# POSITION DESCRIPTION

**assistant secretary for congressional and intergovernmental affairs, Department of energy**

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| **OVERVIEW** |
| Senate Committee | Energy and Natural Resources |
| 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 assistant secretary for congressional and intergovernmental affairs provides guidance on legislative and policy issues, informs constituencies on energy matters and serves as a liaison between the department, Congress, state, local and tribal governments, as well as other federal agencies and stakeholder groups. |
| Compensation | Level IV $155,500(5 U.S.C. § 5315)[[1]](#endnote-1) |
| Position Reports to | Secretary of Energy |
| **RESPONSIBILITIES** |
| Management Scope | In fiscal 2015, the Department of Energy had a budget of $27.391 billion. In 2016 DOE had 14,499 nonseasonal full-time permanent employees. |
| Primary Responsibilities | * Serves as lead advisor to the secretary and deputy secretary on all congressional, intergovernmental and stakeholder issues.
* Manages the department’s coordination and liaison with Congress and state, tribal, city and county governments, other federal agencies, stakeholders and the general public.
* Enhances cooperation with states as a key component to the national clean energy agenda.
* Promotes the secretary's, department's and administration's policies, legislative initiatives and budget requests with the Congress, state, territorial, tribal and local government officials and other federal agencies.
* Develops, manages and ensures coordination, policies and direction of relationships between all departmental organizations in their interaction with the above entities and other external groups.
* Provides advice to the secretary, deputy secretary, undersecretary and all senior departmental officials and participates in broad departmental wide projects in which the secretary has a special interest or where there may be significant congressional and intergovernmental implications relating to congressional and intergovernmental actions affecting the department.
* Provides guidance to the secretary and other secretarial officers for developing and maintaining positive relationships with members of Congress, governors, state/local officials and their staffs, tribal officials, public interest groups representing consumers/citizens organizations, business/industries, civic groups, educational organizations and institutions and all other energy-oriented organizations.
* Participates in the formulation of energy policy with senior departmental officials.
* Provides oversight and guidance to program offices on their interaction with Congress, other levels of governments.
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| Strategic Goals and Priorities | [Depends on the policy priorities of the administration] |
| **REQUIREMENTS AND COMPETENCIES** |
| Requirements | * Has a true and timely understanding of how Congress works
* Possesses strong congressional relationships
* Understands politics as well as policy
* Understands the authorization process
* Has a record of working with both Republicans and Democrats
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| Competencies | * Strong leadership skills
* Strong communication skills
* Ability to work as a team
* Ability to work under high pressure
* Ability to work across party lines
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| **PAST APPOINTEES** |

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| Brad Crowell (2013 to 2016) – Principal Deputy Assistant Secretary for Congressional and Intergovernmental Affairs; Senior Policy Advisor, Sen. Sheldon Whitehouse; Employee, Natural Resources Defense Council |
| Jeffrey Lane (2010 to 2013) – Chief of Staff, Sen. Michael Bennet; Chief of Staff, Sen. Ken Salazar; Counsel, Womble, Carlyle, Sandridge and Rice; Senior Aide, Sen. Tom Daschle; Legislative Director, Sen. Jim Sasser |
| Lisa Epifani (2007 to 2009) – United States Senate Committee on Energy and Natural Resources, Staffer to Sen. Pete Domenici; Counsel, United States Senate Committee on Energy and Natural Resources |

1. 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-1)