#### Staff Director

- Liaise with Director, senior staff, and Taskforce Chair
- Oversees program and address and remove blockers
- Obtain resources and budget in support of Taskforce mission
- Direct supervisor for Taskforce staff and members

### · Chief of Staff

- Support for Chair and Staff Director
- Lead strategic planning and day-to-day operational lead
- Manage timeline, budget, and scope
- Process and structure development

# • Senior Advisor

- Advisor to Staff Director and Chief of Staff
- Policy and economic SME to support Taskforce member
- Conduct quality reviews of report
- Leads special projects and strategic planning
- Primary backup for Chief of Staff

### • Senior Counsels

- Legal analysis of report recommendations
- Provide legal guidance and clear all documents created by the Taskforce and support team
- Reviews FOIA responses and raise concerns to Chief of Staff and Staff Director
- · Lead Chief of Staff and Senior Advisor in audit readiness reviews
- Coordinate responses to inquiries from members and proactively provide insights on report chapters via Taskforce memos

## Economist

- Lead modeling and analyst and co-author of Taskforce report
- · Co-author of Taskforce report

#### Paralegal

- Provide support and legal analysis to Senior Counsels
- Copy editor of report
- Develop divisional updates; information memorandums, briefing memorandums, recommendation memorandums; and materials for monthly check-ins with the Director
- Track and conduct first review of FOIA for Senior Counsel
- Monitor Bureau clearance for Taskforce equities

## • DFA

- Support Chief of Staff, Senior Advisor and Economist
- Data modeling and analysis
- Ensure report graphs and tables adhere to Bureau design standards
- Lead analysis and summarization of RFI
- · Prepare administrative documentation and Bureau memos
- · Consolidate weekly activity report