United States Environmental Protection Agency
POSITION DESCRIPTION COVERSHEET

1. DUTY LOCATION Washington, DC

2. POSITION NUMBER EPES17019

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	Assistant Deputy Administrator	ES	0340	00	
4. Supervisor's Recommendation	Assistant Deputy Administrator	ES	0340	00	

5. ORGANIZATIONAL TITLE OF POSITION (if any)

6. NAME OF EMPLOYEE Henry Darwin

7. ORGANIZATION (Give complete organizational breakdown)

a. U.S. ENVIRONMENTAL PROTECTION AGENCY

b. Office of the Administrator

c. Immediate Office

d.

e.

f.

g.

h. Employing Office Location Washington, DC

i. Organization Code A0000000

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		d. Typed Name and Title of Second-Level Supervisor	
Ryan T. Jackson, Chief of Staff		E. Scott Pruitt, Administrator	
b. Signature	c. Date	e. Signature	f. Date
	5/18/17		5/18/17

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	

g. Bargaining Unit Code	h. Check, if applicable:	i. Classifier's Signature	j. Date
888	☐ Medical Monitoring Required ☐ Extramural Resources Management Duties (____% of time) ☐ This position is subject to random drug testing (____)		05/22/17

11. REMARKS

Top Secret

INSTRUCTIONS

I. ITEMS

1) DUTY LOCATION: Show the geographical location of the position, e.g., Washington D.C., New York, NY, etc.

2) POSITION NUMBER: To be completed by Human Resources Office or Shared Service Center.

3) CLASSIFICATION ACTION: To be completed by Human Resources Office or Shared Service Center.

4) SUPERVISOR'S RECOMMENDATION: Show the title service (GS, WG, etc) series and grade recommended by the supervisor.

5) ORGANIZATIONAL TITLE: Indicate the organizational title of the position if any, e.g., Division Director, Team Leader, etc.

6) NAME: Name of Employee. If vacant, indicate "vacancy."

7) ORGANIZATION: Show the organizational designation of the position starting with the first subdivision under the EPA. Indicate the official organizational code for the lowest approved organization.

8) SUPERVISORY/MANAGERIAL DESIGNATION: To be completed by immediate supervisor.

9) SUPERVISORY CERTIFICATION: To be certified by the first and second line supervisors who are delegated the responsibility for assigning and reviewing work. Reference appropriate delegations, manuals, and guidelines for limitations on signatory authority. Approval by second line supervisors is not required if the immediate supervisor is an Assistant Administrator, Regional Administrator or Laboratory Director. Signing the position description is an important responsibility; any intentional false or misleading statement in this description or willful misrepresentation thereto is a violation of the law punishable by a fine of not more than $10,000 or imprisonment of not more than 5 years, or both (18 U.S.C. 1001).

10) OFFICIAL CLASSIFICATION CERTIFICATION: To be completed by Human Resources Office or Shared Service Center.

11) REMARKS: To be completed by Human Resources Office or Shared Service Center.

II. ADDITIONAL INSTRUCTIONS

Type the duties and responsibilities of this position on plain bond paper and attach to this form.

For specific instructions on how to complete this form, please contact your Human Resources Office or Shared Service Center.

III. DISTRIBUTION

Original to official position description file in the Human Resources Office.
Copy to Official Personnel Folder (OPF)
Copy to Employee

SUPERVISORY CONTROLS

Receives broad general direction and policy guidance from the Administrator. Within this framework, incumbent is allowed wide latitude in the exercise of initiative and judgment in performing assigned duties in a highly independent manner. Work is subject to review only for attainment of overall objectives and compliance with broad policies.

MAJOR DUTIES AND RESPONSIBILITES

1. The incumbent serves as Assistant Deputy Administrator. The principal role of the Assistant Deputy Administrator will be to work with the Administrator, Deputy Administrator and with the Agency's management team to develop and implement the Agency's overall agenda, including coordination of key Agency-wide initiatives and management of the rulemaking process.

2. The Assistant Deputy Administrator manages assigned high-profile regulatory and policy initiatives, accessing program office and regional cooperation and resources as needed.

3. Serves as an advisor to the Administrator and the Deputy Administrator on regulatory policy matters. These matters are usually broad-based, touching upon wide program areas or activities within the Agency. Establishes contacts at the highest official levels in order to develop information, evaluate findings, and prepare reports incorporating conclusions and specific recommendations. Provides information to the Administrator and Deputy Administrator through personal briefings. Applies a broad and comprehensive knowledge of problems involved in effective relationships across the Agency. Stimulates interest, elicits support, works out agreements at all levels and advises the Administrator and Deputy Administrator on courses of action which should be taken.

4. Advises the Administrator and Deputy Administrator on the involvement of program offices and the regions, or the consideration of regional and program offices' views and needs, in all aspects of the Agency's work. Assists in ensuring regional and program participation in Agency decision-making processes, assessing the impact of Headquarters actions on Regional and program operations and in resolving problems.

5. Performs a variety of assignments associated with the coordination of sensitive policy issues with industry, public interest groups, and others. Reviews and coordinates sensitive reports, documents and other materials of special importance and concern to the Administrator and the Deputy Administrator to ensure that they are prepared in accordance with and reflect the Agency and the Administration's point of view. Identifies critical policy issues or problems which require the immediate and personal attention of the Administrator, the Deputy Administrator or the Chief of Staff and recommends appropriate courses of action regarding the necessary interface with appropriate officials.

6. Represents the Administrator and the Deputy Administrator at all levels of government, as well as private industry and citizen groups. Provides information and advice concerning the Agency's activities and programs and interprets existing and proposed plans and policies. Applies a broad and comprehensive knowledge of problems involved in effective relationships between various program offices in striving to promote plans and programs of concern to the Administrator and the Deputy Administrator and of special significance to the national environmental protection effort. Stimulates interest, elicits support, works out

agreements at all levels, and advises the Administrator and the Deputy Administrator on courses of action which should be taken.

7. Discuss the objectives of the Agency's programs with the Administrator and the Deputy Administrator and the background and purpose of each program, the viewpoints of the program officials, the existing policies and laws pertaining to the programs, and the problems that have been encountered in carrying out the programs. Provides the Administrator and the Deputy Administrator with an estimate of the current situation and advises on the probable effect within the Agency of actions the Administrator or Deputy Administrator may wish to take. Engages in frequent dialogue with the Administrator and the Deputy Administrator on the objectives and operations of the Agency in order to represent the long-range view and to provide an element of continuity in the mission of the Agency.

8. Attends conferences for and with the Administrator and the Deputy Administrator, assesses the impact and subsequent relevance of all matters discussed, and suggests to the Administrator and the Deputy Administrator possible avenues of approach. Follows up by conferring with the appropriate Agency officials, discussing these issues and providing them with information developed through personal contacts. Suggests the direction which offices may take in formulating and improving new and existing programs.

9. Represents the Administrator and the Deputy Administrator at important meetings and conferences involving high level officials of other Federal agencies, State and local governments, and others. Presents the Administrator and the Deputy Administrator's point of view and explains policies and programs of the Agency.

10. Keeps currently alert and informed on policies, programs and procedures of the Agency and knowledgeable of substantive programs and organizational relationships. Prepares status reports and studies for the Administrator and the Deputy Administrator which pertain to Agency problems of unusual breadth and intensity not normally within the purview of a specific program. Projects are generally far-reaching in impact, unique and of special depth or intensity and require imaginative and novel approaches. Makes recommendations to the Administrator and Deputy Administrator for possible courses of action.

11. Assists the Deputy Administrator and Chief of Staff in managing program special assistants by providing direction and supervision on a day-to-day basis in the immediate office of the Administrator.

12. Performs other duties, as assigned.

Investigate

Position Designation Record

Agency	EPA
Position Title	Assistant Deputy Administrator
Series and Grade/Pay Band	ES-0340-00
Position Description Number	EPES17019
Designator's Name & Title	Howard Barnett, Lead HR Specialist

National Duties	Degree of Potential for Compromise or Damage
Unclassified information (e.g. private, controlled unclassified, or proprietary information)	• Unlimited access to and control over unclassified information, which may include private, proprietary or other controlled unclassified information, but only where the unauthorized disclosure of that information could cause exceptionally grave damage to national security

Investigation	Form Required
T5	SF 86

Sensitivity	Risk Level
Critical Sensitive	High Risk

Signature: _____ Date: 05/22/17

Name: Howard Barnett