United States Environmental Protection Agency **POSITION DESCRIPTION COVERSHEET**	**1. DUTY LOCATION** Washington, DC	**2. POSITION NUMBER** EPGS17024

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	Special Assistant to the Senior Advisor	GS	0301	12	
4. Supervisor's Recommendation	Special Assistant to the Senior Advisor	GS	0301	12	

5. ORGANIZATIONAL TITLE OF POSITION (if any)	**6. NAME OF EMPLOYEE** Nicholas Falvo
7. ORGANIZATION (Give complete organizational breakdown)	e.
a. U.S. ENVIRONMENTAL PROTECTION AGENCY	f.
b. Office of the Administrator	g.
c. Immediate Office	h. Employing Office Location Washington, DC
d.	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** 6/22/17	**e. Signature**	**f. Date** 6/27/17

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** This position	**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	☐ 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**
8886	☐ Medical Monitoring Required ☐ Extramural Resources Management Duties (____% of time) ☐ This position is subject to random drug testing (____)		06/28/17

11. REMARKS

Special Assistant to the Senior Advisor to the Administrator

INTRODUCTION

This position is located in the Immediate Office of the Administrator (AO). The incumbent serves as a Special Assistant to the Senior Advisor to the Administrator by performing a wide range of sensitive, complex assignments which are sensitive enough to require the attention of the Senior Advisor. Work is subject to review only for attainment of overall objectives and compliance with broad policies.

The proposed incumbent of the position requested for Schedule C exception will not be able to adequately perform his duties without being privy to the political, personal, and management philosophies of the Senior Advisor to the Administration. A confidential relationship of a Schedule C nature is imperative since the incumbent will speak for the Senior Advisor and, as such, will be expected to reflect his supervisor's philosophies in conversations with leading figures of the government, business and other groups. The incumbent will also be obliged to present the views of the Senior Advisor in correspondence and other communications with Agency managers and program officials.

MAJOR DUTIES AND RESPONSIBILITIES

The incumbent serves as a special assistant to the Senior Advisor to the Administrator. Incumbent participates in the development of policies, procedures and programs. Considers and studies comments/proposals in relation to the Administration's objectives, existing policies, regulations and laws pertaining to the Brownfields and Superfund programs. Evaluates programs and new or changing requirements by considering all of the factors which may influence the strategy of the Administration, and develops programmatic improvement, both immediate and long-range, to achieve objectives.

Incumbent serves as an advisor on Brownfields and Superfund programmatic improvements which require the Senior Advisor's personal attention. Advises the Senior Advisor on the impact of improved programmatic policies being considered for implementation and recommends alternative policies.

Evaluates programs for attainment of goals, benefits in terms of costs, and responsiveness to the needs of the Senior Advisor. As increased emphasis and public interest create major problems of financing, staffing, organization and facilities for new or expanded programs, incumbent provides direction and guidance to program offices in these areas as deemed appropriate.

Oversees implementation of Superfund and Preparedness and Prevention activities involving the coordination with State, local governments, other Federal agencies and the Stakeholder community.

Formulates and recommends for approval procedures and programs plans regarding Brownfields and Superfund initiatives. Implements programs and initiatives approved by the Senior Advisor. Recommends changes in procedures as the need becomes evident and arranges for surveys, studies, and installation of results.

Identifies, for the Senior Advisor, opportunities for programmatic improvement as well as potential problems coupled with thorough analysis and creative solutions. Analyzes and evaluates programmatic functions related to mission accomplishment and program responsiveness and effectiveness in order to advise on, establish, develop, or implement programs for the preparedness and assembly of economic, financial, and administrative data that assist the programs in achieving improvement and control.

Provides advice and consultation to the Senior Advisor regarding proposed changes in methods, procedures, and policies affecting all programmatic aspects.

Maintains a current knowledge of all legislative, executive and administrative authorities affecting the Brownfields and Superfund programs and assures that problems are accomplished within them. Directs the review, analysis and development of recommendations on new, revised, or extended legislation, administrative authorities, standards or regulations, determines the need for legislation, assesses proposed legislation for impact on the programs, solicits comments, prepares positions and advises the Senior Advisor on desirable and feasible courses of action. Assures the preparation of required supporting documentation for hearings, testimony, and questions.

Performs other duties as assigned.

FACTOR 1. KNOWLEDGE REQUIRED LEVEL 1-8 1550 POINTS

Mastery of a wide range of administrative concepts and practices sufficient to enable the incumbent to recommend changes in administrative policies, to devise and implement procedures and practices affecting the Office, and to foresee any administrative problems and requirements.

Comprehensive knowledge of analytical and evaluative techniques, concepts, principles and methodology related to the identification, consideration, and resolution of issues or problems of a procedural or factual nature.

Comprehensive knowledge of the supervisor's policies and views on significant matters affecting the organization.

FACTOR 2. SUPERVISORY CONTROLS LEVEL 2-4 450 POINTS

The incumbent works through the general supervision of the Senior Advisor who sets the overall objectives for the work. The incumbent and the supervisor, in consultation, develop the deadlines for the work to be done. The incumbent is responsible for handling a wide variety of situations and conflicts requiring the use of initiative to determine the approach to be taken or the methods to be used. Completed work is reviewed only for overall effectiveness.

FACTOR 3. GUIDELINES LEVEL 3-3 275 POINTS

Guidelines include Agency policies, and administrative and operational procedures. Incumbent must use initiative and resourcefulness in deviating from traditional methods to perform the assignments. The incumbent uses judgment to interpret and adapt guidelines to specific assignments to achieve required results.

FACTOR 4. COMPLEXITY LEVEL 4-4 225 POINTS

Assignments require analysis of interrelated issue of effectiveness, efficiency, and productivity affecting the operations and administrative programs and procedures of the Administrator. Decisions about how to proceed in planning, organizing, and conducting studies are complicated by conflicting schedules and changing priorities. Options, recommendations, and conclusions developed by the employee are taken into consideration by the Senior Advisor given the nature of the assignment at hand.

FACTOR 5. SCOPE AND EFFECT LEVEL 5-4 225 POINTS

Studies, analyzes, and develops methods/procedures to improve the effectiveness, quality and efficiency of the administrative operations within the Office of the Administrator and Agency. Completed work contributes to the effectiveness, efficiency, and productivity of the Office, as well as the Agency.

FACTOR 6. PERSONAL CONTACTS LEVEL 6-4 120 POINTS

Contacts are with persons inside and outside the Agency. Contacts within the Agency include senior Agency managers and other officials. Outside contacts include consultants, business executives, and high ranking officials of other agencies and institutions.

FACTOR 7. PURPOSE OF CONTACTS LEVEL 7-3 110 POINTS

Contacts are made to influence managers or other officials to accept and implement findings and recommendations on advance planning and administrative operations for the Administrator. The incumbent may encounter resistance due to such issues as organizational conflicts, competing objectives, or resource problems.

FACTOR 8. PHYSICAL DEMANDS LEVEL 8-1 5 POINTS

There are no major physical demands inherent with this position. The work is sedentary in nature.

FACTOR 9. WORK ENVIRONMENT LEVEL 9-1 5 POINTS

The work is performed in an office setting.

TOTAL POINTS = 2965