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 *See remarks

	b. Title	c. Pay Plan	d. Series	e. Grade	f. CLC
Official Allocation	Environmental Engineer (OSC)	GS	0819	13	001
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)

a. U.S. ENVIRONMENTAL PROTECTION AGENCY

b.

c. SUPERFUND DIVISION

d. EMERGENCY RESPONSE & REMOVAL BRANCH

e. REMOVAL OPERATIONS SECTION

f.

g.

h. Employing Office Location

i. Organization Code ~~904945300~~ THDB0000

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.

☐ **[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 [redacted] (b) (6)

d. Typed Name and Title of Second Level Supervisor [redacted]

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	42

g. Bargaining Unit Code	h. Check, if applicable:	i. Classifier's Signature	j. Date
1050	☐ Medical Monitoring Required ☐ Extramural Resources Management Duties (<25% of time) ☐ This position is subject to random drug testing ( )	CHRIS HOSKINS	2-8-10

11. REMARKS The new PD coversheet is due to a realignment and update to org code and supervisory chain.

Prof Work in the Natural Resources Management and Biological Sciences Group 0400 September 2005
Prof Work in the Engineering and Architecture Group 0800 November 2008
Prof Work in the Physical Science Group, GS-1300 HRCD-4 December 1997

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

Interdisciplinary position - may be filled as a Life Scientist, GS-0401, Environmental Engineer, GS-0819 or Physical Scientist, GS-1301, depending on qualification of incumbent.

POSITION DESCRIPTION *(Please Read Instructions on the Back)*

1. [redacted] (b) (6)

2. Reason for Submission: ☐ Redescription ☑ New ☐ Reestablishment ☐ Other
Explanation *(Show any positions replaced)*

3. Service: ☐ Hdqtrs ☑ Field

4. Employing Office Location: Atlanta, GA

5. Duty Station: Atlanta, GA

6. OPM Certification No.

7. Fair Labor Standards Act: ☑ Exempt ☐ Nonexempt

8. Financial Statements Required: ☐ Executive Personnel Financial Disclosure ☐ Employment and Financial Interest

9. Subject to IA Action: ☐ Yes ☑ No

10. Position Status: ☑ Competitive ☐ Excepted *(Specify in Remarks)* ☐ SES (Gen.) ☐ SES (CR)

11. Position Is: ☐ Supervisory ☐ Managerial ☑ Neither

12. Sensitivity: ☐ 1–Non-Sensitive ☑ 3–Critical ☐ 2–Noncritical Sensitive ☐ 4–Special Sensitive

13. Competitive Level Code: 001

14. Agency Use

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. Office of Personnel Management						
b. Department, Agency or Establishment	Environmental Engineer (OSC)	GS	819	13	dk	2-18-2010
c. Second Level Review						
d. First Level Review						
e. Recommended by Supervisor or Initiating Office	Environmental Engineer	GS	819	13		

16. Organizational Title of Position *(if different from offical title)*
On-Scene Coordinator

17. [redacted] (b) (6) *(Specify)*

18. Department, Agency, or Establishment

a. First Subdivision: SUPERFUND DIVISION

b. Second Subdivision: Emergency Response and Removal Branch

c. Third Subdivision: Emergency Response Section

d. Fourth Subdivision: 90495400.4921

e. Fifth Subdivision

J. Employee Review-This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee *(optional)*

20. **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 Government functions for which I am responsible. This 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)

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.

Typed Name and Title of Official Taking Action: Chris Hoskins

Signature

Date: 2-18-2010

22. Position Classification Based in Accordance with Classification Standards Used in Assigning Grading Position: USOPM — US OPM JFS for Professional Work in the Engineering and Architecture Group, GS-0800, 11/2008 — Eng - 11/2008

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee *(optional)*										
b. Supervisor										
c. Classifier										

1. Remarks: FL. 42 FPL 13 BUS. COIZ

25. Description of Major Duties and Responsibilities *(See Attached)*

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OF 8 (Rev. 1-85)
U.S. Office of Personnel Management
FPM Chapter 295

HR

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

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

	b. Title	c. Service	d. Series	e. Grade	f. CLC
Official Allocation	Environmental Engineer (OSC)	GS	0819	13	100
4. SUPERVISOR'S RECOMMENDATION	ENVIRONMENTAL ENGINEER	GS	819	13	

5. ORGANIZATIONAL TITLE OF POSITION (if any)	6. NAME OF EMPLOYEE

7. ORGANIZATION (give complete organizational breakdown)

a. U.S. ENVIRONMENTAL PROTECTION AGENCY	e.
b. REGION 4	f.
c. SUPERFUND DIVISION	g. EMERGENCY RESPONSE SECTION
d. EMERGENCY RESPONSE AND REMOVAL BRANCH	h. Organization Code 90495400

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

(b) (6) [redacted]

a. ☒ This position has no promotion potential.	☐ If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:	b. Fair Labor Standards Act ☐ Nonexempt ☐ Exempt	c. Functional Code 94
d. Bargaining Unit Code 7777	e. Check, if applicable: ☐ Medical Monitoring Required ☐ Extramural Resources Management Duties (_____ % of time) ☑ This position is subject to random drug testing ( )	f. Signature Lynn Dumas	g. Date 12/7/06

11. REMARKS STATEMENT OF DIFFERENCE

Biologist/Environmental Engineer/Environmental Scientist
(On-Scene Coordinator)
GS-401/819/1301-13

INTRODUCTION

This position is located in the a Section in the Emergency Response and Removal Branch, Waste Management Division, U. S. EPA Region 4, Atlanta, Georgia. The incumbent serves as an On-Scene Coordinator responsible for responding to threats to public health and/or the environment pursuant to the National Oil and Hazardous Substances Pollution Contingency Plan (NCP) 40 Code of Federal Regulations (CFR) Part 300 with responsibility for emergency and removal response activities under the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), the Oil Pollution Act (OPA) and the Clean Water Act (CWA), Presidential Decisions Directives (PDD) and in accordance with appropriate laws, regulations, Executive Orders, as required. The incumbent has unique authorities/responsibilities within the federal government to both approve an action and procure necessary resources to implement a response to these actions.

The work of this position is multi-media in nature and the incumbent has responsibility for preventing, and/or mitigating the health and environmental hazards resulting from 1) sudden and unexpected or intentional releases or discharges of oil and hazardous substances, pollutants or contaminants, including releases of biological, chemical and radiological agents; and, 2) uncontrolled hazardous waste sites, either individually or as a team member. These pollutants can spread from a variety of sources such as industrial, manufacturing or storage facilities through the physical environment (i.e. land or water) into plant life, the food chain and people, if left unmitigated. Consequently, this is an interdisciplinary position which can be filled by an individual with a professional background in the life or physical sciences or in environmental engineering. In this capacity, the incumbent performs the following:

MAJOR DUTIES AND RESPONSIBILITIES

1. Responds on an emergency basis, applying expert knowledge of life science/ environmental engineering/environmental science in order to mitigate accidental or deliberate releases of hazardous materials. Provides direction on innovative or alternative treatment technologies and techniques to be used in the cleanup of hazardous materials. Many of these releases present an immediate, critical threat to public health through extreme exposure rates; on, and off-site migration; imminent fire/explosion threat; extreme threat or damage to environmentally sensitive areas and/or endangered species on sites which may be large or complicated by multi-media problems (e.g., air, groundwater, and surface water). These multi- media problems may transcend State or Regional boundaries, and potentially international boundaries, as well. Actions are carried out consistent with the NCP, CERCLA/SARA, Stafford Act, other standards and EPA guidelines.

2. Maintains 24-hour readiness for mobilization to an emergency, during specific time periods, as required. When dispatched, incumbent will mobilize to the scene of release and determine EPA's role in responding to the incident. The incumbent independently determines whether the action needed is emergency, time-critical, or non-time critical, by considering the probable direction, migration rate, nature, amount and location of the contamination, as well as the potential impact on human health and the environment.

3. Serves as the predesignated federal official for directing all response efforts at a spill of oil, hazardous substances, pollutants or contaminants, including intentional releases of biological, chemical and radiological agents. Independently determines whether the incident requires immediate action and if so, will exercise appropriate delegated authorities (including contracting/procurement authorities) which may include but are not limited to approving emergency Fund-lead actions; issuing verbal task orders and delivery orders; directing all federal, state, or private actions at oil discharges that pose or may pose a substantial threat to public health or welfare of the United States.

4. Under the Clean Water Act, independently makes determinations as to whether a response is necessary to mitigate impacts of an oil discharge. If response is warranted, the OSC directs the responsible party (RP) to begin remediation under applicable laws and regulations. If the RP efforts are inadequate the OSC initiates appropriate response actions and notifies the RP of potential liability for federal response costs. Provides assistance for enforcement actions, provides technical review and oversight of PRP activities, provides technical support for enforcement actions, and supports the USEPA Criminal Investigation Division (CID) and law enforcement officials with criminal investigation efforts, which may include counter-terrorism-related environmental incidents (performs a similar role with respect to CERCLA in duty #5.)

5. Under CERCLA, performs enforcement or enforcement-related duties, at both fund-lead and enforcement lead removal responses, which support other enforcement actions or future cost recovery. Assists in the preparation and negotiation of enforcement orders.

6. Serves as the duty officer, providing coverage for the 24-hour emergency response telephone, with responsibility for assessing the nature of the reported incident and deploying an OSC, as appropriate, for oil or hazardous substance spill reports received through the National Response Center (NRC); federal, state, or local response agencies; and independent sources within the region, as required. This includes providing preliminary advice to the reporting party, independently determining the appropriate level of response, and notifying and coordinating with federal and state Natural Resource Trustees regarding spill occurrences and site activities impacting natural resources.

7. Serves as a warranted Contracting Officer with contracting authority. Exercises procurement authority in accordance with the specific terms of the Delegation of Procurement Authority (DPA) from the EPA Office of Acquisition Management. Maintain certification through continuing education, as required by law. Incumbent may devote approximately 20% of time to contract management duties. Maintains certification of and uses warrant authorization to enter into delivery orders and contracts for the procurement of services necessary to implement removal responses including: verbal and written delivery orders; orders for services contracts; letter contracts with state and local governments; and notice to proceed procurements.

8. Develops a strategy, plan, and schedule for implementing a removal response and determines appropriate authorities. Identifies and characterizes the nature and extent of the release and selects the alternatives for treatment and/or disposal to mitigate the release. Manages and directs all on-site resources and activities involved with the removal process to ensure safe and expeditious completion of the work. Evaluates changing conditions and develops and implements approaches to effectively continue removal actions.

9. Secures site access and coordinates site activities with all involved parties, including site owners, potentially responsible parties (PRPs), other EPA programs, and federal, state, tribal and local agencies. Prepares and maintains the necessary documentation for the initiation, continuation, and completion of a removal response.

10. The incumbent is authorized to conduct official investigations and inspections pursuant to all federal laws administered by the US EPA. These may include compliance inspections as well as release investigations.

11. Reviews and analyzes scientific literature and confers with other government and industry experts, and other experts in the life sciences, engineering sciences or physical sciences in order to ascertain the technical implications of EPA decisions on hazardous waste, soil, sediment, and ground water issues. Integrates technical information from these sources into the analytical and decision-making process as part of determining innovative approaches to difficult site technical problems.

12. May serve as a primary Agency spokesperson for public meetings, press conferences. This involves

contact with the public, news media, regulated community, and other government agencies concerning the nature and status of removal responses. Responds to public, other agency and EPA Regional inquiries concerning assessment and cleanups at hazardous waste sites. Prepares and delivers presentations and briefings for conferences, public interest groups, industry and government. Acts as official EPA representative, addressing community concerns, facilitating public understanding and soliciting citizens comment regarding removal response-related issues which may be complicated by fear, mistrust or lack of cooperation on the part of the citizenry and which may result in high profile or hostile conditions, requiring tact and diplomacy on the part of the incumbent in representing the Regional viewpoint. Provides technical support and expert testimony in courts or other judicial bodies, such as administrative hearings, and gives depositions.

13. May participate in national and regional workgroups or task forces involved in examining ways of enhancing or improving the OSC functions, including readiness issues. Analyzes the issues involved or changes under consideration, and works with other group members to build consensus on recommendations and options for management consideration.

14. May be required to perform planning, prevention, and preparedness activities in accordance with appropriate Presidential Decision Directives (PDDs), laws, regulations, Executive Orders. This may include preparing for the health and environmental hazards resulting from intentional releases of biological, chemical and radiological agents or declarations made under the Stafford Act. These duties may also include providing or selecting response training for local, state, or federal response. Facilitates and leads the development of Regional, Area, and Sub-Area Contingency Plans (as required under the NCP 300.210) with representatives of state, local and tribal governments, as well as Canadian and Mexican representatives where necessary in Border areas. The OSC is delegated signature authority for approval of Area Contingency and Facility Response Plans. The incumbent plans and leads drills and exercises to test and improve the plan's effectiveness.

15. May be required to perform duties in response to man-made and natural disasters under the Federal Response Plan, including the preparation and planning of the response activities of Emergency Support Function (ESF) 10 activations, representation of EPA at the Regional Response Center (RRC), Disaster Field Office (DFO), and Regional Operations Center (ROC) during ESF-10 activations, and coordination with state responders. The incumbent may also take actions under the Federal Radiological Emergency Response Plan (FRERP) and other "non-traditional" emergency plans.

16. Performs other related duties as assigned.

CONDITIONS OF EMPLOYMENT

This position:

- is subject to random drug testing
- may require a high level security clearance
- is subject to medical monitoring
- requires the incumbent to be able to properly wear and use a respirator
- requires the employee to travel more than 10 days a month
- requires the annual filing of a financial disclosure form

Factor 1 Knowledge Required by the Position Level 1-8 1550 Points

The position requires mastery of the principles, theories, concepts and methodologies found in the life science, environmental engineering or physical science fields sufficient to apply new developments and experienced judgment, as a technical authority, to solve novel or obscure problems in the areas of environmental emergency response, uncontrolled hazardous waste site response and/or releases of chemicals or other hazardous

substances. This position requires a thorough knowledge of the various types of chemical contaminations and possible threats and effects on humans and the environment.

It requires the skill and ability to extend or modify existing techniques and develop new approaches for use by others in solving a variety of problems related in the area of emergency response. These knowledges, skills and abilities are employed in the design of field surveys and studies at uncontrolled hazardous waste sites and environmental emergencies in order to develop information necessary to determine the degree of risk or extent of contamination involved. The position requires the ability to perform environmental assessments at hazardous materials spills or incidents and to develop and conduct removal/remedial activities. This position also requires knowledge, abilities and skills to evaluate techniques and technologies for use at hazardous waste sites to assess the impacts of the hazardous releases and their impact on human health and the environment. The incumbent in this position requires a familiarity with the principles and theories found in related fields such as geology, hydrology, chemistry, and statistics.

The position requires knowledge of safety issues and problems and the ability to recognize and take steps to protect investigators from contamination of potentially hazardous materials.

The position requires training in the proper use of a variety of protective equipment, including self-contained breathing apparatus.

Incumbents of this position are also required to possess knowledge of contract negotiation and contract administration as required under the OSC Warrant Authority for scientific and labor services while conducting response actions.

Factor 2. Supervisory Controls Level 2-4 450 points

Incumbent receives general guidance as to timing, objectives and resources for the program from the supervisor. Assignments are usually broad in nature, and the incumbent has wide latitude in terms of responsibility for planning, designing and implementing solutions for site clean up and the alleviation of damage caused by hazardous substances. This includes the responsibility for planning the goals and objectives for a particular response site and for carrying them out, including the development of technical approaches and independently coordinating with other scientists, engineers, representatives of State, local or Tribal entities, and potentially responsible parties. The incumbent keeps supervisor informed of any major problems or controversial issues on site. Completed work is subject normally accepted as technically proficient, but is reviewed for conformance to EPA policy, regulations, site compliance standards, and efficiency and effectiveness of actions in the mitigation of threat to humans and the environment.

Factor 3 Guidelines Level 3-4 450 Points

Guidelines are in the form of Federal statutes and regulation (e.g., CWA, OPA, CERCLA, RCRA, and the Stafford Act) the National Priorities List, the National Oil and Hazardous Substances Pollution Contingency Plan; various Federal, State and local regulations; and EPA policies and standards, in addition to broad agency policy, and professional scientific and/or engineering training and experience. The employee also has access to EPA historical information on proven remedies for site clean up and reduction of environmental damage which may be of some use as precedents. However, these guidelines are often inadequate to meet the challenges involved at sites where standard methods cannot be used to correct the situation without precedent. In such instances, the incumbent must rely on personal experience, and judgment to adapt current practices or extend traditional methods to solve problems encountered.

Factor 4 Complexity Level 4-5 325 Points

Work assignments involve varied and complex technical duties, including problem analysis, often with limited data available as to the type and extent of human threat and environmental contamination. Performance of this work requires application of the theories, principles and practices of related fields of science such as chemistry, hydrology, biology and geology, which may be adapted to the development of solutions suitable to the variables associated with each unique response site and the coordination of removal and disposal of hazardous substances; and budgetary limitations regarding costly, necessary clean up activities. The clean up process is also complicated by interaction with State and local political officials and agencies, negotiations with potentially responsible parties and contractors, the presence of television and print media, and various community and special interest groups.

Factor 5 Scope and Effect Level 5-4 225 Points

The purpose of the position is to develop and implement practical and effective solutions for the protection of human health and the environment, the clean up of contaminated sites, the removal of hazardous materials, and mitigation or damage to the environment within the Region. The employee provides advice on physical, environmental or engineering aspects of studies and investigations on human health risk by identifying, quantifying the nature of the incident, along with guidance and coordination for contractors and potentially responsible parties.

The work of the position affects and facilitates the work of entities contracted to test and clean up a site, potentially responsible parties, and the Region in which this position is located. The work helps to ensure that Federal, State and local laws are upheld; that the work is in compliance with Federal regulations; that the site sustains no further damage; and, that the damage does not spread to other environments.

Factor 6 Personal Contacts Level 6-3 60 Points

Personal contacts are with scientific, technical and engineering personnel, officials of Agency Headquarters and Regional offices, officials and professionals of other Federal, State and local agencies, industry representatives, members of congressional committees, and fellow members of national societies and special interest groups.

Factor 7 Purpose Contacts Level 7-3 120 Points

In addition to exchanging factual information, the purposes of these contacts are to discuss methodological problems and potential solutions, explain the data obtained; persuade, influence or motivate individuals who generally have conflicting opinions; and to ensure that contractor work is following the agreed upon work plan. The incumbent's approach must be tactful, skillful and directed toward establishing a cooperative atmosphere conductive to open communication and to the expression and acceptance of plans and decisions, in order to ensure compliance with Federal, State, and local laws and with negotiated agreements.

Factor 8 Physical Demands Level 8-2 20 Points

The work requires overnight travel, extended work shifts (e.g. 12 to 18 hours, or more) during major emergency response or removal operations. The work requires a large amount of walking, climbing, running, bending, stooping, and the employee may be required to perform such physical activities while wearing a variety of protective clothing which can include respiratory protection or self-contained breathing apparatus

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

Justification/Reason The Emergency Response and Removal Branch, Superfund Division requires the realignment of an Environmental Scientist (On-Scene Coordinator) to maintain a 24-hour/365 day emergency response rotation to provide the citizens and the environment of federal Region IV with the highest degree of protection from effects of oil and hazardous substance spills. Emergency response is the highest priority of the Emergency Response and Removal Branch, therefore, a dedicated emergency response rotation is located in the Emergency Response Section. The emergency response rotation consists of 8 highly qualified and motivated OSCs to respond to emergencies and perform telephone duty. To ensure all R4 OSCs meet the requirements of their position, OSCs are transferred on and off the emergency response rotation every 32 weeks. Rotating OSCs onto the emergency response rotations enhances their career development and ensures R4 OSCs are fully prepared to respond to emergencies and serve as the predesignated federal official for directing all response efforts at a spill of oil, hazardous substances, pollutants or contaminants, including intentional releases of biological, chemical and radiological agents. The type of appointment, position, grade, salary, agency code and personnel office identifier of employee remain unchanged.

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	[redacted] (b) (6)		This position has no extramural resources management responsibilities.
Position Number	[redacted] (b) (6)	✓	Total extramural resources management duties occupy less than 25% of time.
Title	Environmental Engineer (OSC)		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-1301/13		Total extramural resources management duties occupy more than 50% of time. These duties are indicated below and described in the position description.
Organization	Superfund Division		

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

Supervisor's Signature [redacted] (b) (6)

Personnel Specialist's Signature Debi Thor **Date** 8/5/10

Part 1. Contracts Management Duties

Pre-award:

- ✓ Plans Procurements
- ✓ Estimates Costs
- ✓ Obtains funding committments
- ✓ 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 (lists)

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 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 20 %

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
- 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

Ø %

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:

Ø %