United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET	1. DUTY LOCATION ARLINGTON, VIRGINIA	2. POSITION NUMBER DCO 54008

3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position: Professional Work in the Physical Science Group, GS-1300 HRCD-4 Dec 1997

	b. Title	c. Service	d. Series	e. Grade	f. CLC
Official Allocation	Chemist	BS	1320	13	001
4. SUPERVISOR'S RECOMMENDATION	CHEMIST	GS	1320	13	

5. ORGANIZATIONAL TITLE OF POSITION (if any)

6. NAME OF EMPLOYEE: AMER AL-MUDALLAL

7. ORGANIZATION (give complete organizational breakdown)

a. U. S. ENVIRONMENTAL PROTECTION AGENCY	e. Insecticide-Rodenticide Branch
b. AA Office of Prevention, Pesticides and Toxic Substances	f.
c. Office of Pesticide Programs	g.
d. Registration Division	h. Organizational Code 75055002

8. SUPERVISORY/MANAGERIAL DESIGNATION

- ☐ [S] First or Second level supervisor: An individual who performs supervisory work and managerial responsibilities that require accomplishment of work through combined technical and administrative direction of others and meets the requirements for coverage as described in the General Schedule Supervisory Guide.
- ☐ [A] An individual (as defined in Section 7103(a)(10) of Title V of the U.S. Code) who is authorized to hire, direct, assign, promote, reward, transfer, lay off, suspend, discipline, or remove one or more employees, or effectively recommend such action. The exercise of this responsibility is not routine or clerical in nature, but requires the consistent exercise of independent judgment.
- ☐ [M] A manager who directs the work of an organization; is accountable for the success of line or staff programs; monitors, evaluates, and adjusts program activities; and performs the full range of duties outlined in the General Schedule Supervisory Guide. May also include deputies who fully share responsibility for managing the organization or who serve as an alter ego to the manager.
- ☐ [B] A management official (as defined in Section 7103(a)(11) of Title V of the U.S. Code) who formulates, determines or influences an organization's policies. This means creating, establishing, or prescribing general principles, plans, or courses of action for an organization; or bringing about a course of action for the organization. Management officials must actively participate in shaping the organization's policies not just interpret laws and regulations give resource information or recommendations or serve as experts or highly trained professionals who implement or interpret the organization's policies and plans.
- ☐ [T] "Team Leader" This position meets the requirements for coverage under Part II of the General Schedule Leader Grade Evaluation Guide.
- ☒ [N] None of the above applies. This is a non-supervisory/non-managerial position.

9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor		d. Typed Name and Title of Second-Level Supervisor	
Meredith Laws, Chief, IRB/RD/OPP/OPPTS		Lois Rossi, Director, RD/OPP/OPPTS	
b. Signature: Meredith L. Laws	c. Date: 7/30/07	e. Signature: Lois Rossi	f. Date: 7/30/07

10. OFFICIAL CLASSIFICATION CERTIFICATION

a.		b. Fair Labor Standards Act	c. Functional Code
☒ This position has no promotion potential.	☐ If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:	☐ Nonexempt ☒ Exempt	

d. Bargaining Unit Code	e. Check, if applicable:	f. Signature	g. Date
0014	☐ Medical Monitoring Required ☒ Extramural Resources Management Duties (0 % of time) ☐ This position is subject to random drug testing ( )	Lisa Madison	9-19-07

11. REMARKS STATEMENT OF DIFFERENCE:

EPA Form 3150-1(Rev 3/2006)

CHEMIST
GS-1320-13

INSECTICIDE-RODENTICIDE BRANCH
REGISTRATION DIVISION
OFFICE OF PESTICIDE PROGRAMS

I. INTRODUCTION

This position is located in the Registration Division of the Office of Pesticide Programs (OPP). The Registration Division (RD) is divided into branches and the Insecticide-Rodenticide Branch is subdivided into Product Management Teams.

The branch is responsible for the coordination of scientific reviews and the performance of the regulatory review of all applications for registration, amended registration, special local needs registrations, reregistration, and experimental use permits. The branch is functionally responsible for communicating with the pesticide industry and the general public on matters concerning pesticide registration and food and feed tolerances.

II. MAJOR DUTIES AND RESPONSIBILITIES

As a member of a Product Management team, the incumbent:

1. Provides overall technical advice and administrative oversight for particularly complex, highly controversial, and frequently precedent-setting regulatory decisions: (a) petitions for permissible tolerances of pesticide residues on raw agricultural products, processed foods, and food and feed additives, (b) applications for registration of pesticide products, (c) reregistration reviews initiated by the Agency, (d) experimental use permits and (e) applications for special State and local needs [24(c)] registrations. The incumbent reviews a major segment of the pesticide products handled by the Insecticide-Rodenticide Branch with cases involving situations often without having any clear-cut precedents. The incumbent processes cases from receipt to approval or denial with responsibility for assuring human safety and protection of environmental quality. In performing these reviews, the incumbent is required to apply a broad knowledge and understanding of the science of chemistry and related sciences in skillfully applying, adapting and modifying methods, procedures and techniques in solving the problems of registering a pesticide and or establishing tolerances. Decisions made have national and international impacts on the pesticide industry and product users.

2. Determines the need for and assists senior branch staff in meetings with registrants, industry representatives, scientific and legal representatives, and RD staff concerning administrative and technical aspects of pesticide registrations, reregistrations, and related activities. The incumbent resolves intricate coordination problems.

3. Participates in technical reviews and evaluations of data submitted in accordance with regulatory requirements. The incumbent reviews science data for adequacy and incorporation into health criteria documents, and position or science/policy papers and coordinates technical phases of risk assessment reviews with other agencies.

4. Drafts or directs the drafting of Federal Register Notices of petition actions and new use or new chemical applications and any other required notices.

5. Serves as chairperson for pre-application/petition and registration decision conferences with industry representative to establish labeling and data requirements for new chemicals, new uses and new products.

6. Assures that the team's work load reporting requirements are up-to-date and accurate as directed by the Team Leader.

7. Maintains the security of the confidential business information which is processed by the Product Management Team as required by Agency directives.

8. Assists in the training of the Product Reviewers on the team. Provides guidance in the performance of duties related to the specific chemicals assigned to the team.

9. Assists in the preparation of controlled correspondence in an accurate and timely manner in response to letters from private citizens, trade groups, industry, state, local and foreign governments, and Congress. Also, the incumbent handles phone calls regarding the status of chemical or questions on the EPA position regarding the chemical.

10. Reviews relevant policy papers developed by other OPP or EPA staff and provides appropriate suggestions for improvements. The incumbent suggests needed new policy statements or modifications to existing policies. The incumbent prepares briefing papers and fact sheets on assigned chemicals in response to senior management requests.

11. Performs other related duties as assigned.

III. SUPERVISORY CONTROLS

The incumbent serves as a member of a Product Management Team under a Team Leader (Product Manager) who provides guidance to facilitate decision-making and problem resolution to insure consistency with overall functions and responsibilities of the Branch. Appraisal of work accomplishments is conducted by the Branch Chief.

FACTOR STATEMENTS

Factor 1-8 Knowledge Required by the Position 1550 Points

Mastery of program principles, concepts, practices, methods, and techniques to apply new developments and theories to major problems not susceptible to treatment by accepted methods.

Expert knowledge of Federal, State, and local laws and regulations, documentation and reporting requirements, and lawmaking or rulemaking processes sufficient to make decisions or recommendations significantly changing, interpreting, or expanding important agency/national policies and programs.

Factor 2-4 Supervisory Controls 450 Points

The supervisor sets the overall assignment objectives, program emphasis, and resources available. The environmental protection specialist and supervisor, in consultation, develop the deadlines, projects, and work to be done. The incumbent is responsible for independently planning and carrying out important environmental protection programs or projects; determining the approach to be taken and the methods to be used; resolving most of the conflicts that arise; coordinating the work with others as necessary; and interpreting policy in terms of established objectives. The employee keeps the supervisor informed of progress, potentially controversial matters, and problems with far-reaching implications. Completed work is reviewed for conformance to overall requirements, compatibility with other work, and effectiveness in meeting objectives.

Factor 3-4 Guidelines 450 Points

Administrative policies and precedents, laws, regional or area directives, agency regulations, and scientific and technical references are usually applicable, but are stated in general terms. For example, operating guidance provides a broad overview of program goals and strategies as well as priorities, but does not detail how the identified priorities and activities will be accomplished. The incumbent uses initiative and resourcefulness in deviating from, refining, or extending traditional methods and practices, or in developing and recommending new or substantially modified methods, criteria, or policies.

Factor 4-5 Complexity 325 Points

The work includes a wide variety of duties requiring many different and unrelated processes and methods applied to a broad range of activities involving a industry, growers, and public interest groups or intensive analysis and problem solving in a program or functional area.

Decisions regarding what needs to be done depend on assessment of very complex, diverse circumstances that involve major areas of uncertainty in approach, methodology, or interpretation resulting from such elements as continuing program changes, technological developments, new or unconventional methods, unique or controversial aspects of environmental protection, or conflicting interests or ideas (as between operational or mission requirements and environmental requirements or between State needs and Federal needs).

The work requires devising new methods and techniques to produce effective results or implement advances in such areas as pollution prevention, resource allocation, risk assessment, or quality assurance; establishing criteria for administering or evaluating environmental programs; or developing policy guidance and procedural material for use by operating personnel.

Factor 5-4 Scope and Effect 225 Points

The purpose of the work is to plan and carry out a variety of important project or program activities. The work involves establishing criteria (e.g., developing guidance for agency activities); formulating projects; and assessing program effectiveness. Assignments typically involve problems that are particularly difficult, widespread, or persistent; or that are systemic in nature involving major systems or processes. The work directly influences the effectiveness and acceptability of total environmental protection program affecting a wide range of agency activities.

Factor 6-3 Personal Contacts 60 Points

The persons contacted include persons from outside the employing agency in a moderately unstructured setting. Typical of contacts at this level are those with persons in their capacities as contractors, company executives, consultants, grower group or their representative, representatives of Federal or State regulatory agencies, professional organizations, or organized or ad hoc public action groups. This level includes contacts with the senior managers of the employing agency or program officials.

Factor 7-3 Purpose of Contacts 120 Points

The purpose of contacts is to influence, motivate, or persuade persons or groups who must be approached skillfully to obtain the desired effect (e.g., negotiating compliance requirements or timetables; influencing or persuading agencies/companies to agree to use new or improved technologies about which there may be conflicting opinions; representing the office/agency, as a member of an institutional committee, on controversial licensing/permitting requests; justifying the feasibility and desirability of plans or proposals that significantly affect office and/or agency practices, such as corrective action).

Factor 8-1 Physical Demands 5 Points

The work is primarily sedentary, although some physical effort may be required, e.g., walking, standing, or carrying light items such as manuals or briefcases.

Factor 9-1 Work Environment 5 Points

The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, training rooms, and libraries. The work area is adequately lighted, heated, and ventilated.

Extramural Resources Management Duties Checklist

This checklist may be used to identify duties in managing contracts, grants, cooperative agreements, and interagency agreements. It is a tool for identifying duties to be added to position descriptions for positions requiring 25% or more of time on any combination of extramural resources management duties. The checklist may be used as an amendment to position descriptions for positions requiring less than 25% of time on these duties.

Employee Information

Name Amer Al-Mudallal

Position Number New PD

Title Chemist

Series/Grade GS 1320 - 13

Organization IRB/RD/OPP/OPPTS

Percentage of Time Spent on Extramural Resources Management

✓ This position has no extramural resources management responsibilities.

____ Total extramural resources management duties occupy less than 25% of time.

____ Total extramural resources management duties occupy 25% to 50% of time. These duties are indicated below and described in the position description.

____ Total extramural resources management duties occupy more than 50% of time. These duties are indicated below and described in the position description.

When this checklist is used as an amendment to a position description, the following signatures are required:

Supervisor=s Signature [signature] Date 8/29/07

Personnel Specialist=s Signature [signature] Date 9-19-07

Part 1. Contracts Management Duties

Pre-award:

____ Plans procurements
____ Estimates costs
____ Obtains funding commitments
____ Prepares procurement requests
____ Writes statements of work
____ Reviews statements of work
____ Processes unsolicited proposals
____ Responds to pre-award inquiries
____ Participates in pre-award conferences
____ Conducts technical evaluation of proposals
____ Participates in debriefing/protests
____ Other (list)

Post-award:

____ Prepares delivery orders
____ Reviews contractor work plans
____ Reviews contractor progress reports
____ Monitors government-furnished property
____ Monitors cost, management, and overall technical performance of contract after award
____ Monitors management and performance of delivery orders/work assignments after award
____ Defines scope of work for work assignments
____ Approves payment requests or ACH drawdowns
____ Manages cost-reimbursement contracts
____ Reviews invoices
____ Inspects and accepts deliverables
____ Other (list)

Close-out:

____ Writes reports on contractor performance, costs, and tasks performed
____ Reconciles payments with work performance
____ Closes out payments
____ Performs cost accounting
____ Provides assistance to Contracting Officer in settling claims
____ Other (list)

Percentage of Time Spent on Contracts Management: [ ] %

Part 2. Grants/Cooperative Agreements Duties

Pre-application/Application:

- ____ Prepares solicitation for proposals
- ____ Identifies potential grantees for areas of program emphasis
- ____ Makes initial determinations (whether project is procurement or assistance, whether agency has legal authority, whether applicant is eligible, whether funding is available, etc.)
- ____ Provides administrative information to applicants
- ____ Determines appropriateness of applicant=s workplan/activities/budget and compliance with regulations and guidelines and negotiates changes with applicant
- ____ Assists applicant in resolving issues in application
- ____ For cooperative agreement, determines substantial Federal involvement and develops a condition for agreement
- ____ Negotiates level of funding
- ____ Conducts site visits to evaluate program capability
- ____ Serves as resource to Selection Panel
- ____ Informs applicants of funding decisions
- ____ Other (list)

Award:

- ____ Prepares funding package, including Decision Memorandum
- ____ Obtains concurrences/approvals
- ____ Reviews/concurs in completed document
- ____ Establishes project file
- ____ Other (list)

Project Management/Administration:

- ____ Monitors recipient=s activities and progress
- ____ Reviews reports and deliverables and notifies recipient of comments
- ____ Provides technical assistance to recipients
- ____ Advises Grants Management Office of potential problems/issues
- ____ Participates in decision/actions to ensure successful project completion and in decisions to impose sanctions
- ____ Approves payments requests or ACH drawdowns
- ____ Reviews requests for modifications, additional funding, etc. and makes recommendations to Grants Management Office
- ____ Negotiates amendments
- ____ Reviews Cost/Price/Analysis for recipient contracts/change orders (Superfund only)
- ____ When necessary, recommends termination of the agreement
- ____ Resolves with Grants Management Office administrative and financial issues
- ____ Conducts periodic reviews to ensure compliance with agreement
- ____ Other (list)

Close-out:

- ____ Certifies deliverables were satisfactory and timely
- ____ Provides assistance to recipients and Grants Management Office to ensure timely closeout
- ____ Reconciles payment with work performed
- ____ Notifies recipient of close-out requirements
- ____ Obtains legal assistance if necessary to resolve incomplete close-out
- ____ If project is audited, responds to issues and ensures recipient complies with audit recommendations
- ____ Other (list)

Percentage of Time Spent on Grants/Cooperative Agreements Management: [ ] %

Part 3. Interagency Agreements Duties

Pre-Agreement:

- ____ Plans and negotiates work effort
- ____ Estimates costs
- ____ Obtains funding commitments
- ____ Prepares commitment notice
- ____ Writes or reviews scope of work
- ____ Responds to pre-agreement inquiries
- ____ Participates in pre-agreement conferences
- ____ Coordinates with appropriate staff in developing Independent Government Cost Estimates (IGEs)
- ____ Negotiates and ensures execution of Superfund State Contracts (Superfund only)
- ____ Performs technical evaluation of work plan and budget
- ____ Prepares funding package and obtains necessary concurrences
- ____ Other (list)

Project Management/Administration:

- ____ Reviews progress reports/financial r[illegible]ts
- ____ Monitors cost management and overall technical performance
- ____ Participates in decisions about project modification/termination
- ____ Conducts periodic review of Superfund State contracts payment receipts (Superfund only)
- ____ Inspects and accepts deliverables
- ____ Other (list)

Close-out:

- ____ Reviews final report
- ____ Decides on disbursement of equipment
- ____ Reconciles payments with work performed
- ____ Reviews Superfund State Contracts to ensure full reimbursement (Superfund only)
- ____ Certifies deliverables
- ____ Resolves close-out issues with Grants Management Office/other agency
- ____ Other (list)

Time Spent on Interagency Agreements Management: [ ] %