# POSITION DESCRIPTION

# Assistant Secretary for Energy Efficiency and Renewable Energy, 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 | Leads the Office of Energy Efficiency and Renewable Energy (EERE) in its mission to strengthen America’s energy security, environmental quality and economic vitality through public-private partnerships that promote energy efficiency and productivity; bring clean, reliable and affordable energy technologies to the marketplace; and make a difference in the everyday lives of Americans by enhancing their energy choices and their quality of life. |
| Compensation | Level IV $155,500 (5 U.S.C. § 5315)[[1]](#endnote-1) |
| Position Reports to | Undersecretary for Science and Energy[[2]](#endnote-2) |
| **RESPONSIBILITIES** |
| Management Scope | The Office of Energy Efficiency and Renewable Energy enacted budget for fiscal 2016 was $2.069 billion; its 2018 request was for $636 million. The office had 645 full-time equivalents in 2016.[[3]](#endnote-3) |
| Primary Responsibilities | * Formulates and directs programs designed to increase the production and use of renewable energy and improve energy efficiency by supporting research, development and technology transfer
* Has responsibility for administering statutorily mandated assistance programs and ensuring energy efficiency measures required by legislation and/or executive orders
* Exercises executive direction over all EERE program elements through the principal deputy assistant secretary, the deputy assistant secretary for energy efficiency, the deputy assistant secretary for renewable energy, the deputy secretary for transportation, the Strategic Programs Office, the chief operations officer, the chief financial officer and the Golden Service Center
* Sets EERE’s overall strategic direction
* Manages and directs renewable energy and energy efficiency technology research, development and technology transfer programs
* Assesses the impacts of renewable energy use and energy efficiency on the environment, energy security and the economy
* Develops and implements energy efficiency and renewable energy strategies to maximize the benefit to the nation[[4]](#endnote-4)
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| Strategic Goals and Priorities | [Depends on the policy priorities of the administration] |
| **REQUIREMENTS AND COMPETENCIES** |
| Requirements | * Strong management experience
* Previous government experience (a plus)
* Knowledge of and experience with the office’s energy issues
* Knowledge of the legislative and federal budgeting process
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| Competencies | * Ability to manage and direct energy research
* Strong communication and interpersonal skills
* Excellent leadership and managerial skills
* Excellent negotiation skills
* Ability to work in a matrixed environment
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| **PAST APPOINTEES** |
| David T. Danielson (2012 to 2016): Employee Number One, Advanced Research Projects Agency– Energy, Department of Energy; Clean-Energy Venture Capitalist, General Catalyst Partner[[5]](#endnote-5) |
| Catherine Radford Zoi (2009 to 2011): Chief Executive Officer, Alliance for Climate Protection; Group Executive Director, Bayard Group Pty Ltd., Landis + Gyr Holdings, Landis+Gyr AG; Chief Executive Officer, Sustainable Energy Development Authority, State of New South Wales, Commonwealth of Australia[[6]](#endnote-6) |
| Alexander A. Karsner (2006 to 2008): Managing Director, Enercorp LLC; Director, Development, Wartsila Power Development, Wärtsilä Corporation; Chief of Staff, The Honorable Moses Cheng Mo-Chi, Legislative Council of Hong Kong[[7]](#endnote-7) |

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)
2. https://energy.gov/sites/prod/files/2017/01/f34/DOECHART-2017-01.pdf [↑](#endnote-ref-2)
3. https://energy.gov/sites/prod/files/2017/05/f34/FY2018BudgetVolume3\_0.pdf [↑](#endnote-ref-3)
4. OPM [↑](#endnote-ref-4)
5. https://energy.stanford.edu/people/david-t-danielson [↑](#endnote-ref-5)
6. Leadership Directories: https://lo.bvdep.com/PeopleDocument.asp?PersonId=-1&LDIPeopleId=883981&Save=0 [↑](#endnote-ref-6)
7. Leadership Directories: https://lo.bvdep.com/PeopleDocument.asp?PersonId=-1&LDIPeopleId=651917&Save=1 [↑](#endnote-ref-7)