

NOAA Leadership Competencies Development Program

LCDP DEVELOPMENTAL ASSIGNMENT FORM

Details of Developmental Assignment

1. **Title of Assignment:** Legislative Affairs Specialist

2. **Level of Responsibility** (e.g., GS13, GS14, SES or equivalent pay band):
ZA-4 (GS-13/14 equivalent)

3. **Host Office** (if in NOAA, start with Line/Corporate Office down to the lowest level - e.g., Division or Branch):
Office of the Undersecretary/Legislative & Intergovernmental Affairs

4. **Timeframe** (expected start date, duration, any known time dependencies):
As soon as possible in July – ideally would shadow July 1-2, be in position July 5 – Duration: 6 months

5. **Assignment Description** (include goals/objectives/expected outcomes):
The Legislative Affairs Specialist handles the coordination and clearance of congressional testimony and other official communications with Congress. This position serves as a liaison and advocate for NOAA's programs and headquarters offices, in negotiations with the Department of Commerce, Office of Management and Budget, and other Executive Branch Agencies, regarding NOAA's documents and messages the agency intends to communicate to Congress on behalf of the Obama Administration. The Legislative Affairs Specialist works closely with a wide variety of staff within NOAA, including staff at the programmatic, line office, and headquarters offices. The Legislative Affairs Specialists works on a wide variety of project types and executes multiple projects concurrently, often while working under short deadlines.

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):
Likely skills to be built in this detail include:
 - Fundamental Competencies - Interpersonal Skills, Written Communication
 - Leading Change - Creativity and Innovation, External Awareness, Flexibility, Resilience, and Strategic Thinking
 - Results Driven - Customer Service, Decisiveness

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- Building Coalitions & Communication - Partnering, Political Savvy, and Influencing/Negotiating.

7. Any other considerations, special requirements or comments:

Successful candidates will have exceptional organizational and written communication skills. We are seeking a detail-oriented person who has the ability to work on multiple projects simultaneously, while under significant time pressure. Critical thinking and the ability to translate technical information into clear, concise written communications are key skills required for this position. Candidates with expertise and/or significant interest in NOAA's broad mission and programmatic activities are encouraged to apply. Experience working on or with Capitol Hill is helpful, but not necessary.

8. Assignment Supervisor (name, position):

John Gray, Director, Legislative & Intergovernmental Affairs

9. Assignment Contact Person (name and email address):

Noel Jones, noel.t.jones@noaa.gov