# POSITION DESCRIPTION

# Assistant Secretary for Energy Resources, Department of state

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| **OVERVIEW** |
| Senate Committee | Foreign Relations |
| Agency Mission | The Department of State is the lead institution for the conduct of American diplomacy. |
| Position Overview | The assistant secretary for energy resources manages the Bureau of Energy Resources and is the principal advisor to the secretary of state on integrating energy security strategy, policy, operations and programs into U.S. foreign policy. |
| Compensation | Level IV $155,500 (5 U.S.C. § 5315)[[1]](#endnote-1) |
| Position Reports to | Undersecretary for Economic Growth, Energy and Environment[[2]](#endnote-2) |
| **RESPONSIBILITIES** |
| Management Scope | The Bureau of Energy Resources had an actual budget of $4.099 million in fiscal 2015.[[3]](#endnote-3) |
| Primary Responsibilities | * Manages the Bureau of Energy Resources and is the principal advisor to the secretary of state on integrating energy security strategy, policy, operations and programs into U.S. foreign policy
* Coordinates closely with senior officials at other departments and agencies, non-governmental organizations and private sector stakeholders, and appears before congressional committees as required
* Works across the government to develop a coordinated message for U.S. engagement with foreign governments, the private sector and civil society
* Advises on energy issues as they relate to U.S. national security; promotes security of energy supply worldwide; and pursues alternative energy, energy efficiency, and greater transparency and accountability in the energy sector
* Leads the department in the whole-of-government effort to promote international energy security, uniting U.S. diplomatic and programmatic efforts to build sustainable, transparent and predictable international markets for oil, natural gas, coal, civil nuclear power, electricity, renewable energy and energy efficiency
* Advocates for a strong department commitment to ensure sustainable, affordable and reliable access to diverse energy supplies[[4]](#endnote-4)
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| Strategic Goals and Priorities | [Depends on the policy priorities of the administration] |
| **REQUIREMENTS AND COMPETENCIES** |
| Requirements | * Extensive knowledge of international energy affairs
* Strong management experience
* Government experience
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| Competencies | * Strong communication skills and ability to appear before media
* Ability and coordination skills to work in a matrixed environment and with high level stakeholders across government and in the private sector
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| **PAST APPOINTEES** |
| Amos J. Hochstein (nominee): Special Envoy and Coordinator for International Energy Affairs; Deputy Assistant Secretary of Energy Diplomacy; Executive VP, Cassidy and Associates; Deputy Campaign Manager, Senator Chris Dodd; Senior Policy Advisor, Senator Mark Warner[[5]](#endnote-5) |
| Carlos Pascual (nominee): Special Envoy and Coordinator for International Energy Affairs; Ambassador to Mexico; VP and Director of Foreign Policy, The Brookings Institution; Coordinator for Reconstruction and Stabilization, Department of State[[6]](#endnote-6) |

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://www.state.gov/r/pa/ei/rls/dos/99484.htm [↑](#endnote-ref-2)
3. https://www.state.gov/documents/organization/252179.pdf [↑](#endnote-ref-3)
4. OPM [↑](#endnote-ref-4)
5. https://www.linkedin.com/in/amos-hochstein-a8639423/ [↑](#endnote-ref-5)
6. https://www.linkedin.com/in/carlos-pascual-b36704ba/ [↑](#endnote-ref-6)