# POSITION DESCRIPTION

# Undersecretary for Economic Growth, Energy and Environment, 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, and the secretary is the president’s principal foreign policy advisor. |
| Position Overview | The undersecretary for economic growth, energy and environment serves as the principal advisor to the secretary and deputy secretaries, and serves as the senior economic official at the department.  |
| Compensation | Level III $165,300 (5 U.S.C. § 5314)[[1]](#endnote-1) |
| Position Reports to | Secretary of State[[2]](#endnote-2) |
| **RESPONSIBILITIES** |
| Management Scope | The undersecretary for economic growth, energy and environment oversees about eight or 10 direct reports, including secretaries and substantive aides. He or she oversees the Office of the Chief Economist; the Office of the Science & Technology Advisor; the Bureau of Oceans and International Environmental and Scientific Affairs; the Bureau of Energy Resources; and the Bureau of Economic and Business Affairs, which consists of hundreds of employees in Washington and more than one thousand economic officers in embassies around the country. |
| Primary Responsibilities | * Serves as the principal advisor to the secretary and deputy secretaries, and as the senior economic official at the department
* Provides guidance on matters of foreign economic, energy and environmental policy and directs the formulation, coordination and execution of such policy within the department and with other departments and agencies
* Assists the secretary, upon request, at interdepartmental meetings, including Cabinet councils and the National Economic Council; testifies before congressional committees; appears in the media; and performs other international representational assignments
* Coordinates closely with the undersecretary of the treasury for international affairs, the undersecretary of commerce for international trade, the undersecretary of agriculture for farm and foreign agriculture service, the undersecretary of energy and the U.S. Trade Representative, as well as senior officials from other departments and agencies
* Serves in the following positions: U.S. alternate governor of the European Reconstruction Bank; U.S. alternate governor to the International Bank for Reconstruction and Development; U.S. alternate governor to the Inter-American Development Bank; U.S. alternate governor to the Asian Development Bank; U.S. alternate governor of the African Development Fund; U.S. director of the African Development Bank; and member of the board of directors of the Overseas Private Investment Corporation[[3]](#endnote-3)
* Negotiates economic sanctions and international agreements with an economic impact
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| Strategic Goals and Priorities | [Depends on the policy priorities of the administration] |
| **REQUIREMENTS AND COMPETENCIES** |
| Requirements | * Solid understanding of macro and microeconomic issues
* Solid understanding of trade issues
* Solid understanding of energy and environmental issues
* Confidence of the secretary of state, in whose name he or she will be speaking at interagency and White House meetings
* Sensitivity to and respect for foreign cultures and history
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| Competencies | * Excellent negotiation skills
* Ability to work under high pressure
* Ability to work long hours
* Energy for frequent amount of travel
* Stamina to study issues prior to myriad meetings
* Strong public speaker able to articulate administration positions clearly
* Excellent leadership skills
* Strong communication and interpersonal skills
* Strong administrative capabilities
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| **PAST APPOINTEES** |
| Catherine A. Novelli (2014 to 2017): Vice President, Worldwide Government Affairs, Apple, Inc.; Assistant U.S. Trade Representative for Europe & the Mediterranean; Deputy Assistant U.S. Trade Representative for Central and Eastern Europe and Eurasia[[4]](#endnote-4) |
| Robert D. Hormats (2009 to 2013): U.S. Alternate Governor, African Development Fund, Undersecretary for International Affairs, Department of the Treasury; U.S. Alternative Governor, Office of the Executive Director to the African Development Bank, Undersecretary for International Affairs Department of the Treasury; U.S. Alternate Governor, Office of the Executive Director to the Asian Development Bank, Department of the Treasury[[5]](#endnote-5) |
| Reuben Jeffrey III (2007 to 2009): Managing Director and Managing Partner, Goldman Sachs Paris Inc.; Firm Leader, European Financial Institutions Group, Goldman Sachs; Banking and Securities Lawyer and Corporate Attorney, Davis Polk & Wardwell LLP[[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. OPM [↑](#endnote-ref-3)
4. https://2009-2017.state.gov/r/pa/ei/biog/223070.htm [↑](#endnote-ref-4)
5. Leadership Directories [↑](#endnote-ref-5)
6. http://www.bloomberg.com/research/stocks/private/person.asp?personId=762595&privcapId=1082551 [↑](#endnote-ref-6)