# POSITION DESCRIPTION

**general counsel, department of energy**

|  |
| --- |
| **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 Office of the General Counsel provides legal advice, counsel and support to the Secretary, the Deputy Secretary and program offices throughout the Department of Energy (DOE) to further the Department’s mission. |
| Compensation | Level IV $155,500(5 U.S.C. § 5315)[[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 | * Manages the Office of the General Counsel.
* Represents the department as Counsel before federal, state and other governmental agencies and courts.
* Provides legal advice, counsel and support to the secretary, the deputy secretary and program offices throughout DOE.
* Furthers the department’s mission of advancing the national, economic and energy security of the U.S. through scientific and technological innovation and the environmental cleanup of the national nuclear weapons complex.
* Assures the department operates within compliance of applicable laws and regulations.
* Performs analytical work for loan programs office analyzing risk to pending loan guarantee applications.
 |
| Strategic Goals and Priorities | [Depends on policy priorities of the administration] |
| **REQUIREMENTS AND COMPETENCIES** |
| Requirements | * Distinguished legal career of at least a decade
* Leadership and management experience
* Must be nimble enough to cover an array of complex legal issues arising from DOE’s wide ranging portfolio
 |
| Competencies | * *Strategic Orientation:* Demonstrates complex thinking abilities, incorporating both analytical and conceptual abilities to manage and develop legal plans and strategies.
* *Results Orientation*: Demonstrated ability to be proactive, exercise independent judgment and manage multiple projects simultaneously. A strong work ethic and a track record of producing high quality work under deadline pressures.
* *Team Leadership*: Experience effectively managing geographically-dispersed staff of legal and administrative support professionals.
* *Collaboration & Influencing:* Proven track record of creating and managing relationships with peer executives inside the organization, outside counsel and third parties/institutions.
 |
| **PAST APPOINTEES** |
| Steven Croley, 2014-2017. From 2012-2014, he served as Deputy Assistant and Deputy Counsel to the President and from 2011 to 2012 as Senior Counsel to the President. From 2010 to 2011, he served as Special Assistant to the President for Justice & Regulatory Policy on the White House Domestic Policy Council. |
| Gregory H. Woods, 2012-2014. Deputy General Counsel of the Department of Transportation 2009-2012. Equity partner at Debevoise & Plimpton LLP 1998-2009; Trial Attorney in the Civil Division of DOJ 1995-1998. |
| Scott Blake Harris, 2009-2011. Managing Partner of Harris, Wiltshire & Grannis, 1998-2009; Chief of the International Bureau at the FCC and Chief Counsel for Export Administration in the US Department of Commerce. |

# Endnotes

This position description was created with the help of Egon Zehnder, a global executive search firm.

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)