UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
HUMAN RESOURCES SHARED SERVICE CENTER

Position Description Coversheet (*Please read instructions on back*)

1. Position No.	EPES00031
2. Incumbency Allocation Only?	May Not be IAed
3. Reason for Submission	New
4. Employing Office Location	San Francisco, CA
5. Duty Station	San Francisco, CA
6. BUS Code	8888
Explanation (Show any positions replaced)	
7. Fair Labor Standards Act	Exempt -Executive
8. Financial Statements Required	OGE-278 Required
9. Cybersecurity Code	a. 000
10. Position Status	SES (Gen.)
11. Supervisory Status Code	2 - Supervisor or Manager
12. Competitive Level Code	
13. Competitive Area	
14. Drug Testing	Yes
15. Extramural %	
16. Functional Class Code	N/A
17. Medical Monitoring	
18. Position Sensivity	Critical Sensitive
19. Security Clearance	3 - Top Secret
20. Position Risk	3 - High
21. Emergency Essential	
22. Developmental Position	No
23. Full Performance Level	Current Level

24. Position Classification	Official Title of Position	Pay Plan	Occupational Code	Grade
a. Official Allocation	Regional Administrator	ES	0340	00

25. Organizational Title of Position (if different from official title)	
26. Name of Employee (if vacant, state such)	Martha Guzman Aceves

27. Deparment, Agency, or Establishment Hierarchy

a. 1st Tier Org Code	1st Tier Org Description: U.S. Environmental Protection Agency
b. 2nd Tier Org Code: Y0000000	2nd Tier Org Description: Office of the Regional Administrator Region 9
c. 3rd Tier Org Code	3rd Tier Org Description
d. 4th Tier Org Code	4th Tier Org Description
e. 5th Tier Org Code	5th Tier Org Description

28. **Supervisory Certification:** *I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships. The position is necessary to carry out Governmental functions for which I am responsible. This certification is made with 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. Typed Name and Title of Higher-Level Supervisor or Manager	
Dan Utech for Michael S. Regan, Administrator, EPA		Dan Utech for Michael S. Regan, Administrator, EPA	
Signature: DAN UTECH Digitally signed by DAN UTECH Date: 2021.11.08 12:37:27 -05'00'	Date	Signature: DAN UTECH Digitally signed by DAN UTECH Date: 2021.11.08 12:37:41 -05'00'	Date

29. **Classification/Job Grading Certification:** *I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformation with standards published by the U. S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standard .*

Information for Employees: 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 U.S. Office of Personnel Management.

a. Typed Name and Title of Official Classifying the Position		30. Position Classification Standards Used in Classifying/Grading Position
Barbara Dangler, HR Specialist		
Signature: Barbara E. Dangler	Date: 11/17/21	

31. Remarks

Executive position.
Replaces previous PD classified 5/22/19.

21 2199498

Regional Administrator
ES-0340-00

Introduction

This position serves as the Regional Administrator of Region 9. Region 9 carries out the mission of the U.S. Environmental Protection Agency in the Pacific Southwest which includes Arizona, California, Hawaii, Nevada, the Pacific Islands, and 148 Tribal Nations. The position sits in the Immediate Office of the Region.

Major Duties and Responsibilities

1. Serves as Regional Administrator with direct responsibility to the Administrator for the planning, programming, policy implementation, control, and direction of all aspects of the regional activities of the EPA. Exercising a high level of technical expertise and executive and management ability, is responsible for the direction and management of the organizational entities engaged in accomplishing the functional responsibilities of the Region, to efficiently achieve goals and objectives. Exercises responsibility for developing plans, establishing internal operating policies and procedures, and resolving operational problems. Is responsible for total resource management in the Region within guidelines provided by Headquarters. Within authority delegated by the Administrator, reviews and awards program and project grants and contracts to state, regional, and local environmental agencies. Incumbent is responsible for the continuing evaluation of regional programs and activities as to their effectiveness and progress in accomplishment of planned objectives. Resolves conflicts of proposals or interests among major program segments of regional activities through the development of integrated solutions embracing all aspects of environmental quality for the benefit of the total regional and agency effort. Selects, assigns, and provides direction and guidance to a large multi-disciplinary staff as necessary to achieve program objectives including standards setting and implementation, enforcement, surveillance, studies, investigations, surveys, disaster aid training, technical assistance, and other programs assigned to the Region. Coordinates activities as necessary with other regional administrators on inter-regional projects or programs. Exercises approval authority for State standards and implementation plans.

2. Representing the Administrator and the President's policy, energizes and motivates state and local environmental protection efforts through continuing liaison and negotiations with the highest levels of state and local government; including governors, state legislators, pollution control boards, inter-state commissions, and others. Provides dynamic leadership, interprets, explains and promotes policies and programs. Develops a unified approach to regional environmental problems by bringing together existing and emerging antipollution programs. Assures that Federal technical assistance, grants, and other aids are provided through the Region in support of state and local efforts. Develops solutions to problems arising in the promotion and unification of activities and programs, to increase the overall effectiveness of the

total program. Develops and maintains close working relationships with universities and other educational institutions, the scientific community, industry and public and private groups in order to draw upon all available capabilities to alleviate environmental problems. Exercises leadership to establish the EPA organization as a focal point within the Region for the encouragement and assistance for all efforts oriented toward protection of the environment. Deter mines need for and establishes necessary support activities such as laboratories, investigation groups and the like. Collaborates with directors of natural research laboratories in carrying out research efforts of the Region. Prepares for, mitigates, and leads recovery from emergency events, whether caused by natural disaster or human action.

3. Serving as a trusted confidant of the Administrator, develops and maintains a continuing awareness of the sensitivity to the political and public relations aspects of environmental developments within the Region. Maintains contacts and two-way communications with leading political and other figures within the Region in order to understand and evaluate the degree of their interest, concern, and participation in environment al protection programs and activities exhibited or expressed. Elicits their viewpoints on program policies and principles of the Agency and furthers cooperative responses. Keeps the Administrator and Headquarters advised of observations and conclusions and recommends courses of action. Maintains a personal and confidential relationship with the Administrator in order to develop and maintain a continuing awareness of areas of special concern, interest and emphasis to the Administrator.

4. Participates with the Administrator and their key staff in the over all planning and development of program activities, budget and strategic planning to accomplish goals and objectives of the Agency. Provides special insight and advice, in relation to problems of special significance and public and political sensitivity within the Region. Makes recommendations regarding changes in policies and procedures affecting field activities and in relation to major policies and programs of the Agency. Manages fiscal and other Agency resources allocated to the Regions.

5. Serving as special emissary, represents the Administrator at the highest levels of other Federal agencies functioning within the Region and, as appropriate, with high level authorities of foreign governments, and provides information concerning environmental protection programs of special interest and significance. Presents the Agency 's point of view, stimulates interest, elicits support and works out courses of action to effect a cohesive and cooperative approach to intergovernmental and inter-agency antipollution efforts. Personally, participates in, or provides for appropriate representation on agency and inter-agency/governmental committees of national agency programs as required. Carries out public awareness and information activities for the programs at the regional level. Attends meetings with various groups and makes presentations concerning the various aspects of Agency programs, plans and activities within the Region.

6. Supervises a large staff of employees organized into units headed by subordinate managers and supervisors. Plans for staff development including assessment of training needs, and performs supervisory duties involving the establishment and filling of positions, promotion and assignment of personnel, the provision of employee and labor relations services, takes disciplinary actions as

necessary, and overall administration of human resources and equal employment opportunity programs within the Region. This includes creating and enhancing a culture of diversity, equity, inclusion and accessibility in all aspects of workforce management.

7. Performs other duties as assigned.

Supervisory Controls

Receives general administrative direction and broad policy guidance from the Administrator. Work is subject to review only for accomplishment of objectives.