United States Environmental Protection Agency **POSITION DESCRIPTION COVERSHEET**	**1. DUTY LOCATION** **Atlanta, GA**	**2. POSITION NUMBER** [redacted] (b) (6)

3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position

	b. Title	c. Pay Plan	d. Series	e. Grade	f. CLC
Official Allocation	Environmental Engineer	GS	0819	13	
4. Supervisor's Recommendation	**ENVIRONMENTAL ENGINEER**	**GS**	**819**	**13**	

5. ORGANIZATIONAL TITLE OF POSITION (if any)	**6. NAME OF EMPLOYEE** [redacted] (b) (6)
7. ORGANIZATION (Give complete organizational breakdown)	e.
a. **U.S. ENVIRONMENTAL PROTECTION AGENCY**	f.
b. **Region 4**	g. **HAZARDOUS WASTE ENFORCEMENT & COMPLIANCE SEC**
c. **RESOURCE CONSERVATION AND RESTORATION DIVISION (RCRD)**	h. Employing Office Location **Atlanta, GA**
ENFORCEMENT & COMPLIANCE BRANCH	i. Organization Code **TGAC0000**

8. SUPERVISORY STATUS

☐ [2] **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.

X [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**
[redacted] (b) (6)	

[redacted] 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

XThis 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 XNo 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	

g. Bargaining Unit Code	**h. Check, if applicable:**	**i. Classifier's Signature**	**j. Date**
	☐ Medical Monitoring Required ☐ Extramural Resources Management Duties (___% of time) ☐ This position is subject to random drug testing ( )	/s/ Michelle Brosseau /s/	06/24/15

11. REMARKS

Realignment 5/13/16

United States Environmental Protection Agency **POSITION DESCRIPTION COVERSHEET**	**1. DUTY LOCATION** **Atlanta, GA**	**2. POSITION NUMBER** [redacted] (b) (6)

3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position
JFS for Prof work in Bio Sci Nat Res Mgmt (09/05) JFS for Prof work in Eng + Arch Grp, GS-0800 (09/08) JFS for Prof work in Phys Sci Grp GS1300 (12/97)

	b. Title	c. Pay Plan	d. Series	e. Grade	f. CLC
Official Allocation	Environmental Engineer	GS	0819	13	001
4. Supervisor's Recommendation	**ENVIRONMENTAL ENGINEER/PHYSICAL SCIENTIST/LIFE SCIENTIST**	**GS**	**819/1301 401**	**13**	

5. ORGANIZATIONAL TITLE OF POSITION (if any)	**6. NAME OF EMPLOYEE** [redacted] (b) (6)
7. ORGANIZATION (Give complete organizational breakdown)	e.
a. **U.S. ENVIRONMENTAL PROTECTION AGENCY**	f.
b. **Region 4**	g. **ECB, IMMEDIATE OFFICE**
c. **RESOURCE CONSERVATION & RESTORATION DIVISION**	h. Employing Office Location **Atlanta, GA**
ENFORCEMENT & COMPLIANCE BRANCH	i. Organization Code **TGA00000**

8. SUPERVISORY STATUS

☐ [2] **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.

X [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.

[redacted] (b) (6)

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

XThis 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	42

g. Bargaining Unit Code	h. Check, if applicable:	i. Classifier's Signature	j. Date
1050	☐ Medical Monitoring Required ☒ Extramural Resources Management Duties (0 % of time) ☐ This position is subject to random drug testing ( )	Michelle J Brosseau	06/24/15

11. REMARKS standardized PD
Interdisciplinary position to be classified as follows depending on quals:
Environmental Engineer GS-819-13 Physical Scientist GS 1301 13 Life Scientist GS 401 13

EPA Form 3150-1 (Rev 8/2009) Previous Versions are Obsolete

RR-15-021

FPPS #:16 0031447

ENVIRONMENTAL ENGINEER/PHYSICAL SCIENTIST/LIFE SCIENTIST
GS-0819/1301/0401-13

POSITION SUMMARY:

As a Senior Enforcement Officer/Inspector you will:

- Conduct inspections and investigations of regulated facilities for compliance with applicable regulations, permits, or other federal requirements;
- Provide technical advice and information on significant analytical methods, sampling techniques, etc., related to specific program areas, functions, or activities;
- Serve as a technical expert in the development, negotiation and litigation of both civil and criminal enforcement matters;
- Plan, conduct and provide regulatory technical assistance on complex field sampling and analytical services, facility inspections and audits;
- Provide assistance to regional personnel, other federal, state, local agencies, tribes, industry representatives, and concerned public citizens on technical aspects of EPA laws and regulations.

MAJOR DUTIES AND RESPONSIBILITIES:

DUTY 1 — 25%

Conduct inspections and investigations of regulated facilities for compliance with applicable regulations, permits, or other federal requirements. Plan, conduct and provide technical expertise to extremely complex, single or multi-media, field sampling and analytical activities, facility inspections and audits, scientific programs and compliance assistance activities. Oversee or personally perform pre- and post-inspection duties such as gathering and evaluating information, reviewing facility records, and developing appropriate inspection plans in accordance with agency program policies and procedures. Plan, design and implement short- and long-term improvements to existing and proposed facilities. Prepare comprehensive reports documenting inspection findings, site observations, evidence collected, as well as the nature and extent of any non-compliance. Enter and track data through EPA's national and regional information systems in accordance with agency protocol. Target facilities or regulatory sectors for inspection and other enforcement related activities. Explore, evaluate, test and incorporate new applications and advances in technology resulting in improvements to the agency's plans for facilities. Determine whether facilities are in compliance with federal laws and regulations.

DUTY 2 — 25%

Provide technical advice and information on significant analytical methods, sampling techniques, etc., related to specific program areas, functions, or activities. Provide

expert advice as to the adequacy and accuracy of data, processes, and appropriateness of the request, and provide technical assistance where applicable. On behalf of the region, review and provide comments on new or revised program guidance, policy, and regulations to regional and headquarters decision makers that influence current and future enforcement programs within the agency. Prepare documents, briefing materials, and draft Federal Register notices to support proposed agency actions or decisions. Serve as authoritative consultant to state, local, or tribal officials, evaluate the effectiveness of program plans, and oversee the development of training.

DUTY 3 **20%**

Serve as a technical expert in the development, negotiation and litigation of both civil and criminal enforcement matters. Oversee preparation or personally prepare investigatory letters, notices of violation, position papers or other documents related to enforcement cases. Provide advice and leadership in settlement negotiations and represent the region on technically complex policy issues to corporate officers and representatives. Act as technical expert in civil settlement and litigation proceedings. Work with regional attorneys on enforcement actions, providing expert analysis and technical data for inclusion in administrative orders or consent decrees. Present expert oral or written testimony during public hearings, evidentiary hearings, court trials, and depositions.

DUTY 4 **20%**

Plan, conduct and provide regulatory technical assistance on complex field sampling and analytical services, facility inspections and audits. Oversee or personally plan, conduct and/or provide technical assistance to technically complex field sampling and analytical services, facility inspections or audits, and/or monitoring support for complex scientific programs/activities. Provide expert advice and leadership to state local, and/or tribal inspectors and enforcement officers on critically important and technically complex investigation/inspection activities and plans for EPA oversight of inspections. Observe and evaluate state, local, or tribal inspectors and review inspection reports. Explain, interprets and promulgate agency decisions and determinations. Lead mid-year and end-of-year program evaluations.

DUTY 5 **10%**

Provide assistance to regional personnel, other federal, state, local agencies, tribes, industry representatives, and concerned public citizens on technical aspects of EPA laws and regulations. Advise on, oversee, and direct the agency's planning and programmatic requirements for the inspection and investigation of regulated facilities. Provide regional expertise through advisory services and policy guidance on complex regulatory and enforcement issues. Review, analyze and modify plans, programs and implementing policies and guidance developed by state, local, or tribal governments to implement various provisions of state or federal environmental programs. Oversee the development of or

personally develop studies, analyze data, and prepare reports regarding state, local and tribal implementation of environmental protection programs. Disseminate scientific and technical information through oral briefings, written documents, workshops, conferences, seminars and/or public hearings often including concerned citizens from low-income and underserved communities. Serves as regional spokesperson and performs extensive public speaking at meetings and forums with regulated entities and the public.

Area of expertise or other related information:

RCRA-Subtitle C, and/or RCRA Subtitle I, and/or Oil Pollution Act, and/or TSCA-PCB. May perform state or program coordination duties.

RECRUITMENT KNOWLEDGES, SKILLS, AND ABILITIES (KSAs):

1) Skill in conducting field inspections, gathering evidence, and initiating enforcement actions;
2) Skill in written communication;
3) Knowledge of EPA laws, regulations, policies, and practices related to enforcement and compliance activities;
4) Ability to plan, conduct and provide technical assistance to complex field sampling for inspections or audits;
5) Skill in oral communication.

FACTOR LEVEL DESCRIPTIONS:

Factor 1 - Knowledge Required by the Position **Level 1-8 (1550 points)**

Mastery knowledge and skill in applying advanced theories, concepts, and principles of professional engineering, physical science or biological science sufficient to serve as a senior expert involving extremely complex work for which technical problems, methods, and/or data are incomplete, controversial, or uncertain.

Knowledge of a wide range of engineering, physical and/or biological science principles, and methods applicable to varied and complex problems, projects, or studies that include diverse environmental conditions; and varying environmental processes. Problems encountered demand skill sufficient to modify standard practices, adapt precedents, and make significant departures from existing approaches and techniques.

Expert knowledge of applicable environmental laws, regulations, statutes, enforcement/compliance policies and guidelines sufficient to serve as an authoritative consultant providing oversight, direction, and advisory services for the agency's enforcement program and conduct of technically complex inspections to ensure compliance with federal requirements, and advise on the need to devise new approaches, standards, and policies for enforcement.

Ability to modify standard practices, adapt precedents or establishes precedent by applying the latest technical developments to resolve problems for which accepted methods are not directly applicable and to review plans, designs, and specifications (prepared by others) for the improvement or alteration of existing facilities or the eventual construction of new facilities.

Factor 2 - Supervisory Controls **Level 2-4 (450 points)**

The supervisor establishes overall objectives and resources available. The supervisor and incumbent jointly develop projects, priorities and deadlines. The incumbent independently plans and carries out assignments, interprets policy, coordinates work with others, resolves most of the conflicts that arise and keeps the supervisor informed of far-reaching implications. Completed work is reviewed from an overall standpoint in terms of feasibility and effectiveness in meeting requirements.

Factor 3 - Guidelines **Level 3-4 (450 points)**

Technical, regulatory and policy guidelines are often broad and nonspecific. The incumbent uses resourcefulness and perception based on experienced judgment, to adapt or interpret general guidelines, to deviate from or extend traditional practices, methods, and techniques or to resolve situations where precedents are not available or not applicable. Judgment and originality are required to (a) correlate theoretical considerations of complex industrial issues, and (b) plan and initiate enforcement actions.

Factor 4 - Complexity **Level 4-5 (325 points)**

Work assignments consist of a variety of duties involving non-conventional and complex industrial facilities, often with limited data available as to the type and extent of human threat and environmental contamination. This typically involves resolution of controversial, critical and highly unusual engineering/science problems with potential to harm public health and the environment. Technical considerations involve the measurement and control of pollutants, and contain a combination of many complex features where issues and factors to be considered involve major areas of uncertainty in approach and methodology or interpretation and require judgment, creativity, and resourcefulness to correlate theoretical considerations in related engineering or science disciplines and devise, advise on, and negotiate engineering or scientific compromises. The inspection and enforcement processes are also complicated by interaction with state and local political officials and agencies on precedent-setting issues and application of the latest technological advancements resulting in presence of television and print media, and various community and special interest groups. Proposed solutions have highly visible political consequences. The employee serves as technical advisor in determining new approaches to difficult and extremely complex technical problems.

Factor 5 - Scope and Effect **Level 5-5 (325 points)**

The purpose of the position is to provide regional expertise and advice on the investigation, analysis, review, and application of new or revised methods for resolving technically difficult and controversial engineering and/or scientific problems or conditions. The employee provides expert advice to state, local, or tribal officials, industries, and EPA management on

potential impacts of toxic substances and other contaminants, alternative control technologies, and proper interpretation of EPA policies and guidelines.

Interpretations and recommendations of the employee directly affect other national programs, and further development and/or refinement of EPA policy through clarification or revision, and the integrity and adequacy of processes or facilities in large metropolitan areas and/or adjacent rural and urban communities affecting quality of life, public safety, and protection of the environment, and generate interest from federal, state, local officials, environmental groups, and citizens from low-income and underserved communities. Work results also affect the acceptance and understanding of the role, policy, and regulations of the agency and its regional offices.

Factors 6/7 - Personal Contacts/Purpose of Contacts Levels 3c (180 points)

Personal contacts include a wide range of professional and administrative personnel throughout the agency, at other federal agencies, in state and local governments, tribes, private industry, academia, environmental advocacy groups, public citizens (often from low-income and underserved communities), and in some cases the media and elected officials.

The purpose of contacts is to influence or negotiate with others who may be skeptical or uncooperative or whose interests differ from those of the program represented. Issues to be resolved are sensitive or controversial. Contacts are also undertaken to plan, coordinate, or advise on work efforts or resolve operating problems in dealings with others who are working toward mutual goals.

Factor 8 - Physical Demands Level 8-2 (20 points)

The work requires considerable walking, climbing, stooping, bending, and vision and hearing acuity during site inspections. The position requires the use of personal protective equipment such as hard hat, safety classes, steel-tipped work boots, coveralls, and respirator. During inspections, the employees may be required to carry equipment weighing up to 50 pounds or more.

Factor 9 - Work Environment Level 9-2 (20 points)

Work is both in an office and in remote field settings. While on site in the field, the employee may be exposed to unfavorable weather conditions and rough terrain. The work may involve regular and recurring exposure to moderate risks or discomforts that require special safety precautions, particularly where there is risk of exposure to toxic substances or other pollutants.

TOTAL POINTS: 3320
GS-13 Grade Range: 3155-3600

Position Risk Designation: XXX

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		**Percentage of Time Spent on Extramural Resources Management**	
Name		X	This position has no extramural resources management responsibilities.
Position Number	(b) (6) [redacted]		Total extramural resources management duties occupy less than 25% of time.
Title	ENVIRONMENTAL ENGINEER/PHYSICAL SCIENTIST/LIFE SCIENTIST		Total extramural resources management duties occupy 25% to 50% of time. These duties are indicated below and described in the position description.
Series/Grade	GS-819/1301/401-13		Total extramural resources management duties occupy more than 50% of time. These duties are indicated below and described in the position description.
	RCRD		
	ENFORCEMENT&COMPL. BR.		
	IMMEDIATE OFFICE		
Organization	TGA00000		

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

Supervisor's Signature	(b) (6) [redacted]
Personnel Specialist's Signature	Michelle J Boisseau — Date 6/24/15

Part 1. Contracts Management Duties

Pre-award:			Monitors management and performance of delivery orders/work assignments after award
	Plans Procurements		Defines scope of work for work assignments
	Estimates Costs		Approves payment requests of ACH drawdowns
	Obtains funding commitments		Manages cost-reimbursement contracts
	Prepares procurement requests		Reviews invoices
	Writes statements of work		Inspects and accepts deliverables
	Reviews statements of work		Other (list)
	Processes unsolicited proposals		
	Responds to pre-award inquiries		
	Participates in pre-award conferences		**Close-out:**
	Conducts technical evaluation of proposals		Writes reports on contractor performance, costs, and tasks performed
	Participates in debriefing/protests		Reconciles payments with work performance
	Other (lists)		Closes-out payments
			Performs cost accounting
Post-award:			Provides assistance to Contracting Officer in settling claims
	Prepares delivery orders		Other (list)
	Reviews contractor work plans		
	Reviews contractor progress reports		
	Monitors government-furnished property		**Percentage of Time Spent on Contracts Management**
	Monitors cost, management, and overall technical performance of contract after award		0 %

Continued

Part 2. Grants/Cooperative Agreements Duties

Advises Grants Management Office of potential

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
- 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 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

_____ %

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:

_____ %