, or Establishment U.S. Department of the Interior				c. Third Subdivision				
a. Bureau/First Subdivision Office of the Secretary				d. Fourth Subdivision				
b. Second Subdivision				e. Fifth Subdivision				
22. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to, but not limited to: FLSA determinations; position sensitivity and requirements; and appointment/payment of public funds. False or misleading statements may constitute violations of such statutes or their implementing regulations.								
a. Typed Name and Title of Immediate Supervisor Walter Cruickshank, Acting Secretary of the interior				b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)				
Signature WALTER CRUICKSHANK		Digitally signed by WALTER CRUICKSHANK Date: 2025.01.23 18:01:31 -05'00'		Date		Signature		Date
23. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.				24. Position Classification Standards Used in Classifying/Grading Position 5 USC 3132 Miscellaneous Administration and Program Series, GS-0301 TS-34 January 1979				
Typed Name and Title of Official Taking Action Jennifer Ackerman Director, OHC								
Signature JENNIFER ACKERMAN		Digitally signed by JENNIFER ACKERMAN Date: 2025.01.24 13:17:57 -05'00'		Date				
25. Position Review		Initials	Date	Initials	Date			
a. Supervisor						Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.		
b. Classifier								
26. Remarks #10 - High Risk (6) SES General								

**Senior Advisor to the Secretary
ES-0301**

Introduction

The incumbent serves as a Senior Advisor to the Secretary on sensitive issues and critical matters pertaining to policies, and program direction of the Department and to its structure, organization, and operation. Reviews and analyses will encompass key, emerging issues of direct and substantial interest and concern to the Secretary and the Administration.

Major Duties

The incumbent serves as a key senior analyst and advisor, providing expert executive level advice, guidance, and support to the Secretary on key mission-critical issues, initiatives, and agency functions.

Conducts numerous complex and high-priority special assignments at the direction of the Secretary and Chief of Staff involving extensive research, fact-finding and program improvements on a variety of high-level subjects of critical importance to the Department. Determines requisite nature of background information and data, levels of coordination and consultation, format of presentation, etc. Assures that the Secretary and the Chief of Staff are provided with pertinent information for decision-making on highly sensitive and potentially controversial issues. Recommendations arising from the studies and analyses are instrumental in the direction and development of major policy, program, and legislative initiatives.

Advises on the implications of proposed, new, or revised policies, regulations, and legislative proposals and assesses their impact on agency mission and organizational structure.

Coordinates and consults with senior management officials of the Department, other agencies, and external stakeholders, as appropriate, regarding major initiatives, actions accomplished, milestones to be achieved, and any issues or problems of significance.

Maintains liaison with high level officials in other government agencies, including OMB, GAO, GSA, OPM, and congressional committees, to keep abreast of developments and to exchange information on innovations and means of effecting improvement.

Represents and speaks for the Secretary in matters relating to policy formulation. Explains departmental policy, viewpoints, and initiatives in contacts both within and outside the Department. Resolves issues related to conflicting perspectives and competition for resources. Identifies impediments to appropriate actions and makes recommendations for action by the Secretary.

Provides executive level support regarding filling vacant board positions for the Department of the Interior.

Supervision and Guidance Received

Incumbent reports directly to the Secretary. Incumbent operates with a high degree of latitude and independence of action, initiating action when a need or problem arises which requires resolution consistent with the Secretary's policy. Assignments are carried out without, or with very limited preliminary instruction. Incumbent is expected to develop appropriate courses of action to accomplish objectives desired when following through on special projects. Completed assignments are reviewed in the sense that end products meet the Secretary's expectations and support his policy views.

Other

The incumbent provides position direction and implementation of departmental equal employment opportunity objectives and fosters merit-based practices in the recruitment, selection, appointment, training, and recognition processes.

The incumbent supports all management objectives of the departmental drug-free workplace program.

QUALIFICATION REQUIREMENTS

Executive Core Qualifications (Mandatory)

1. **Leading Change** – This core qualification involves the ability to bring about strategic change, both within and outside the organization, to meet organizational goals. Inherent to this ECQ is the ability to establish an organizational vision and to implement it in a continuously changing environment.

Leadership Competencies: Creativity & Innovation, External Awareness, Flexibility, Resilience, Strategic Thinking, Vision

2. **Leading People** – This core qualification involves the ability to lead people toward meeting the organization's vision, mission, and goals. Inherent to this ECQ is the ability to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts.

Leadership Competencies: Conflict Management, Leveraging Diversity, Developing Others, Team Building

3. **Results Driven** – This core qualification involves the ability to meet organizational goals and customer expectations. Inherent to this ECQ is the ability to make decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks.

Leadership Competencies: Accountability, Customer Service, Decisiveness, Entrepreneurship, Problem Solving, Technical Credibility

4. **Business Acumen** – This core qualification involves the ability to manage human, financial, and information resources strategically.

Leadership Competencies: Financial Management, Human Capital Management, Technology Management

5. **Building Coalitions** – This core qualification involves the ability to build coalitions internally and with other Federal agencies, State and local governments, nonprofit and private sector organizations, foreign governments, or international organizations to achieve common goals.

Leadership Competencies: Partnering, Political Savvy, Influencing/Negotiating

Fundamental Competencies: These competencies are the foundation for success in each of the Executive Core Qualifications: Interpersonal Skills, Oral Communication, Integrity/Honesty, Written Communication, Continual Learning, Public Service Motivation.

Technical Qualifications (Mandatory)

6. Knowledge of the Department's key missions and functions.

**Evaluation Statement for the
Senior Advisor to the Secretary
Office of the Secretary
Secretary's Immediate Office
As a Senior Executive Position**

Introduction and Background

The Senior Advisor to the Secretary is a position in the Secretary's Immediate Office (hereafter as "Office"). This is a newly established position that will serve as a key senior analyst and advisor, providing expert executive level advice, guidance, and support to the Secretary and the Chief of Staff on key mission-critical issues, initiatives, and agency functions. Further, the incumbent will advise the Secretary and the Chief of Staff on sensitive issues and critical matters pertaining to policies, and program direction of the Department and to its structure, organization, and operation. Reviews and analyses will encompass key, emerging issues of direct and substantial interest and concern to the Secretary and the Administration.

Series and Grade Determination

The Senior Advisor to the Secretary will serve as a key senior analyst and advisor, providing expert executive level advice, guidance, and support to the Secretary and the Chief of Staff on key mission-critical issues, initiatives, and agency functions. Further, the incumbent will advise the Secretary and the Chief of Staff on sensitive issues and critical matters pertaining to policies, and program direction of the Department and to its structure, organization, and operation. The incumbent provides executive direction, oversight, and coordination, applying a broad and extensive range of knowledge and technical skills of the laws, rules, regulations, and program principles pertaining to missions and functions of the Department. The incumbent must possess knowledge of the laws, regulations, principles, policies and procedures related to the missions and functions of the Department, knowledge of management principles pertaining to large government organizations, and demonstrated ability to lead change, lead people, and achieve results through building partnerships and coalitions in order to effectively advise the Secretary on key mission-critical issues and achieve the goals of the Secretary and the Administration.

The Senior Advisor to the Secretary represents the Office, the Secretary, the Chief of Staff, and the Department in both internal and external meetings and various high level departmental and interdepartmental committees and task forces. The Senior Advisor to the Secretary is responsible serving as the Office, the Secretary's, and the Department's point of contact for the missions, functions, and programs under the purview of the Department, as well as for partnerships with other Federal agencies, State and local governments, private industry, colleges and universities, and industry experts. Superior interpersonal skills, communication skills, and the ability to exercise tact, discretion, and sensitivity in the utilization of these skills are critical to success in this position.

The incumbent must possess a vast knowledge of the missions and functions of the Department, knowledge of management principles pertaining to large government organizations, and demonstrated ability to lead change, lead people, and achieve results through building

partnerships and coalitions. However, a paramount requirement, in addition to executive level experience, is the ability to direct the technical knowledge and skills of others, based on the incumbent's own technical knowledge, executive experience, and ability. Representational skills and analytical ability are also critical to this position which represents the Office and the Secretary, as well as the Department. Also essential is seasoned judgment to identify and seize opportunities to enhance and advance the goals of the Department and the Administration, as well as prevent problems and/or conflicts that affect the image of the Department of the Interior's (DOI) responsibility to employees, customers, Tribes, individual Indians, Congress and the courts.

This position is responsible for advocating multiple programs under the purview of the Department. Many of these programs span multiple specialized fields and missions. The paramount knowledges and abilities required in this position are analytical ability, keen judgment, goals of the Administration, and an in-depth understanding of the Department and its missions and goals. There is specialized subject matter area that is paramount in this position. As a result, this position is properly classified in the Miscellaneous Administration and Program Series, GS-0301. Positions in this series include those that require analytical ability, judgment and knowledge of a substantial body of administrative and program principles for which no other series is appropriate. The title of Senior Advisor to the Secretary is a fully descriptive and appropriate title for a position at this level.

No grades are assigned SES positions. A review of the demands of this position clearly indicates that it exceeds the GS-15 level as delineated in the Primary Standard and is fully justified in the Senior Executive Service as outlined in guidance on functional criteria from the Office of Personnel Management. The complex set of historical, demographic, and political factors involved in this Senior Advisor to the Secretary position raise Complexity and Purpose of Contacts above the highest level provided in the Primary Standard.

In this position, the incumbent serves as a key senior analyst and advisor, providing expert executive level advice, guidance, and support to the Secretary on key mission-critical issues, initiatives, and agency functions. Further, the incumbent will advise the Secretary on sensitive issues and critical matters pertaining to policies, and program direction of the Department and to its structure, organization, and operation. Reviews and analyses will encompass key, emerging issues of direct and substantial interest and concern to the Secretary and the Administration. It is critical that the incumbent is thoroughly knowledgeable of the Department's missions and functions to ensure that that proposed policy, legislation or program does not negatively impact the missions, functions and goals of the Department, the goals of the Administration, or the welfare and livelihood of citizens and/or employees. As a result, the functions of responsibilities of the incumbent, as well as the legislation and policy impacting the Department are currently, and will remain, fluid and controversial, as well as of national interest. The Senior Advisor to the Secretary will ensure that policies, legislation and program advance the missions and goals of the Department, as well as the goals of the Administration, and favorably impact citizens, constituent groups and employees.

Further, the incumbent must present, justify and negotiate issues and problems which are highly controversial in nature and are of significant interest to the Department, as well as to many

stakeholder groups. The work accomplished by the Senior Advisor to the Secretary will have a nationwide impact on a wide variety of organizations, both within and outside the Federal government. This goes well beyond the beyond the Complexity and Purpose of Contacts at the GS-15 level characterized in the Primary Standard by the breadth and intensity of effort and the presence of largely undefined issues requiring extensive analysis, involving several phases pursued concurrently or sequentially with the support of others within or outside the organization and involvement in meetings and/or presentations involving problems or issues of considerable consequence or importance.

As required by Office of Personnel Management's (OPM) SES functional criteria, the incumbent is held accountable for the success of a specific program and monitors progress toward organizational goals with evaluation and necessary adjustments toward accomplishment. The responsibility for oversight of policy, legislation and programs, and serving as a key advisor to the Secretary and the Chief of Staff cross cuts all functional areas and entities of the Department with results effecting departmental missions, programs, goals, and compliance with legislative and other requirements. The Senior Advisor to the Secretary provides expert executive level advice, guidance, and support to the Secretary on key mission-critical issues, initiatives, and agency functions.

The incumbent is held accountable for policy development and guidance to all impacted offices of several nation-wide programs, another OPM SES functional criterion. The incumbent provides executive leadership for policy, legislation, and program development for programs under the purview of the Department. A major portion of the incumbent's duties is representing the Department with a variety of offices/agencies within the Federal government, particularly with OMB and Congress. Of paramount importance to the executive level of performance required for success in this position is the need for representational skills that foster credibility and engender support/commitment at executive levels, both within and outside the Department.

The work requires a broad ability to analyze both policy and program matters, to make executive decisions, to advise the Secretary, the Chief of Staff and other high-level officials within and outside the Department, on Departmental policies, legislation and programs. The incumbent must be able to represent the Department and speak with the authority to command the attention of people with varying agendas and interests.

An incumbent with knowledge of the laws, regulations, principles, policies and procedures related to the missions and functions of the Department, knowledge of management principles pertaining to large government organizations, and demonstrated ability to lead change, lead people, and achieve results through building partnerships and coalitions, is required. Failure to staff this position with someone of these qualifications could have an adverse impact on the efficient and effective management and execution of Department missions and functions, the advancement of the goals of the Department and the Administration, and the integrity and credibility of the Department.

Request for Schedule C Appointing Authority

Agency Name: DEPARTMENT OF THE INTERIOR

Print Date: 01/22/2025

POC: Jaime Andrews

Phone: 2022085077

Fax:

Request No: DI250062

Request Type: APPOINTMENT

Position: TEMPORAY C

Candidate: TYLER HASSEN

Grade/Step: GS14/1

Salary: \$142,488

Position No: DIGS01677

Title: SENIOR ADVISOR TO THE SECRETARY

Series: 00301

Desc: MISCELLANEOUS ADMINISTRATION AND PROGRAM

Date PD certified as Schedule C per 5 CFR 213.3301(a): 01/20/2025

Organization ID: 2000

Org. Name: SECRETARYS IMMEDIATE OFFICE

Supervisor No: DIEX00001

Supv. Title: SECRETARY

Supervisor Name: VACANT

Supv. Position Type: PRESIDENTIAL WITH SENATE

GEO Location: WASHINGTON

Schedule C Certification Statement

Under 5 CFR 213.3301(a), the position listed above is excepted from the competitive service because of its confidential or policy-determining character. Per 5 CFR 213.3301(b), I certify that the Schedule C appointment for this position, was not created solely or primarily for the purpose of detailing the appointee to the White House.

Department / Agency Head or Designee: Walter Cruickshank, Acting Secretary of the Interior

Signature: Digitally signed by WALTER CRUICKSHANK
Date: 2025.01.24 08:19:01
-05'00' _____ Date Signed: _____

Agency White House Liaison

Name: Laura Rigas

Phone: 202.316.4640

Signature: 

Date Signed: 1/29/25

OPM USE ONLY

Approved

Disapproved

Return without Action

OPM Approving Official: _____ Date Signed: _____

Email to: Senior Executive Resource Services at SERS@OPM.GOV

Source: Office of Personnel Management

Report 1019, Version March 2018

POSITION DESCRIPTION						
1. Position Number DIGS01677			2. Explanation (show any positions replaced) Update Signatures/New Administration			
3. Reason for Submission <input checked="" type="checkbox"/> New <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment <input type="checkbox"/> Standardized PD <input checked="" type="checkbox"/> Other						
4. Service <input checked="" type="checkbox"/> HQ <input type="checkbox"/> Field	5. Subject to Identical Addition (IA) Action <input type="checkbox"/> Yes (multiple use) <input checked="" type="checkbox"/> No (single incumbent)					
6. Position Specifications Subject to Random Drug Testing <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No N Not Subject to Drug Testing Subject to Medical Standards/Surveillance <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Telework Suitable <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Fire Position <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Law Enforcement Position <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			7. Financial Statement Required <input checked="" type="checkbox"/> Executive Personnel-OGE-278 <input type="checkbox"/> Employment and Financial Interest-OGE-450 <input type="checkbox"/> None required		10. Position Sensitivity and Risk Designation <u>Non-Sensitive</u> <input type="checkbox"/> Non-Sensitive: Low-Risk <u>Public Trust</u> <input type="checkbox"/> Non-Sensitive: Moderate-Risk <input checked="" type="checkbox"/> Non-Sensitive: High-Risk <u>National Security</u> <input type="checkbox"/> Noncritical-Sensitive: Moderate-Risk <input type="checkbox"/> Noncritical-Sensitive: High-Risk <input type="checkbox"/> Critical-Sensitive: High-Risk <input type="checkbox"/> Special Sensitive: High-Risk	
8. Miscellaneous Functional Code: -- BUS: 8888		9. Full Performance Level Pay Plan: GS Grade: 14 <input type="button" value="v"/>				
11. Position is <input type="checkbox"/> 2-Supervisory <input type="checkbox"/> 4-Supervisor (CSRA) <input type="checkbox"/> 5-Management Official <input type="checkbox"/> 6-Leader: Type I <input type="checkbox"/> 7-Leader: Type II <input checked="" type="checkbox"/> 8-Non-Supervisory		12. Position Status <input type="checkbox"/> Competitive <input type="checkbox"/> SES <input checked="" type="checkbox"/> Excepted (specify in remarks) <input type="checkbox"/> SL/ST		13. Duty Station Washington, DC		
14. Employing Office Location WASHINGTON, DC		15. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt				
16. Cybersecurity Code #1: 000 #2: 000 #3: 000		17. Competitive Area Code: Competitive Level Code:				
18. Classified/Graded by						
a. Department, Bureau, or Office		Official Title of Position		Pay Plan	Occupational Code	Grade
b. Second Level Review		Senior Advisor to the Secretary		GS	0301	14
				--		--
19. Organizational Title of Position (if different from, or in addition to, official title)				20. Name of Employee (if vacant, specify) Tyler Hassen		
21. Department, Agency, or Establishment U.S. Department of the Interior				c. Third Subdivision		
a. Bureau/First Subdivision Office of the Secretary				d. Fourth Subdivision		
b. Second Subdivision Immediate Office of the Secretary				e. Fifth Subdivision		
22. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to, but not limited to: FLSA determinations; position sensitivity and requirements; and appointment/payment of public funds. False or misleading statements may constitute violations of such statutes or their implementing regulations.						
a. Typed Name and Title of Immediate Supervisor Walter Cruickshank Acting Secretary of the Interior				b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)		
Signature			Date	Signature		Date
23. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.				24. Position Classification Standards Used in Classifying/Grading Position Miscellaneous Administration and Program Series, GS-0301 TS-34 January 1979		
Typed Name and Title of Official Taking Action Gary P. Hardaway Executive Resources Branch Manager						
Signature			Date			
25. Position Review		Initials	Date	Initials	Date	Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.
a. Supervisor						
b. Classifier						
26. Remarks #12 - Schedule C #10 - High Risk (6)						

Senior Advisor to the Secretary
GS-301-14

Introduction

This position is located in the Secretary's Immediate Office where the incumbent carries out assignments and projects in compliance with the goals of the Secretary and the Administration. Because of the close, confidential, and policy-determining relationship to a non-career senior official, this position will utilize the Schedule C appointing authority.

Duties and Responsibilities

This position coordinates assigned program activities to ensure compliance with the Administration's policies, meeting established and anticipated policy needs. The Advisor will review proposed policy, regulation, or legislation and develops effective operational relationships to ensure that policy development is coordinated with departmental bureaus and offices, other executive agencies, congressional offices, public interest groups, state and local governments.

Participates in staff conferences. Contributes to program discussion and developments by citing current projects of inter-program nature. Notes and follows up on assignments made by the Secretary during these conferences.

Accompanies and assists the Chief of Staff or Deputy Chief of Staff in meetings or on occasions which require the supervisor personal attention. In this way, is kept fully aware of the supervisor's plans, proposals, commitments, and viewpoints.

Keeps the supervisor informed of day-to-day activities which may develop into problems of a controversial nature. Performs personal contact public relations works, sometimes of an extremely delicate nature, requiring a high degree of tact and diplomacy.

Serves as special projects officer with responsibility for coordination and planning of special projects and events, which may involve the Chief of Staff's or Deputy Chief of Staff's participation.

Supervision and Guidance Received

The incumbent reports to the non-career employee. Within defined functions, operates independently with wide latitude for judgement. Keeps the supervisor apprised of progress. While not subject to detailed substantive review, completed assignments must meet the supervisor's expectations and support the Secretary's and the Administration's views.

Request for Senior Executive Service Appointing Authority

Agency Name: DEPARTMENT OF THE INTERIOR

Print Date: 01/22/2025

POC: Jaime Andrews

Phone: 2022085077

Fax:

Request No: DI250063

Request Type: APPOINTMENT

Appointment Authority: NONCAREER

Extension: No

Duration: 1

ES Pay Level: \$195,200.00

Temporary Allocation: Yes

Candidate: WYNN RADFORD

Position No: DIES19904

Title: SENIOR ADVISOR TO THE SECRETARY

Organization Name: SECRETARYS IMMEDIATE OFFICE

Recruited From: OUTSIDE FED. GOVT. (NOT

GEO Location: WASHINGTON

Current Title:

Proposed Title:

SES Endorsement Statement

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Agency/Dept. Head or Designee: Walter Cruickshank, Acting Secretary of the Interior

Signature: WALTER CRUICKSHANK
Digitally signed by WALTER CRUICKSHANK
Date: 2025.01.24 08:19:51 -05'00'

Date Signed: _____

Agency White House Liaison

Name: Laura Rigas

Phone: 202.316.4640

Signature: 

Date Signed: 1/29/25

OPM USE ONLY

Check the appropriate Box(es)

Approved Approved with Modification * Disapproved Return without Action

*Modification: _____

Number of non-career allocations: _____ Percent of SES space allocation: _____ %

OPM Approving Official: 

Date Signed: 2/3/2025

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EMAIL: SERS@opm.gov

ATTENTION: Senior Executive Resource Services

Source: Office of Personnel Management

Report 1652, Version January 2023

POSITION DESCRIPTION								
1. Position Number DIES19904			2. Explanation (show any positions replaced) Update Signatures/New Administration					
3. Reason for Submission <input checked="" type="checkbox"/> New <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment <input type="checkbox"/> Standardized PD <input checked="" type="checkbox"/> Other								
4. Service <input checked="" type="checkbox"/> HQ <input type="checkbox"/> Field		5. Subject to Identical Addition (IA) Action <input type="checkbox"/> Yes (multiple use) <input checked="" type="checkbox"/> No (single incumbent)						
6. Position Specifications Subject to Random Drug Testing <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No N Not Subject to Drug Testing Subject to Medical Standards/Surveillance <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Telework Suitable <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Fire Position <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Law Enforcement Position <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			7. Financial Statement Required <input checked="" type="checkbox"/> Executive Personnel-OGE-278 <input type="checkbox"/> Employment and Financial Interest-OGE-450 <input type="checkbox"/> None required		10. Position Sensitivity and Risk Designation <u>Non-Sensitive</u> <input type="checkbox"/> Non-Sensitive: Low-Risk <u>Public Trust</u> <input type="checkbox"/> Non-Sensitive: Moderate-Risk <input checked="" type="checkbox"/> Non-Sensitive: High-Risk <u>National Security</u> <input type="checkbox"/> Noncritical-Sensitive: Moderate-Risk <input type="checkbox"/> Noncritical-Sensitive: High-Risk <input type="checkbox"/> Critical-Sensitive: High-Risk <input type="checkbox"/> Special Sensitive: High-Risk			
8. Miscellaneous Functional Code: -- BUS: 8888		9. Full Performance Level Pay Plan: ES Grade: 00						
11. Position is <input checked="" type="checkbox"/> 2-Supervisory <input type="checkbox"/> 4-Supervisor (CSRA) <input type="checkbox"/> 5-Management Official <input type="checkbox"/> 6-Leader: Type I <input type="checkbox"/> 7-Leader: Type II <input type="checkbox"/> 8-Non-Supervisory		12. Position Status <input type="checkbox"/> Competitive <input checked="" type="checkbox"/> SES <input type="checkbox"/> Excepted (specify in remarks) <input type="checkbox"/> SL/ST		13. Duty Station WASHINGTON, DC				
14. Employing Office Location WASHINGTON, DC		15. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt						
16. Cybersecurity Code #1: 000 #2: 000 #3: 000		17. Competitive Area Code: Competitive Level Code:						
18. Classified/Graded by		Official Title of Position		Pay Plan	Occupational Code	Grade	Initial	Date
a. Department, Bureau, or Office		Senior Advisor to the Secretary		ES	0301	00		
b. Second Level Review				--		--		
19. Organizational Title of Position (if different from, or in addition to, official title)				20. Name of Employee (if vacant, specify) Wynn Radford				
21. Department, Agency, or Establishment U.S. Department of the Interior				c. Third Subdivision				
a. Bureau/First Subdivision Office of the Secretary				d. Fourth Subdivision				
b. Second Subdivision				e. Fifth Subdivision				
22. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to, but not limited to: FLSA determinations; position sensitivity and requirements; and appointment/payment of public funds. False or misleading statements may constitute violations of such statutes or their implementing regulations.								
a. Typed Name and Title of Immediate Supervisor Walter Cruickshank, Acting Secretary of the interior				b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)				
Signature WALTER CRUICKSHANK		Digitally signed by WALTER CRUICKSHANK Date: 2025.01.23 17:58:08 -05'00'		Date		Signature		Date
23. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.				24. Position Classification Standards Used in Classifying/Grading Position 5 USC 3132 Miscellaneous Administration and Program Series, GS-0301 TS-34 January 1979				
Typed Name and Title of Official Taking Action Jennifer Ackerman Director, OHC								
Signature JENNIFER ACKERMAN		Digitally signed by JENNIFER ACKERMAN Date: 2025.01.24 13:19:55 -05'00'		Date				
25. Position Review		Initials	Date	Initials	Date			
a. Supervisor						Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.		
b. Classifier								
26. Remarks #10 - High Risk (6) SES General								

Senior Advisor to the Secretary
ES-0301

Introduction

The incumbent serves as a Senior Advisor to the Secretary on sensitive issues and critical matters pertaining to policies, and program direction of the Department and to its structure, organization, and operation. Reviews and analyses will encompass key, emerging issues of direct and substantial interest and concern to the Secretary and the Administration.

Major Duties

The incumbent serves as a key senior analyst and advisor, providing expert executive level advice, guidance, and support to the Secretary on key mission-critical issues, initiatives, and agency functions.

Conducts numerous complex and high-priority special assignments at the direction of the Secretary and Chief of Staff involving extensive research, fact-finding and program improvements on a variety of high-level subjects of critical importance to the Department. Determines requisite nature of background information and data, levels of coordination and consultation, format of presentation, etc. Assures that the Secretary and the Chief of Staff are provided with pertinent information for decision-making on highly sensitive and potentially controversial issues. Recommendations arising from the studies and analyses are instrumental in the direction and development of major policy, program, and legislative initiatives.

Advises on the implications of proposed, new, or revised policies, regulations, and legislative proposals and assesses their impact on agency mission and organizational structure.

Coordinates and consults with senior management officials of the Department, other agencies, and external stakeholders, as appropriate, regarding major initiatives, actions accomplished, milestones to be achieved, and any issues or problems of significance.

Maintains liaison with high level officials in other government agencies, including OMB, GAO, GSA, OPM, and congressional committees, to keep abreast of developments and to exchange information on innovations and means of effecting improvement.

Represents and speaks for the Secretary in matters relating to policy formulation. Explains departmental policy, viewpoints, and initiatives in contacts both within and outside the Department. Resolves issues related to conflicting perspectives and competition for resources. Identifies impediments to appropriate actions and makes recommendations for action by the Secretary.

Provides executive level support regarding filling vacant board positions for the Department of the Interior.

Supervision and Guidance Received

Incumbent reports directly to the Secretary. Incumbent operates with a high degree of latitude and independence of action, initiating action when a need or problem arises which requires resolution consistent with the Secretary's policy. Assignments are carried out without, or with very limited preliminary instruction. Incumbent is expected to develop appropriate courses of action to accomplish objectives desired when following through on special projects. Completed assignments are reviewed in the sense that end products meet the Secretary's expectations and support his policy views.

Other

The incumbent provides position direction and implementation of departmental equal employment opportunity objectives and fosters merit-based practices in the recruitment, selection, appointment, training, and recognition processes.

The incumbent supports all management objectives of the departmental drug-free workplace program.

QUALIFICATION REQUIREMENTS

Executive Core Qualifications (Mandatory)

1. **Leading Change** – This core qualification involves the ability to bring about strategic change, both within and outside the organization, to meet organizational goals. Inherent to this ECQ is the ability to establish an organizational vision and to implement it in a continuously changing environment.

Leadership Competencies: Creativity & Innovation, External Awareness, Flexibility, Resilience, Strategic Thinking, Vision

2. **Leading People** – This core qualification involves the ability to lead people toward meeting the organization's vision, mission, and goals. Inherent to this ECQ is the ability to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts.

Leadership Competencies: Conflict Management, Leveraging Diversity, Developing Others, Team Building

3. **Results Driven** – This core qualification involves the ability to meet organizational goals and customer expectations. Inherent to this ECQ is the ability to make decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks.

Leadership Competencies: Accountability, Customer Service, Decisiveness, Entrepreneurship, Problem Solving, Technical Credibility

4. **Business Acumen** – This core qualification involves the ability to manage human, financial, and information resources strategically.

Leadership Competencies: Financial Management, Human Capital Management, Technology Management

5. **Building Coalitions** – This core qualification involves the ability to build coalitions internally and with other Federal agencies, State and local governments, nonprofit and private sector organizations, foreign governments, or international organizations to achieve common goals.

Leadership Competencies: Partnering, Political Savvy, Influencing/Negotiating

Fundamental Competencies: These competencies are the foundation for success in each of the Executive Core Qualifications: Interpersonal Skills, Oral Communication, Integrity/Honesty, Written Communication, Continual Learning, Public Service Motivation.

Technical Qualifications (Mandatory)

6. Knowledge of the Department's key missions and functions.

**Evaluation Statement for the
Senior Advisor to the Secretary
Office of the Secretary
Secretary's Immediate Office
As a Senior Executive Position**

Introduction and Background

The Senior Advisor to the Secretary is a position in the Secretary's Immediate Office (hereafter as "Office"). This is a newly established position that will serve as a key senior analyst and advisor, providing expert executive level advice, guidance, and support to the Secretary and the Chief of Staff on key mission-critical issues, initiatives, and agency functions. Further, the incumbent will advise the Secretary and the Chief of Staff on sensitive issues and critical matters pertaining to policies, and program direction of the Department and to its structure, organization, and operation. Reviews and analyses will encompass key, emerging issues of direct and substantial interest and concern to the Secretary and the Administration.

Series and Grade Determination

The Senior Advisor to the Secretary will serve as a key senior analyst and advisor, providing expert executive level advice, guidance, and support to the Secretary and the Chief of Staff on key mission-critical issues, initiatives, and agency functions. Further, the incumbent will advise the Secretary and the Chief of Staff on sensitive issues and critical matters pertaining to policies, and program direction of the Department and to its structure, organization, and operation. The incumbent provides executive direction, oversight, and coordination, applying a broad and extensive range of knowledge and technical skills of the laws, rules, regulations, and program principles pertaining to missions and functions of the Department. The incumbent must possess knowledge of the laws, regulations, principles, policies and procedures related to the missions and functions of the Department, knowledge of management principles pertaining to large government organizations, and demonstrated ability to lead change, lead people, and achieve results through building partnerships and coalitions in order to effectively advise the Secretary on key mission-critical issues and achieve the goals of the Secretary and the Administration.

The Senior Advisor to the Secretary represents the Office, the Secretary, the Chief of Staff, and the Department in both internal and external meetings and various high level departmental and interdepartmental committees and task forces. The Senior Advisor to the Secretary is responsible serving as the Office, the Secretary's, and the Department's point of contact for the missions, functions, and programs under the purview of the Department, as well as for partnerships with other Federal agencies, State and local governments, private industry, colleges and universities, and industry experts. Superior interpersonal skills, communication skills, and the ability to exercise tact, discretion, and sensitivity in the utilization of these skills are critical to success in this position.

The incumbent must possess a vast knowledge of the missions and functions of the Department, knowledge of management principles pertaining to large government organizations, and demonstrated ability to lead change, lead people, and achieve results through building

partnerships and coalitions. However, a paramount requirement, in addition to executive level experience, is the ability to direct the technical knowledge and skills of others, based on the incumbent's own technical knowledge, executive experience, and ability. Representational skills and analytical ability are also critical to this position which represents the Office and the Secretary, as well as the Department. Also essential is seasoned judgment to identify and seize opportunities to enhance and advance the goals of the Department and the Administration, as well as prevent problems and/or conflicts that affect the image of the Department of the Interior's (DOI) responsibility to employees, customers, Tribes, individual Indians, Congress and the courts.

This position is responsible for advocating multiple programs under the purview of the Department. Many of these programs span multiple specialized fields and missions. The paramount knowledges and abilities required in this position are analytical ability, keen judgment, goals of the Administration, and an in-depth understanding of the Department and its missions and goals. There is specialized subject matter area that is paramount in this position. As a result, this position is properly classified in the Miscellaneous Administration and Program Series, GS-0301. Positions in this series include those that require analytical ability, judgment and knowledge of a substantial body of administrative and program principles for which no other series is appropriate. The title of Senior Advisor to the Secretary is a fully descriptive and appropriate title for a position at this level.

No grades are assigned SES positions. A review of the demands of this position clearly indicates that it exceeds the GS-15 level as delineated in the Primary Standard and is fully justified in the Senior Executive Service as outlined in guidance on functional criteria from the Office of Personnel Management. The complex set of historical, demographic, and political factors involved in this Senior Advisor to the Secretary position raise Complexity and Purpose of Contacts above the highest level provided in the Primary Standard.

In this position, the incumbent serves as a key senior analyst and advisor, providing expert executive level advice, guidance, and support to the Secretary on key mission-critical issues, initiatives, and agency functions. Further, the incumbent will advise the Secretary on sensitive issues and critical matters pertaining to policies, and program direction of the Department and to its structure, organization, and operation. Reviews and analyses will encompass key, emerging issues of direct and substantial interest and concern to the Secretary and the Administration. It is critical that the incumbent is thoroughly knowledgeable of the Department's missions and functions to ensure that that proposed policy, legislation or program does not negatively impact the missions, functions and goals of the Department, the goals of the Administration, or the welfare and livelihood of citizens and/or employees. As a result, the functions of responsibilities of the incumbent, as well as the legislation and policy impacting the Department are currently, and will remain, fluid and controversial, as well as of national interest. The Senior Advisor to the Secretary will ensure that policies, legislation and program advance the missions and goals of the Department, as well as the goals of the Administration, and favorably impact citizens, constituent groups and employees.

Further, the incumbent must present, justify and negotiate issues and problems which are highly controversial in nature and are of significant interest to the Department, as well as to many

stakeholder groups. The work accomplished by the Senior Advisor to the Secretary will have a nationwide impact on a wide variety of organizations, both within and outside the Federal government. This goes well beyond the beyond the Complexity and Purpose of Contacts at the GS-15 level characterized in the Primary Standard by the breadth and intensity of effort and the presence of largely undefined issues requiring extensive analysis, involving several phases pursued concurrently or sequentially with the support of others within or outside the organization and involvement in meetings and/or presentations involving problems or issues of considerable consequence or importance.

As required by Office of Personnel Management's (OPM) SES functional criteria, the incumbent is held accountable for the success of a specific program and monitors progress toward organizational goals with evaluation and necessary adjustments toward accomplishment. The responsibility for oversight of policy, legislation and programs, and serving as a key advisor to the Secretary and the Chief of Staff cross cuts all functional areas and entities of the Department with results effecting departmental missions, programs, goals, and compliance with legislative and other requirements. The Senior Advisor to the Secretary provides expert executive level advice, guidance, and support to the Secretary on key mission-critical issues, initiatives, and agency functions.

The incumbent is held accountable for policy development and guidance to all impacted offices of several nation-wide programs, another OPM SES functional criterion. The incumbent provides executive leadership for policy, legislation, and program development for programs under the purview of the Department. A major portion of the incumbent's duties is representing the Department with a variety of offices/agencies within the Federal government, particularly with OMB and Congress. Of paramount importance to the executive level of performance required for success in this position is the need for representational skills that foster credibility and engender support/commitment at executive levels, both within and outside the Department.

The work requires a broad ability to analyze both policy and program matters, to make executive decisions, to advise the Secretary, the Chief of Staff and other high-level officials within and outside the Department, on Departmental policies, legislation and programs. The incumbent must be able to represent the Department and speak with the authority to command the attention of people with varying agendas and interests.

An incumbent with knowledge of the laws, regulations, principles, policies and procedures related to the missions and functions of the Department, knowledge of management principles pertaining to large government organizations, and demonstrated ability to lead change, lead people, and achieve results through building partnerships and coalitions, is required. Failure to staff this position with someone of these qualifications could have an adverse impact on the efficient and effective management and execution of Department missions and functions, the advancement of the goals of the Department and the Administration, and the integrity and credibility of the Department.

Request for Senior Executive Service Appointing Authority

Agency Name: DEPARTMENT OF THE INTERIOR

Print Date: 01/22/2025

POC: Jaime Andrews

Phone: 2022085077

Fax:

Request No: DI250064

Request Type: APPOINTMENT

Appointment Authority: NONCAREER

Extension: No

Duration: 1

ES Pay Level: \$195,200.00

Temporary Allocation: Yes

Candidate: LAURA RIGAS

Position No: DIES19905

Title: SENIOR ADVISOR TO THE SECRETARY

Organization Name: SECRETARYS IMMEDIATE OFFICE

Recruited From: OUTSIDE FED. GOVT. (NOT

GEO Location: WASHINGTON

Current Title:

Proposed Title:

SES Endorsement Statement

As the agency official authorized to make this request, I endorse the above request made to the Office of Personnel Management. I certify that the position is a General position and the candidate meets the professional/technical, executive and managerial qualifications for the position. I certify that the rate of pay requested for this position is based on the executive's performance and/or contribution to mission (as reflected in the executive's annual summary rating for the most recently-completed performance appraisal period), pursuant to 5 U.S.C. 5382(a) and 5 CFR 534.401, and the requirements of section 747 of division E of the Consolidated Appropriations Act, 2023, have been met.

Agency/Dept. Head or Designee: Walter Cruickshank, Acting Secretary of the Interior

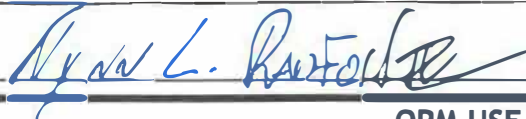
Signature: WALTER CRUICKSHANK
Digitally signed by WALTER CRUICKSHANK
Date: 2025.01.24 08:20:33 -05'00'

Date Signed: _____

Agency White House Liaison

Name: Wynn Radford

Phone: 202-394-6366

Signature: 

Date Signed: 1-29-25

OPM USE ONLY

Check the appropriate Box(es)

Approved Approved with Modification * Disapproved Return without Action

*Modification: _____

Number of non-career allocations: _____ Percent of SES space allocation: _____ %

OPM Approving Official:  Date Signed: 2/3/2025

Note: The agency appointing officer is responsible for ensuring that each personnel action he or she approves meets all legal and regulatory requirements. Sign-off on a pay adjustment by OPM is predicated upon the agency appointing officer's finding and certification to that effect and does not reflect review by OPM for adherence to any performance appraisal system certification criteria (e.g., 5 CFR 430.404(a)(9)).

EMAIL: SERS@opm.gov

ATTENTION: Senior Executive Resource Services

Source: Office of Personnel Management

Report 1652, Version January 2023

POSITION DESCRIPTION									
1. Position Number DIES19905			2. Explanation (show any positions replaced) Update Signatures/New Administration						
3. Reason for Submission <input checked="" type="checkbox"/> New <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment <input type="checkbox"/> Standardized PD <input checked="" type="checkbox"/> Other									
4. Service <input checked="" type="checkbox"/> HQ <input type="checkbox"/> Field		5. Subject to Identical Addition (IA) Action <input type="checkbox"/> Yes (multiple use) <input checked="" type="checkbox"/> No (single incumbent)							
6. Position Specifications Subject to Random Drug Testing <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No N Not Subject to Drug Testing Subject to Medical Standards/Surveillance <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Telework Suitable <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Fire Position <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Law Enforcement Position <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			7. Financial Statement Required <input checked="" type="checkbox"/> Executive Personnel-OGE-278 <input type="checkbox"/> Employment and Financial Interest-OGE-450 <input type="checkbox"/> None required		10. Position Sensitivity and Risk Designation <u>Non-Sensitive</u> <input type="checkbox"/> Non-Sensitive: Low-Risk <u>Public Trust</u> <input type="checkbox"/> Non-Sensitive: Moderate-Risk <input checked="" type="checkbox"/> Non-Sensitive: High-Risk <u>National Security</u> <input type="checkbox"/> Noncritical-Sensitive: Moderate-Risk <input type="checkbox"/> Noncritical-Sensitive: High-Risk <input type="checkbox"/> Critical-Sensitive: High-Risk <input type="checkbox"/> Special Sensitive: High-Risk				
8. Miscellaneous Functional Code: -- BUS: 8888		9. Full Performance Level Pay Plan: ES Grade: 00							
11. Position is <input checked="" type="checkbox"/> 2-Supervisory <input type="checkbox"/> 4-Supervisor (CSRA) <input type="checkbox"/> 5-Management Official <input type="checkbox"/> 6-Leader: Type I <input type="checkbox"/> 7-Leader: Type II <input type="checkbox"/> 8-Non-Supervisory		12. Position Status <input type="checkbox"/> Competitive <input checked="" type="checkbox"/> SES <input type="checkbox"/> Excepted (specify in remarks) <input type="checkbox"/> SL/ST		13. Duty Station WASHINGTON, DC					
14. Employing Office Location WASHINGTON, DC		15. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt							
16. Cybersecurity Code #1: 000 #2: 000 #3: 000		17. Competitive Area Code: Competitive Level Code:							
18. Classified/Graded by		Official Title of Position		Pay Plan	Occupational Code	Grade	Initial	Date	
a. Department, Bureau, or Office		Senior Advisor to the Secretary		ES	0301	00			
b. Second Level Review				--		--			
19. Organizational Title of Position (if different from, or in addition to, official title)				20. Name of Employee (if vacant, specify) Laura Rigas					
21. Department, Agency, or Establishment U.S. Department of the Interior				c. Third Subdivision					
a. Bureau/First Subdivision Office of the Secretary				d. Fourth Subdivision					
b. Second Subdivision				e. Fifth Subdivision					
22. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to, but not limited to: FLSA determinations; position sensitivity and requirements; and appointment/payment of public funds. False or misleading statements may constitute violations of such statutes or their implementing regulations.									
a. Typed Name and Title of Immediate Supervisor Walter Cruickshank, Acting Secretary of the interior				b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)					
Signature WALTER CRUICKSHANK Digitally signed by WALTER CRUICKSHANK Date: 2025.01.23 17:59:32 -05'00'				Date		Signature			Date
23. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.				24. Position Classification Standards Used in Classifying/Grading Position 5 USC 3132 Miscellaneous Administration and Program Series, GS-0301 TS-34 January 1979					
Typed Name and Title of Official Taking Action Jennifer Ackerman Director, OHC									
Signature JENNIFER ACKERMAN Digitally signed by JENNIFER ACKERMAN Date: 2025.01.24 13:20:38 -05'00'				Date					
25. Position Review		Initials	Date	Initials	Date				
a. Supervisor						Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.			
b. Classifier									
26. Remarks #10 - High Risk (6) SES General									

Senior Advisor to the Secretary
ES-0301

Introduction

The incumbent serves as a Senior Advisor to the Secretary on sensitive issues and critical matters pertaining to policies, and program direction of the Department and to its structure, organization, and operation. Reviews and analyses will encompass key, emerging issues of direct and substantial interest and concern to the Secretary and the Administration.

Major Duties

The incumbent serves as a key senior analyst and advisor, providing expert executive level advice, guidance, and support to the Secretary on key mission-critical issues, initiatives, and agency functions.

Conducts numerous complex and high-priority special assignments at the direction of the Secretary and Chief of Staff involving extensive research, fact-finding and program improvements on a variety of high-level subjects of critical importance to the Department. Determines requisite nature of background information and data, levels of coordination and consultation, format of presentation, etc. Assures that the Secretary and the Chief of Staff are provided with pertinent information for decision-making on highly sensitive and potentially controversial issues. Recommendations arising from the studies and analyses are instrumental in the direction and development of major policy, program, and legislative initiatives.

Advises on the implications of proposed, new, or revised policies, regulations, and legislative proposals and assesses their impact on agency mission and organizational structure.

Coordinates and consults with senior management officials of the Department, other agencies, and external stakeholders, as appropriate, regarding major initiatives, actions accomplished, milestones to be achieved, and any issues or problems of significance.

Maintains liaison with high level officials in other government agencies, including OMB, GAO, GSA, OPM, and congressional committees, to keep abreast of developments and to exchange information on innovations and means of effecting improvement.

Represents and speaks for the Secretary in matters relating to policy formulation. Explains departmental policy, viewpoints, and initiatives in contacts both within and outside the Department. Resolves issues related to conflicting perspectives and competition for resources. Identifies impediments to appropriate actions and makes recommendations for action by the Secretary.

Provides executive level support regarding filling vacant board positions for the Department of the Interior.

Supervision and Guidance Received

Incumbent reports directly to the Secretary. Incumbent operates with a high degree of latitude and independence of action, initiating action when a need or problem arises which requires resolution consistent with the Secretary's policy. Assignments are carried out without, or with very limited preliminary instruction. Incumbent is expected to develop appropriate courses of action to accomplish objectives desired when following through on special projects. Completed assignments are reviewed in the sense that end products meet the Secretary's expectations and support his policy views.

Other

The incumbent provides position direction and implementation of departmental equal employment opportunity objectives and fosters merit-based practices in the recruitment, selection, appointment, training, and recognition processes.

The incumbent supports all management objectives of the departmental drug-free workplace program.

QUALIFICATION REQUIREMENTS

Executive Core Qualifications (Mandatory)

1. **Leading Change** – This core qualification involves the ability to bring about strategic change, both within and outside the organization, to meet organizational goals. Inherent to this ECQ is the ability to establish an organizational vision and to implement it in a continuously changing environment.

Leadership Competencies: Creativity & Innovation, External Awareness, Flexibility, Resilience, Strategic Thinking, Vision

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Leadership Competencies: Partnering, Political Savvy, Influencing/Negotiating

Fundamental Competencies: These competencies are the foundation for success in each of the Executive Core Qualifications: Interpersonal Skills, Oral Communication, Integrity/Honesty, Written Communication, Continual Learning, Public Service Motivation.

Technical Qualifications (Mandatory)

6. Knowledge of the Department's key missions and functions.

**Evaluation Statement for the
Senior Advisor to the Secretary
Office of the Secretary
Secretary's Immediate Office
As a Senior Executive Position**

Introduction and Background

The Senior Advisor to the Secretary is a position in the Secretary's Immediate Office (hereafter as "Office"). This is a newly established position that will serve as a key senior analyst and advisor, providing expert executive level advice, guidance, and support to the Secretary and the Chief of Staff on key mission-critical issues, initiatives, and agency functions. Further, the incumbent will advise the Secretary and the Chief of Staff on sensitive issues and critical matters pertaining to policies, and program direction of the Department and to its structure, organization, and operation. Reviews and analyses will encompass key, emerging issues of direct and substantial interest and concern to the Secretary and the Administration.

Series and Grade Determination

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The Senior Advisor to the Secretary represents the Office, the Secretary, the Chief of Staff, and the Department in both internal and external meetings and various high level departmental and interdepartmental committees and task forces. The Senior Advisor to the Secretary is responsible serving as the Office, the Secretary's, and the Department's point of contact for the missions, functions, and programs under the purview of the Department, as well as for partnerships with other Federal agencies, State and local governments, private industry, colleges and universities, and industry experts. Superior interpersonal skills, communication skills, and the ability to exercise tact, discretion, and sensitivity in the utilization of these skills are critical to success in this position.

The incumbent must possess a vast knowledge of the missions and functions of the Department, knowledge of management principles pertaining to large government organizations, and demonstrated ability to lead change, lead people, and achieve results through building

partnerships and coalitions. However, a paramount requirement, in addition to executive level experience, is the ability to direct the technical knowledge and skills of others, based on the incumbent's own technical knowledge, executive experience, and ability. Representational skills and analytical ability are also critical to this position which represents the Office and the Secretary, as well as the Department. Also essential is seasoned judgment to identify and seize opportunities to enhance and advance the goals of the Department and the Administration, as well as prevent problems and/or conflicts that affect the image of the Department of the Interior's (DOI) responsibility to employees, customers, Tribes, individual Indians, Congress and the courts.

This position is responsible for advocating multiple programs under the purview of the Department. Many of these programs span multiple specialized fields and missions. The paramount knowledges and abilities required in this position are analytical ability, keen judgment, goals of the Administration, and an in-depth understanding of the Department and its missions and goals. There is specialized subject matter area that is paramount in this position. As a result, this position is properly classified in the Miscellaneous Administration and Program Series, GS-0301. Positions in this series include those that require analytical ability, judgment and knowledge of a substantial body of administrative and program principles for which no other series is appropriate. The title of Senior Advisor to the Secretary is a fully descriptive and appropriate title for a position at this level.

No grades are assigned SES positions. A review of the demands of this position clearly indicates that it exceeds the GS-15 level as delineated in the Primary Standard and is fully justified in the Senior Executive Service as outlined in guidance on functional criteria from the Office of Personnel Management. The complex set of historical, demographic, and political factors involved in this Senior Advisor to the Secretary position raise Complexity and Purpose of Contacts above the highest level provided in the Primary Standard.

In this position, the incumbent serves as a key senior analyst and advisor, providing expert executive level advice, guidance, and support to the Secretary on key mission-critical issues, initiatives, and agency functions. Further, the incumbent will advise the Secretary on sensitive issues and critical matters pertaining to policies, and program direction of the Department and to its structure, organization, and operation. Reviews and analyses will encompass key, emerging issues of direct and substantial interest and concern to the Secretary and the Administration. It is critical that the incumbent is thoroughly knowledgeable of the Department's missions and functions to ensure that that proposed policy, legislation or program does not negatively impact the missions, functions and goals of the Department, the goals of the Administration, or the welfare and livelihood of citizens and/or employees. As a result, the functions of responsibilities of the incumbent, as well as the legislation and policy impacting the Department are currently, and will remain, fluid and controversial, as well as of national interest. The Senior Advisor to the Secretary will ensure that policies, legislation and program advance the missions and goals of the Department, as well as the goals of the Administration, and favorably impact citizens, constituent groups and employees.

Further, the incumbent must present, justify and negotiate issues and problems which are highly controversial in nature and are of significant interest to the Department, as well as to many

stakeholder groups. The work accomplished by the Senior Advisor to the Secretary will have a nationwide impact on a wide variety of organizations, both within and outside the Federal government. This goes well beyond the beyond the Complexity and Purpose of Contacts at the GS-15 level characterized in the Primary Standard by the breadth and intensity of effort and the presence of largely undefined issues requiring extensive analysis, involving several phases pursued concurrently or sequentially with the support of others within or outside the organization and involvement in meetings and/or presentations involving problems or issues of considerable consequence or importance.

As required by Office of Personnel Management's (OPM) SES functional criteria, the incumbent is held accountable for the success of a specific program and monitors progress toward organizational goals with evaluation and necessary adjustments toward accomplishment. The responsibility for oversight of policy, legislation and programs, and serving as a key advisor to the Secretary and the Chief of Staff cross cuts all functional areas and entities of the Department with results effecting departmental missions, programs, goals, and compliance with legislative and other requirements. The Senior Advisor to the Secretary provides expert executive level advice, guidance, and support to the Secretary on key mission-critical issues, initiatives, and agency functions.

The incumbent is held accountable for policy development and guidance to all impacted offices of several nation-wide programs, another OPM SES functional criterion. The incumbent provides executive leadership for policy, legislation, and program development for programs under the purview of the Department. A major portion of the incumbent's duties is representing the Department with a variety of offices/agencies within the Federal government, particularly with OMB and Congress. Of paramount importance to the executive level of performance required for success in this position is the need for representational skills that foster credibility and engender support/commitment at executive levels, both within and outside the Department.

The work requires a broad ability to analyze both policy and program matters, to make executive decisions, to advise the Secretary, the Chief of Staff and other high-level officials within and outside the Department, on Departmental policies, legislation and programs. The incumbent must be able to represent the Department and speak with the authority to command the attention of people with varying agendas and interests.

An incumbent with knowledge of the laws, regulations, principles, policies and procedures related to the missions and functions of the Department, knowledge of management principles pertaining to large government organizations, and demonstrated ability to lead change, lead people, and achieve results through building partnerships and coalitions, is required. Failure to staff this position with someone of these qualifications could have an adverse impact on the efficient and effective management and execution of Department missions and functions, the advancement of the goals of the Department and the Administration, and the integrity and credibility of the Department.