United States Environmental Protection Agency
POSITION DESCRIPTION COVERSHEET

1. DUTY LOCATION PORTLAND

2. POSITION NUMBER N00284

3. CLASSIFICATION ACTION a. Reference of Series and Date of Standards Used to Classify this Position: OPM PCS for GS-0028 Environmental Protection Specialist Series, TS-133, 3/95; b) OPM Primary Standard, TS-134, 7/95; TS-107, 8/61

	b. Title	c. Pay Plan	d. Series	e. Grade	f. CLC
Official Allocation	ENVIRONMENTAL PROTECTION SPECIALIST	GS	0028	14	
4. Supervisor's Recommendation					

5. ORGANIZATIONAL TITLE OF POSITION (if any)	**a. NAME OF EMPLOYEE**
7. ORGANIZATION (Give complete organizational breakdown)	c. DANIEL BROWN
a. U.S. ENVIRONMENTAL PROTECTION AGENCY	f.
b. OFFICE OF AIR AND WASTE	g.
c. IMMEDIATE OFFICE	h. Employing Office Location SEATTLE
d.	i. Organization Code

8. SUPERVISORY STATUS

- ☐ [3] **Supervisor or Manager.** Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards.
- ☐ [4] **Supervisor.** Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG.
- ☐ [5] **Management Official.** Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10).
- ☐ [6] **Lead** Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGEG) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system.
- ☐ [7] **Team Leader.** Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGEG.
- ☑ [8] **All Other Positions.** Position does not meet any of the above definitions. This is a non-supervisor/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	
Janis Hastings, Acting Director		Janis Hastings, Acting Director	
b. Signature: Janis Hastings	c. Date: 3/31/16	e. Signature: Janis Hastings	f. Date: 3/31/16

10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

a. Promotion Potential
☐ This position has no promotion potential ☐ If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade: _____

b. PSB Risk Designation	c. Financial Disclosure Form	d. "Identical, Additional" (IA) Allocation	e. FLSA Determination	f. Functional Classification Code
☑ 1 Low ☐ 2 Moderate ☐ 3 High Security Clearance Required: ☐ Yes ☐ No	☐ OGE-450 Required ☐ OGE-278 Required ☑ No financial disclosure forms required	This position ☑ may be IA'ed ☐ may not be IA'ed ☐ is limited to current incumbent	☑ NONEXEMPT ☐ EXEMPT* (*check exemption category) ☐ Administrative ☐ Professional ☐ Executive	00

g. Bargaining Unit Code	h. Check, if applicable:	i. Classifier's Signature	j. Date
1261	☐ Medical Monitoring Required ☑ Extramural Resources Management Duties (0 % of time) ☐ This position is subject to random drug testing (____)	[signature]	5/17/16

11. REMARKS

"Re-Organization"

EPA Form 3130-1 (Rev. 8/2009) Previous Versions are Obsolete

Environmental Protection Specialist
GS-0028-14
Clean Power and Transportation Lead

INTRODUCTION

The position serves as Region 10's Clean Power Plan team lead, the Diesel team lead, and as Region 10's senior advisor on emissions reduction and in the ports and goods movement sector. The position also provides senior policy support and leadership for other air program initiatives such as the International Airshed Strategy. The position is located in the Immediate Office of the Office of Air Waste (OAW), EPA, Region 10.

MAJOR DUTIES

Clean Power Plan Team Lead (50%)

The position leads the Region 10 Clean Power Plan (CPP) Team in providing policy, technical and administrative assistance to states, tribes and stakeholders on the development and implementation of programs and plans related to the EPA's Clean Power Plan. The position represents the Region in multi-stakeholder processes, and in internal and external meetings. Leads effort to respond to requests from Region 10 senior management, congressional offices, news media, top officials of state and local governments and private industry stakeholders with respect to implementing the CPP. The position assesses team workload, establishes priorities, sets overall program direction, and works with senior management to establish regional expertise in the U.S. electricity transmission system, technical and policy knowledge of energy efficiency (EE) and renewable energy (RE) systems, emission trading programs, and knowledge of design and operations at fossil-fired electrical generating units and communicate budget and resource needs.

Senior Advisor on Emissions Reduction in the Ports and Goods Movement Sector and Lead for the Region 10 Diesel Team (50%)

The position advises senior agency managers on the implementation, development and direction of measures and opportunities to address diesel and GHG emissions, especially in the ports and goods movement sector and via such mechanisms as the West Coast Collaborative (WCC), the Diesel Emissions Reduction Act, the National Clean Diesel Program and the National Sustainable Ports Initiative. The position co-leads, with Region 9, the overall policy and program direction, grant program accountability, and team efficacy for the WCC. Works with the executive leadership of Regions 10 and 9, OTAQ, other federal agencies, and many state and local agency partners to continually evaluate and refine priorities and policies, and to bring together state and local agency partners to evaluate and refine priorities and develop programs that further the goal of emissions reduction. Leads Region 10's Diesel Team and also efforts to address needs of and respond to requests from Region 10 senior management, congressional offices, news media, top officials of state and local governments and private industry stakeholders with respect to reducing diesel and GHG emissions, especially in the ports and goods movement sector.

Region 10
Office of Air and Waste
Immediate Office

Environmental Protection Specialist, GS-0028-14

INTRODUCTION

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stakeholders with respect to reducing diesel and GHG emissions, especially in the ports and goods movement sector.

Factor 1: Knowledge Required **Level 1-8 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 and applicable state and local laws, regulations, policies, and initiatives related to air emissions from the on-road and off-road sectors and to the reduction of diesel emissions and GHGs, sufficient to make decisions or recommendations significantly changing, interpreting, or expanding important agency and national policies and programs.

Mastery of specialized areas of environmental policy to originate concepts and effect new developments applicable to emerging functions of national magnitude and with long-term purposes.

Mastery of organizational goals consistent with Region 10's vision and mission to evaluate extensive, complex, and often conflicting information to make recommendations and/or decisions on appropriate courses of action.

Mastery of the principles, theories, and practices of air quality protection, diesel emissions reduction and GHG reduction to serve as an authority in extending existing approaches and applying new developments to investigate critical problems in the specialty area or in making decisions and recommendations which significantly change, interpret, or develop important public programs.

Knowledge and expertise in program planning, management and performance measurement, and implementation of regulations and programs. The employee is recognized as an authority by peers and policy makers within and outside EPA.

Knowledge of environmental concepts, principles, and practices, and ability to apply knowledge to issues at hand. Knowledge of Headquarters and Regional office policies, procedures, and guidance, as well as protocols for dealing with other agencies, industry, and the public.

Demonstrated ability to work cooperatively, and in a leadership capacity, with a variety of entities representing a broad range of interests. Demonstrated ability to organize work processes across many organization entities to produce a regional work product.

Demonstrated ability to work through highly visible, complex, and controversial issues and to articulate complex concepts in understandable terms to diverse audiences. Demonstrated ability to communicate effectively through written materials.

Demonstrated ability to manage and motivate special project teams.

Factor 2: Supervisory Controls **Level 2-4 650 Points**

The supervisor makes assignments in terms of broadly defined missions or functions and provides only administrative and policy direction. As a recognized authority in a program or functional area, the Clean Power and Transportation lead has complete responsibility and authority to plan, design, schedule, and carry out major programs, projects, studies, or other work independently. The incumbent typically exercises discretion and judgment in determining whether to broaden or narrow the scope of projects or studies.

Completed work is reviewed by management officials only for potential influence on broad agency policy and program goals, fulfillment of program objectives, or contribution to advancement of knowledge in the field, and is normally accepted without significant change. Recommendations for new projects or program objectives are usually evaluated for such considerations as availability of funds and other resources, broad program goals, or national priorities.

Factor 3: Guidelines **Level 3-4 650 Points**

Guidelines consist of broadly stated/nonspecific policy statements, statutes, court decisions, etc., that require extensive interpretation. The incumbent uses judgment and discretion in determining the intent, and in interpreting and revising existing policy and regulatory guidance for use by others within or outside of the employing agency (e.g. technical expert line managers, or contractors in other offices or agencies, state and local governments, or private industry). Reviews proposed policies and procedures that would significantly change the basic character of agency programs or the way it conducts its business with other agencies or with the public or private industry. Develops major program guidance for use by others at subordinate echelons in the organization.

Factor 4: Complexity **Level 4-5 325 Points**

The work is characterized by broad and intensive efforts involving several kinds of unprecedented problems, where the controlling theory and practices are largely undefined, or where the environmental methods and practices are in a state of development or are extensively affected by advances in technology.

Projects involve the full range of situations pertinent to the environmental program area of the position, requiring the development of new or refined methods and application of advanced technology. They may be of such scope and complexity that they require supportive related projects.

The incumbent's actions may alter or establish standard concepts, theories, objectives, or previously established practices or policies of national scope in the program area encompassed by the position, or may resolve previously unyielding problems.

Factor 5: Scope & Effect **Level 5-5 325 Points**

The incumbent serves as an expert or consultant to top-level managers within the organization and/or to a broad consortium of experts and special interest groups who are seeking critical evaluations on problems that require long-range solutions.

Actions and recommendations affect broad agency policies, programs, and legislative proposals, or have an equivalent effect on other environmentally oriented agencies and organizations on a continuing basis.

Factor 6: Personal Contacts **Level 6-3 60 Points**

Contacts are with Region 10, other regions and headquarters program officials several managerial levels above that of the incumbent in structured and unstructured settings. Contacts with persons from outside of the employing agency include community leaders, elected officials, or representatives of federal or state regulatory agencies, professional organizations, the news media, or organized or ad hoc public action groups.

Factor 7: Purpose of Contacts **Level 7-C 120 Points**

Contacts are for the purpose of collecting and exchanging information, providing consultation on problems, defending proposed approaches, negotiating settlement of differences, and resolving problem areas or controversies. Potential for fundamentally different perspectives on central issues requires greater initiative, skill and persistence in maintaining good working relationships.

Factor 8: Physical Demands **Level 8-1 5 Points**

The work is primarily sedentary, although some walking, bending, lifting may be required during field work.

Factor 9: Work Environment **Level 9-1 5 Points**

Work is generally performed in an office setti1 1g although some field visits may be necessary.

TOTAL POINTS: 3690

Extramural Resources Management Duties Checklist

This checklist must be used with all PDs to identify the percentage of time an employee is engaged in duties related to managing contracts, grants, cooperative agreements, and interagency agreements. For positions requiring performance of these duties for 25% or more of the employees time, in addition to this checklist, such duties must also be described in the body ***(major duties area)*** *of the PD.*

Employee Information

Name DANIEL BROWN

Position Number N0028H001

Title EPS

Series/Grade 0028/GS-14

Organization OAW

Percentage of Time Spent on Extramural Resources Management

____ This position has no extramural resources management responsibilities.

X 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 Ramona Allen Date 5/2/16

Personnel Specialist's Signature _____ Date _____

Part 1. Contracts Management Duties

Pre-award:

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

Post-award:

- ____ Prepares delivery orders
- X 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
- X Defines scope of work for work assignments
- ____ Approves payment requests of 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

5 %

Continued

Part 2. Grants/Cooperative Agreements Duties

Pre-application/Application:

- Prepares solicitation for proposals
- Identifies potential grantees for area 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
- X 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 decisions/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 close-out
- 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

5%

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 reports
- Monitors cost management and overall technical performance
- Participates in decisions about project modification/termination
- Conducts periodic review of Superfund State Contracts payments 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)

Percentage of Time Spent on Interagency Agreements Management:

%