POSITION DESCRIPTION

**undersecretary for management and performance, 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 undersecretary for management and performance is the chief operating officer for the department and is responsible for the day-to-day management oversight responsibilities for the primary mission support organizations to include human capital, information technology, procurement and project management. The office also oversees the Office of Environmental Management (the safe cleanup of the environmental legacy of nuclear weapons development and nuclear energy research) and the Office of Legacy Management (the post-closure responsibilities for legacy land, structures and facilities). |
| Compensation | Level III $165,300 (5 U.S.C. § 5314)[[1]](#endnote-1) |
| Position Reports to | Secretary of Energy and Deputy 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 | * Functions as the chief operating officer of the department and has responsibility for its primary mission support organizations, including human capital, information technology, procurement and project management and facilities.
* Oversees the Office of Environmental Management, which conducts the cleanup of the environmental legacy brought about from five decades of nuclear weapons development and government-sponsored nuclear energy research and the Office of Legacy Management.
* Oversees the department’s environmental and energy programs including its diverse portfolio of applied energy research and development activities, nuclear waste management efforts and environmental cleanup of the nuclear weapons complex.
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| Strategic Goals and Priorities | [Depends on policy priorities of the administration] |
| **REQUIREMENTS AND COMPETENCIES** |
| Requirements | * Extensive leadership and management experience
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| Competencies | * Strong interpersonal and communication skills
* Ability to work as a team
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| **PAST APPOINTEES** |
| Kristina Johnson (2009 to 2010) - Provost, Senior Vice President for Academic Affairs, The Johns Hopkins University; Fulbright Scholar; Director, International Society for Optical Engineering; Founder, ColorLink and SouthEast Techinventures |
| Clarence Albright (2007 to 2009) - U.S. House Committee on Energy and Commerce, Staff Director; Vice President of Federal Relations, Reliant Energy; Deputy Associate Attorney General; Senior Special Assistant to the Assistant Attorney General for Civil Rights; Deputy General Counsel, Department of Housing and Urban Development |
| David Garman (2005 to 2007) - Assistant Secretary of Energy for Energy Efficiency; Staff, U.S. Senate Select Committee on Intelligence; Staff, 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)