# POSITION DESCRIPTION

# Director of the Office of Minority Economic Impact, 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 director of the Office of Minority Economic Impact advises the secretary on the effect of energy policies, regulations and other actions of the department and its components on minorities and minority business enterprises, and on ways to insure that minorities are afforded an opportunity to participate fully in the department’s energy programs. |
| Compensation | Level IV $155,500 (5 U.S.C. § 5315)[[2]](#endnote-2) |
| Position Reports to | Undersecretary for Management & Performance[[3]](#endnote-3) |
| **RESPONSIBILITIES** |
| Management Scope | In fiscal 2016, the director of the Office of Minority Economic Impact managed a budget of $10 million.[[4]](#endnote-4) The office includes the Office of Minority Education and Community Development; Minority Business and Economic Development; the Office of Diversity and Inclusion; and the Office of Civil Rights and Equal Opportunity. |
| Primary Responsibilities | * Conducts an ongoing research program, with the assistance of the administrator of the Energy Information Administration, and other federal agencies the director determines appropriate, to determine the effects on minorities of the department’s national energy programs, policies and regulations
* Develops and recommends to the secretary policies to assist, minorities and minority business enterprises concerning such effects
* Determines the average energy consumption and use patterns of minorities relative to other population categories; evaluates the percentage of disposable income minorities spend on energy, relative to other population categories; and determines how programs, policies and actions of the department and its components affect consumption and use patterns and income
* Provides the management and technical assistance to minority educational institutions and minority business enterprises he or she considers appropriate to enable these enterprises and institutions to participate in the department’s research, development, demonstration and contract activities
* Provides financial assistance in the form of loans to any minority business enterprise, under rules he or she prescribes to assist enterprises in participating fully in the department’s research, development, demonstration and contract activities (42 U.S.C. § 7141)
* Manages the department's Equal Employment Opportunity and Affirmative Action Programs
* Develops and administers a small-business program department-wide to increase small-business participation in contracting
* Serves as a neutral designee and sounding board for employees and stakeholders to achieve satisfactory issue resolution[[5]](#endnote-5)
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| Strategic Goals and Priorities | [Depends on the policy priorities of the administration] |
| **REQUIREMENTS AND COMPETENCIES** |
| Requirements | * Experience at the federal or state government level with developing and leading diversity goals affecting equal employment opportunities; small and disadvantaged businesses; minority educational institutions; and historically underrepresented communities
* Experience addressing needs of underrepresented communities, with the primary objective of engaging more Americans in energy and science, technology, engineering, and math (STEM) fields
* Experience leading diverse stakeholders through legislative programs
* Knowledge of key civil rights, whistle blower protection, social justice and other economic development programs, laws and regulations (critical)
* Advanced degree in law or (preferred)
* Knowledge of grants and acquisition management process at the federal or state level (critical)
* Experience assessing progress made in strengthening positive economic impact and minority issues
* Experience leading geographically dispersed programs
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| Competencies | * Ability to lead and discuss minority partnerships focused on economic impact, diversity and inclusiveness, small business utilization, civil rights, STEM and whistleblower protection issues with Congress; international, state and local governments; stakeholder groups; and tribal nations
* Strong communication skills for extensive speaking engagements
* Willingness to travel extensively
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| **PAST APPOINTEES** |
| LaDoris Guess Harris (2012 to 2013): Co-founder, President and CEO, Jabo Industries, LLC; Executive, General Electric Company; Vice President of Operations & Production, ABB, Inc.[[6]](#endnote-6) |
| Jose Antonio Garcia (2009 to 2010): Director, Office of Civil Rights, Office of Economic Impact and Diversity, Department of Energy; Vice President and Director, Hispanic Project, New Democrat Network; Executive Director, Cuban American National Foundation[[7]](#endnote-7) |
| Theresea Alvillar Speake (2001 to 2009): Manager, Small Business and Disabled Veteran Business Enterprise Programs, State of California Department of Transportation; Assistant Director of Business Relations, California Employment Development Department; Founder and Executive Director, NEDA San Joaquin Valley[[8]](#endnote-8) |

1. Partnership for Public Service position description [↑](#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. https://energy.gov/leadership/organization-chart [↑](#endnote-ref-3)
4. https://energy.gov/sites/prod/files/2016/02/f29/FY2017BudgetinBrief\_0.pdf [↑](#endnote-ref-4)
5. OPM [↑](#endnote-ref-5)
6. https://energy.gov/diversity/contributors/ladoris-g-harris [↑](#endnote-ref-6)
7. Leadership Directories: https://lo.bvdep.com/PeopleDocument.asp?PersonId=-1&LDIPeopleId=837906&Save=1 [↑](#endnote-ref-7)
8. http://www.zimbio.com/Theresa+Alvillar-Speake+-+Department+of+Energy [↑](#endnote-ref-8)