

## CHAPTER 2

### EXECUTIVE RESOURCES BOARD

---

#### INTRODUCTION 2.0

The Executive Resources Board (ERB) has responsibility for establishing and implementing policies to manage the executive resources of the Department.

---

#### Board Membership 2.1

The Assistant Secretary for Administration serves as Chairperson of the ERB. The Board also consists of a Vice Chairperson and six other members appointed by the Secretary. Career and noncareer SES and Executive Level employees may be members of the ERB.

---

#### Board Responsibilities 2.2

Specific functions and responsibilities of the Board may include the following:

- o Executive Staffing
  - Monitors the merit staffing process.
  - Recommends to the Secretary who will be appointed to the SES.
- o Position Management
  - Determines impact of anticipated attrition, budget, and program and legislative changes on existing SES position structure.
  - Recommends use of appointment authorities.
  - Advises what position allocations should be requested from OPM.

2-1

8/85

---

- o Executive Development
  - Identifies executives and managerial skills needed by the Department.
  - Plans and monitors the continuing development of SES members.

8/85

2-2

---