

NOAA Leadership Competencies Development Program

LCDP DEVELOPMENTAL ASSIGNMENT FORM

Details of Developmental Assignment

1. Title of Assignment: Acting Division Chief for the Policy, Planning and Analysis Division in NOS.

2. Level of Responsibility (e.g., GS13, GS14, SES or equivalent pay band): The level of responsibility is a GS 15 or Band V.

3. Host Office (if in NOAA, start with Line/Corporate Office down to the lowest level - e.g., Division or Branch): NOS, Management and Budget Office, Policy, Planning and Analysis Division.

4. Timeframe (expected start date, duration, any known time dependencies): Expected start date is August 2 or August 9. The duration of this assignment would be approximately 4-6 months.

5. Assignment Description (include goals/objectives/expected outcomes): The Policy Planning and Analysis Division (PPAD) is in NOS's M&B office. PPAD consists of 15 FTE and 1 contractor. In this position (acting PPAD chief), the LCDPer would be responsible for managing the division. This division is responsible for a very diverse portfolio including: 1) budget formulation; 2) legislative coordination and clearance; 3) coordination of the NOAA Ocean Policy Council; 4) developing and coordinating coastal/ocean policy issues; 5) strategic planning and performance measures; 6) correspondence; 7) interagency agreements; 8) Freedom of Information Act requests; and 9) GAO/IG reports.

6. Potential Benefit to LCDP Participant (e.g., leadership competencies/skills to be used - see list of OPM leadership competencies at www.opm.gov/ses/define.html): On this assignment, the LCDPer would be responsible for managing 15 FTE and 1 contractor. This provides an opportunity to lead and manage a team of people. In this position, the LCDPer would have day-to-day contact with the AA; DAA; and CFO. Specifically, the candidate would be responsible for advising and making recommendations on legislative coordination/clearance; budget formulation; strategic planning, etc. Benefits to the LCDPer include: 1) managing the flow of work; 2) overseeing a budget; 3) human resources management; and 4) presenting to and advising NOS senior leadership.

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7. Any other considerations, special requirements or comments: The division is a very coherent team of people who work very well together.

8. Assignment Supervisor (name, position): Donna Rivelli, Deputy CFO

9. Assignment Contact Person (name and email address): Donna Rivelli,
donna.rivelli@noaa.gov