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Series/Staff Member: Kathleen (Katie) McGinty
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Molly Olsen - SES [Senior Executive Service] Letter

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THE WHITE HOUSE
WASHINGTON

October 25, 1993

MEMORANDUM FOR JUDITH JAFFE, OFFICE OF PRIORITY PLACEMENT

FROM: KATIE MCGINTY, DIRECTOR, OFFICE OF ENVIRONMENTAL POLICY 
CC: JIM KING, OFFICE OF PERSONNEL MANAGEMENT (OPM)
SUBJECT: SES APPOINTMENT FOR EXECUTIVE DIRECTOR OF THE PRESIDENT'S
COUNCIL ON SUSTAINABLE DEVELOPMENT

I would like to request the establishment of a political SES position for the Executive Director of the new President's Council on Sustainable Development. The Council is a Presidential Advisory Commission, created by the President on June 29, 1993 via Executive Order 12852. The Council was established to advise the President on matters involving sustainable development.

The Executive Director's responsibilities are defined consistent with SES-level appointments and involve all the major Office of Personnel Management mandated competencies. The Executive Director coordinates all the work of the President's Council on Sustainable Development. The Executive Director works closely and directly with the 25 high-level Council members who include 5 Cabinet Secretaries (Babbitt, Brown, Espy, O'Leary, and EPA Administrator Browner), 20 CEOs of Fortune 500 companies and leaders of national non-profit organizations, and two Deputy Secretaries (Timothy Wirth and Madeleine Kunin) as ex-officio members.

The Executive Director's responsibilities include:

- Directing the overall activities of the Council and its staff.
- Working with Council Co-Chairs, Council Members, their liaison staff, and the Director of the White House Office of Environmental Policy (OEP) to develop and implement the vision, direction and priorities of the Council.
- Working with Council members to ensure that the views of diverse sectors of society are reflected in the planning process.
- In coordination with other senior administration officials, ensuring the integration of Council activities with overall federal activities and policy leading to the development and implementation of a national sustainable development action strategy.
- Working with the Council's communication team to coordinate outreach efforts.
- Managing the day-to-day activities of the Council staff, loaned staff and detailed federal staff.
- Ensuring effective committee staffing, project tracking, and product delivery.
- Coordinating integration of policy and demonstration projects between the committees of the Council.
- Ensuring that the day-to-day activities of the Council follows the strategic policy direction and development set forth by the Council.
- Coordinating administrative, financial and legal issues for the President's Council on Sustainable Development.

The Executive Director is directly responsible to the Council Co-chairs and to the White House Office of Environmental Policy. The Council is currently housed in the Department of Interior, however, we want the SES status of the Executive Director to move with the Council if its administrative support agency changes. The Executive Director began duties in good faith on October 1st, anticipating that this matter would be resolved promptly. Your assistance in this matter is greatly appreciated.

PRESIDENT'S COUNCIL ON SUSTAINABLE DEVELOPMENT

October 25, 1993

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TO: JUDITH JAFFE, OFFICE OF PRIORITY PLACEMENT

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