United States Environmental Protection Agency **POSITION DESCRIPTION COVERSHEET**	1. DUTY LOCATION	2. POSITION NUMBER (b) (6)

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	Supvy Environmental Engineer	GS	0819	14	300
4. SUPERVISOR'S RECOMMENDATION	Supervisory Environmental Engineer	GS	0819	14	

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

7. ORGANIZATION (give complete organizational breakdown)

a. U.S. ENVIRONMENTAL PROTECTION AGENCY	e.
b. REGION 4	f. Superfund Removal Enforcement & Infor. Mgmt. Section
c. SUPERFUND DIVISION	g.
d. Superfund Enforcement & Info. Management Branch	h. Organization Code THDC0000

8. SUPERVISORY/MANAGERIAL DESIGNATION

- [x] [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
(b) (6)	

10. OFFICIAL CLASSIFICATION CERTIFICATION

a.	b.	c.
[x] 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 [x] Exempt	c. Functional Code 00

d. Bargaining Unit Code	e. Check, if applicable:	f. Signature	g. Date
8888	[ ] Medical Monitoring Required [ ] Extramural Resources Management Duties (_____ % of time) [ ] This position is subject to random drug testing ( )	Jena W Mphail	11/20/08

11. REMARKS STATEMENT OF DIFFERENCE

United States Environmental Protection Agency, Atlanta GA, 30365 POSITION DESCRIPTION COVERSHEET	1. Duty Location Atlanta GA	2. Position Number

3. Classification Action

Reference of Series and Date of Standards Used to Classify This Position GSSG, GS-819; OPM 1300 FJS; GS-401

	b. Title	c. Service	d. Series	e. Grade	f. CLC
Official Allocation	Supervisory Life Scientist/ Environmental Engineer/Environmental Scientist	GS	0401 819/1301	14	300
4. Supervisor's Recommendation	SUPERVISORY ENGINEER/SCIENTIST/LIFE SCIENTIST	GS	819/1301 401	14	

5. Organizational Title of Position (if any) [redacted] (b) (6)

7. Organization (give complete organizational breakdown)

a. U. S. ENVIRONMENTAL PROTECTION AGENCY	e.
b. REGION 4	f.
c. WASTE MANAGEMENT DIVISION	g.
d. SUPERFUND ENFORCEMENT & INFORMATION MGT. BRANCH	h. EPAYS Organization Code 90455500

8. Managerial Designation

X S First or second level supervisor of 3 or more employees engaged in substantive professional, technical or administrative work. Duties include assigning, directing and reviewing work evaluating performance recommending personnel actions, training and developing employees, etc.	__ A An individual (as defined by Title VII of the Civil Service Reform Act) 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 by Title VII of the Civil Service Reform Act) 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.

__ N None of the above applies. This is a non-managerial position.

9. 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 regulation.

[redacted] (b) (6)

10. Official Classification Certification

a. X 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 X Exempt
Signature of Classification Official Jena W McPhail	Date 9/29/03	d. Bargaining Unit Code 8888 / e. Functional Code 94

11. Remarks: STATEMENT OF DIFFERENCES:

WP5.1 Version of EPA Form 3150-1

Supervisory Environmental Engineer Scientist/Life Scientist
GS-0819/1301/0401-14

Introduction:

The position serves as the Section Chief of the Superfund Enforcement and Records Management Section, Superfund Enforcement and Information Management Branch, Waste Management Division, Region 4, Atlanta, Georgia. The work of the section is complex in nature and the supervisor is responsible for providing technical direction and guidance to a multi-disciplinary staff comprised of highly skilled professional, technical, administrative employees. 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.

Major Duties and Responsibilities:

Responsible for the daily administrative and technical management of the Section. Provides oversight in the planning, direction, and coordination of all Section functions. Formulates and develops work plans in conjunction with program officials in the other Sections in the Branch and with other Branches in the Division. Anticipates needs, requirements, problems, developments, and trends so that new programs and strategies can be planned and integrated into the total regional program. Represents the Division and/or the Region in highly visible and controversial discussion with a diverse public. Facilitates and maintains effective communication with state directors of environmental programs.

Manages, directs, and provides technical guidance to a multi-disciplinary staff responsible for PRP searches, administrative cost recovery actions, technical support to the Department of Justice, the development of judicial cost recovery and enforcement actions, preparation of information requests letters, subpoena, notice letters, demand letters, and the billing and collection of Agency oversight costs. The Section is responsible for pre-medial remedial and removal enforcement activities. This entails (1) determination of appropriate made of response to maximize use of fund and PRP resources while abating environmental/health threats; (2) development of cost recovery actions needed to assure appropriate recovery of fund financed actions from PRPs; (3) technical support for cost recovery actions; (4) coordination and development of information request, notice, demand and settlement offer letters; (5) liaison and coordination with Headquarters staff to establish effective management controls and to develop or interpret policy and guidance relevant to this area of program activities; (6) tasking and supervision of various contractors for cost recovery case development or support; (7) response to requests for information or data pertaining to areas of program activity: (8) participation in meetings relating to conduct of mitigation activity through early compliance actions; and (9) preparation of memorandum documenting decisions not to pursue cost recovery reports and documentation.

This Section is also responsible for civil investigations related to PRP searches, classification of sites as either fund or enforcement lead; identification and evaluation of PRPs, tasking and supervision of various contractors for PRP searches and conduction of civil investigations directed toward identification of PRPs or development of enforcement actions. The section is also responsible for preparation of financial analysis, interest calculations, cost documentation packages, providing SCORES and MARS summary reports. The Section is also responsible for implementing CERCLA settlements utilizing Agency policy of ability to pay allocation and orphan share determination, de minimis settlements, and prospective purchases agreements.

This Section has sole responsibility for (1) establishing and maintaining a comprehensive, automated consolidated records management system to document information on each Superfund site in the inventory. This system provides the official Administrative Record required by the Act and includes records from all program and legal staff involved in performance of work associated with a particular site; (2) responding to appropriate request for information on data, for both internal or Freedom of Information Act request; (3) coordinates the Division's computer hardware and software acquisitions, Web page process, imaging operations and interaction with the Region Information management Branch and national workgroups on the Regional policies and guidance.

Advises the Branch Chief on policy or programmatic issues and their potential impact for programs delegated to the Section. Considers the provisions of governing legislation, promulgated agency regulations, programming documents, and policy guidelines; plans for the accomplishment of the Section's activities. Develops or directs the development of planning and procedural guidelines to be followed by subordinates in carrying out assigned functions.

Performs personnel management functions such as assignment and review of work; approval of leave; identification of training needs and evaluation; recommendation of incentives such as promotions, performance, and honorary awards; initiation of disciplinary actions as required; initiation of personnel actions for new appointments, promotions, reassignments, and details or temporary assignments within the Section to facilitate shifting workloads or program emphasis; and keeping employees apprized of management and personnel policies. Interviews candidates for positions and makes selections. Hears and resolves complaints from employees.

Establishes performance standards and reviews and evaluates performance of individual staff and teams in achieving the program objectives, environmental goals, and consistency with Agency and regional policies.

Makes recommendations and decision on the resource needs of the program including providing information and recommendations necessary for the development of budget documents and work plans. Determines goals and objectives that need additional emphasis, determines the best approach or solution for resolving budget shortages and plans for long range staffing needs. Frequent travel is required and working in harsh field environments is common.

Performs other duties as assigned.

Factor 1: Program Scope and Effect - Level 1-3 550 points

The incumbent oversees the Section's programs which encompass all or a large portion of the southeastern United States (Region 4). The portions of major programs performed within the Section are of a complex nature, significantly impacting the conduct of Branch, Division, and Regional Agency business with other Federal, State, and local governments and municipalities, and segments of the regulated community and the general population within the Region.

Factor 2: Organizational Setting - Level 2-2 250 points

The incumbent reports directly to the Branch Chief, who is one level below the SES, or equivalent, Division Director.

Factor 3: Suprv. & Managerial Authority Exercised - Level 3-2 450 points

The Section Chief exercises supervision to accomplish Section work plans, goals and objectives, and regulatory requirements. Incumbent plans work to be accomplished by subordinates and sets and adjusts priorities. See MAJOR DUTIES for more detail.

Factor 4: Personal Contacts

Subfactor A - Nature of Contacts - Level 4A-4 100 points

Personal contacts include high level officials within and outside the Division and Region and in EPA Headquarters; high level officials of other Federal, State, and local agencies; key representatives in private industry; engineering and environmental consultants; and officials in National, State, and local environmental or public action groups. Such contacts may involve telephone or personal contact, small group meetings, and public meetings or presentations.

Subfactor B - Purpose of Contacts - Level 4B-3 100 points

The purpose of contacts is to justify, defend, or negotiate in representing the programs of the Section, in obtaining or committing resources, and in gaining compliance with established policies and/or regulations. Contacts often involve active participation in conferences, meetings, hearings, or presentations involving problems or issues of considerable consequence or importance to the Section's functions.

Factor 5: Difficulty of typical Work Directed - Level 5-7 930 points

The incumbent will supervise an interdisciplinary professional and support staff, where the base level of work is equal to the GS-12 level.

Factor 6: Other Conditions - Level 6-5 **1225 points**

The incumbent is responsible for identifying and integrating significant internal and external program and policy issues affecting the overall organization, such as those involving technical, financial, organizational, and administrative factors. The incumbent will also ensure the consistency of team's and/or program manager's work with EPA regulations, law, policy, and guidance, by reviewing and approving the substance of reports, decisions, case documents, contracts, or other action documents.

Total Points = 3605 = GS-14

POSITION DESCRIPTION AMENDMENT

[redacted] (b) (6)	ORGANIZATION LOCATION OF POSITION SD / SEIMB		
POSITION TITLE SUPERFUND ENFORCEMENT AND INFORMATION MANAGEMENT SECTION CHIEF	SERIES GS-0819-	GRADE 14	POSITION NUMBER
AMENDMENT			

COOP ESSENTIAL POSITION

This position is designated as an **"essential position"** under the US Environmental Protection Agency Region 4 Continuity of Operations Plan (COOP).

In the event of an emergency or other situation resulting in implementation of the COOP, the incumbent of this position is required to carry out work assignments identified as vital business functions (essential functions) necessary for the continued success of the organization and/or to minimize the potential for the organization to suffer serious legal, financial, goodwill, or other significant losses or penalties.

Essential function(s) must operate continuously or sustain only brief interruptions. Accordingly, within twelve (12) hours of COOP activation the incumbent of this position is required to report to the designated COOP business location at the EPA SESD Facility at Athens, GA (or alternate location as determined and designated by management).

In addition to performing specific essential work functions, the incumbent of this position is required to:

Share his/her expertise as active member of, or advisor to, the COOP planning team.
Familiarize him/herself with the COOP plan and his/her role in it.
Participate in COOP tests, training exercises, and after-action reporting sessions.
Maintain readiness to report in event of COOP activation.
Ensure his/her family's safety and security in the event of COOP activation.

CLASSIFIER'S SIGNATURE	DATE	SUPERVISOR'S SIGNATURE	DATE
Lynn Dumas	11/21/06	Rosalind Brown	11-7-06

EPA Form 3150-5 (9-73)