# POSITION DESCRIPTION

# Administrator of the Energy Information Administration, Department of energy

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| **OVERVIEW** |
| Senate Committee | Energy and Natural Resources[[1]](#endnote-1) |
| Agency Mission | To ensure America's security and prosperity by addressing its energy, environmental and nuclear challenges through transformative science and technology solutions. |
| Position Overview | The administrator is responsible for the gathering, analysis and dissemination of energy information, and may act in the name of the secretary to obtain enforcement of such delegated functions. (42 U.S.C. § 7135) |
| Compensation | Level IV $155,500 (5 U.S.C. § 5315)[[2]](#endnote-2) |
| Position Reports to | Secretary of Energy[[3]](#endnote-3) |
| **RESPONSIBILITIES** |
| Management Scope | In fiscal 2016, the Energy Information Administration had a budget of $122 million and 375 full-time equivalents.[[4]](#endnote-4) |
| Primary Responsibilities | * Carries out a central, comprehensive and unified energy data and information program that collects, evaluates, assembles, analyzes and disseminates data and information relevant to energy resource reserves, energy production, demand, and technology as well as related economic and statistical information relevant to the adequacy of energy resources to meet demands in the near and longer term future for the nation’s economic and social needs (42 U.S.C. § 7135)
* Conducts a relevant, reliable and timely data-collection program that covers the full spectrum of energy sources, end uses and energy flows
* Generates short- and long-term domestic and international energy projections
* Performs informative energy analyses
* Communicates statistical and analytical products primarily through a website and customer contact center[[5]](#endnote-5)
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| Strategic Goals and Priorities | [Depends on the policy priorities of the administration] |
| **REQUIREMENTS AND COMPETENCIES** |
| Requirements | * Specially qualified to manage an energy information system (42 U.S.C. § 7135)
* Energy experience
* Previous government experience in related subject area
* Strong management experience
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| Competencies | * Strong communication and interpersonal skills
* Expert project management and leadership skills
* Ability to work in a matrixed environment
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| **PAST APPOINTEES** |
| Adam Sieminski (2012 to 2017): Administrator, Energy Information Administration; Senior Director for Energy and Environment, National Security Council, The White House; Chief Energy Economist, Deutsche Bank[[6]](#endnote-6) |
| Richard Newell (2009 to 2011): Senior Fellow, Resources for the Future; Senior Economist, Energy and Environment, President’s Council of Economic Advisers; Senior Associate, ICF International[[7]](#endnote-7) |
| Guy Caruso (2002 to 2008): Director, Non-Member Countries, International Energy Agency[[8]](#endnote-8) |

1. https://www.energy.senate.gov/public/index.cfm/hearings [↑](#endnote-ref-1)
2. The Consolidated Appropriations Act, 2017 (Public Law 115-31, May 5, 2017), contains a provision that continues the freeze on the payable pay rates for certain senior political officials at 2013 levels during calendar year 2017. [↑](#endnote-ref-2)
3. https://www.law.cornell.edu/uscode/text/42/7135 [↑](#endnote-ref-3)
4. <https://www.eia.gov/about/budget_performance.php>

https://energy.gov/sites/prod/files/2017/05/f34/FY2018BudgetVolume3\_0.pdf [↑](#endnote-ref-4)
5. OPM [↑](#endnote-ref-5)
6. https://www.linkedin.com/in/adam-sieminski-2b077a91/ [↑](#endnote-ref-6)
7. https://www.linkedin.com/in/RGNewell/ [↑](#endnote-ref-7)
8. https://www.linkedin.com/in/guy-caruso-5b0607a/ [↑](#endnote-ref-8)