# POSITION DESCRIPTION

# Deputy Secretary, 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.[[1]](#endnote-1) |
| Position Overview | The Deputy Secretary of Energy assists the Secretary of Energy in fulfillment of the responsibilities and missions described in the Secretary’s description and should be prepared to represent the agency in all matters in case the Secretary is unavailable. |
| Compensation | Level II $179,700 (5 U.S.C. § 5313)[[2]](#endnote-2) |
| 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 | * Acts for the secretary in his or her absence
* Has day-to-day management oversight responsibilities for the departmental organizations engaged in energy programs (Energy Information Administration; Advanced Research Projects Agency; and the Power Marketing Administrations) and support programs (Policy; International Affairs; Loan Programs; Hearings and Appeals; and General Counsel)[[3]](#endnote-3)
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| Strategic Goals and Priorities | [Insert relevant policy priorities of incoming administration] |
| **REQUIREMENTS AND COMPETENCIES** |
| Requirements | * Proven ability and experience leading and managing a large and complex enterprise
* Previous experience with federal government enterprise operations
* Understanding of core services, programs and initiatives delivered by the agency’s key departments
* Experience dealing with high-profile stakeholders
* Experience leading through unexpected crisis situations preferred
* Familiarity with the federal budget process preferred
* Should be familiar with how energy markets function and understand and appreciate the importance of ample and sound data, information and market analysis
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| Competencies | * Demonstrated ability to resolve conflicts within a large organization
* Comfortable leading and managing in ambiguity, as deputy secretaries often have very vague or undefined statutory responsibilities and authorities
* Ability to establish positive relationships with coworkers and external stakeholders
* Ability to forge strong Congressional relationships preferred
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| **PAST APPOINTEES** |
| Elizabeth Sherwood-Randall (2014-2017) – Special Assistant to the President and Senior Director for European Affairs at the National Security Council; White House Coordinator for Defense Policy, Countering Weapons of Mass Destruction, and Arms Control; worked at Stanford University, at Harvard University, and at the Council on Foreign Relations; Deputy Assistant Secretary of Defense for Russia, Ukraine, and Eurasia[[4]](#endnote-4) |
| Daniel B. Poneman (2009-2013) – principal of The Scowcroft Group, providing strategic advice to corporations on a wide variety of international projects and transactions; associate at Covington & Burling; partner at Hogan & Hartson, assisting clients in regulatory, policy and transactional matters, international arbitration, commercial real estate financing, export controls, and sanctions and trade policy[[5]](#endnote-5) |
| Clay Sell (2005-2008) – Special Assistant to the President for Legislative Affairs; member of the President’s National Economic Council and Special Assistant to the President for Economic Policy; Staff Director and Majority Clerk of the Senate Energy and Water Development Appropriations Subcommittee; served on the Bush-Cheney Transition as part of the energy policy team; Administrative Assistant for Congressman Mac Thornberry of Texas[[6]](#endnote-6) |
| Kyle McSlarrow (2002-2005) – DOE Chief of Staff; VP of Political and Government Affairs for Grassroots.com; National Chairman for the Quayle 2000 Presidential Campaign; U.S. Senator Paul Coverdell’s Chief of Staff[[7]](#endnote-7) |

# ENDNOTES

Unless otherwise cited, this information was adapted from work produced by the Romney Readiness Project and refined through interviews with the Partnership for Public Service’s COO SAGE (Strategic Advisor to Government Executives) community.

1. <http://energy.gov/mission> [↑](#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. OPM [↑](#endnote-ref-3)
4. <http://energy.gov/contributors/dr-elizabeth-sherwood-randall> [↑](#endnote-ref-4)
5. <http://energy.gov/contributors/daniel-b-poneman> [↑](#endnote-ref-5)
6. <http://georgewbush-whitehouse.archives.gov/government/c-sell-bio.html> [↑](#endnote-ref-6)
7. <http://www.bloomberg.com/research/stocks/private/person.asp?personId=6699802&privcapId=4375935> [↑](#endnote-ref-7)