# POSITION DESCRIPTION

# Assistant Secretary for Electricity Delivery and Energy Reliability, 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 electricity delivery and energy reliability leads national efforts to modernize the electric grid, enhance security and reliability of the energy infrastructure, and facilitate recovery from disruptions to energy supply. |
| 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 | In fiscal 2016, the Office of Electricity Delivery and Energy Reliability had an enacted budget of $206 million and 89 full-time equivalents. The office requested $120 million for fiscal 2018.[[3]](#endnote-3) |
| Primary Responsibilities | * Manages research, development, field testing and demonstration projects for “next generation” electricity delivery and infrastructure security technologies (hardware and software), including: high-temperature superconducting materials; advanced cables and conductors; energy storage devices; demand response techniques, substations and protective systems; power electronics, sensors and controls; data acquisition and monitoring systems; information and communications systems; and visualization and decision analysis tools
* Manages the Department of Energy's activities related to the national and international critical infrastructure protection program, emergency response, and coordination with the Department of Homeland Security, Federal Energy Regulatory Commission, and other national, regional, state and local organizations and energy companies on planning and mitigation
* Provides technical and operational support to other federal, state and local agencies in planning for and responding to energy emergencies and coordinates with these agencies, and the private sector, in devising strategies to prevent and mitigate adverse consequences
* Supports the Department of Homeland Security, in accordance with the National Response Framework, in conducting emergency support function operations during a declared national or state emergency or national security special event
* Manages the Smart Grid Investment Grant program to promote investment in smart grid technologies, which increase flexibility, interoperability, cybersecurity, situational awareness and operational efficiency[[4]](#endnote-4)
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| Strategic Goals and Priorities | [Depends on the policy priorities of the administration] |
| **REQUIREMENTS AND COMPETENCIES** |
| Requirements | * Emergency management experience (a plus)
* Previous government experience, preferably in related function
* Strong management experience
* Familiarity with energy issues pertaining to the office and with legislative and federal budgeting process
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| Competencies | * Strong communication and interpersonal skills
* Ability to work under high pressure
* Ability to work in a matrixed environment and manage diverse high-level stakeholders
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| **PAST APPOINTEES** |
| Patricia A. Hoffman (2010 to 2017): Principal Deputy Assistant Secretary, Assistant Secretary for Electricity Delivery and Energy Reliability, Department of Energy; Deputy Director, Research and Development Division, Department of Energy; Chief of Staff, Assistant Secretary for Electricity Delivery and Energy Reliability, Department of Energy[[5]](#endnote-5) |
| Kevin M. Kolevar (2007 to 2009): Director, Office of Electricity Delivery and Energy Reliability, Department of Energy; Director, Office of Energy Assurance, Department of Energy; Chief of Staff, Office of the Deputy Secretary, Department of Energy[[6]](#endnote-6) |
| John S. Shaw (2004 to 2006): Attorney, Public Policy Group, Patton Boggs LLP; Special Investigation’s Majority Counsel, Senate Committee on Government Affairs[[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. Leadership Directories: https://lo.bvdep.com/PeopleDocument.asp?PersonId=-1&LDIPeopleId=469315&Save=1 [↑](#endnote-ref-5)
6. Leadership Directories: https://lo.bvdep.com/PeopleDocument.asp?PersonId=-1&LDIPeopleId=472711&Save=1 [↑](#endnote-ref-6)
7. https://www.linkedin.com/in/johnspitalerishaw/ [↑](#endnote-ref-7)