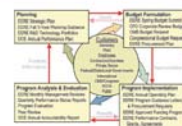




Appendix F

Model Position Description for Deputy Assistant Secretary for the Office of Technology Development



Deputy Assistant Secretary, Office of Technology Development
Office of Energy Efficiency and Renewable Energy

Introduction

The Office of Technology Development provides effective program management leadership for all of the Office of Energy Efficiency and Renewable Energy's (EERE) energy efficiency and renewable energy programs. The Office of Technology Development is led by two Deputy Assistant Secretaries: The Deputy Assistant Secretary for Renewable Energy; and, the Deputy Assistant Secretary for Energy Efficiency. The two Deputy Assistant Secretaries are supported by 10 program offices, one for each EERE program—Solar Energy Technology; Wind and Hydropower Technologies; Geothermal Technologies; Biomass; Industrial Technologies; Vehicle Technologies; Hydrogen, Fuel Cells, and Infrastructure Technologies; Building Technologies; Weatherization and Intergovernmental; and the Federal Energy Management Program. Efforts to accomplish this mission are aligned with the National Energy Policy, the Department of Energy's Strategic Plan, EERE's Strategic Plan, and congressional appropriations.

Major Duties

1. Manages and directs the formulation and implementation of the U.S. Department of Energy (DOE) policies and programs related to the development of energy efficiency and renewable energy technologies. In this effort, manages and directs the work of the highly qualified technical and scientific Program Managers.
2. Directs development of technical content for annual Presidential budget requests for energy efficiency and renewable energy technologies.
3. Represents the Assistant Secretary within and outside DOE, and assists in the administration of all energy efficiency and renewable energy program technologies activities, ensuring implementation and adherence to program policies.

4. Represents DOE and EERE as a senior scientific and management official in meetings with representatives of domestic and foreign governments concerning joint technology programs; and negotiates arrangements pertaining to program logic, pace, and funding.
5. Directs the identification, analysis, and development of technical programs, ensuring that program plans meet the technical needs of the nation and are complementary to private industry research and development activities.
6. Manages special highly scientific, technical, and institutional studies and analyses involving senior scientific, technical, and managerial representatives from the private sector; and advises the Assistant Secretary of the findings along with associated recommendations.
7. Works collaboratively with appropriate EERE elements to improve and implement planning, budgeting, and evaluation processes; and management and information systems. Interacts with senior DOE officials and staff to identify, analyze, and resolve technical, institutional, environmental, public, and managerial issues impacting the office's programs.
8. Ensures the integration and coordination of activities among the programs and other relevant DOE offices and federal agencies.

Supervisory Controls

The Deputy Assistant Secretaries for Technology Development report to the Principal Deputy Assistant Secretary for EERE. The incumbent has full authority to develop, implement, and administer assigned programs within the framework of agency policy, mission objectives, and time and funding limitations. Due to the incumbent's scientific training and technical expertise, work is reviewed in terms of the effectiveness of the EERE programs to deliver their planned goals and milestones and anticipated benefits.