| United States Environmental Protection Agency<br>**POSITION DESCRIPTION COVERSHEET** | **1. DUTY LOCATION**<br>**Atlanta, GA** | **2. POSITION NUMBER**<br>N081912 |
|---|---|---|

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

US OPM JFPCS for Prof work in Eng & Arch Grp, 0800, 11/08

| | b. Title | c. Pay Plan | d. Series | e. Grade | f. CLC |
|---|---|---|---|---|---|
| **Official Allocation** | Environmental Engineer | GS | 0819 | 12 | 001 |
| **4. Supervisor's Recommendation** | **Environmental Engineer** | **GS** | **0819** | **12** | |

| | |
|---|---|
| **5. ORGANIZATIONAL TITLE OF POSITION** (if any) | **6. NAME OF EMPLOYEE** Erskine Benjamin II |
| **7. ORGANIZATION** (Give complete organizational breakdown) | e. Grants and Infrastructure Section |
| a. **U.S. ENVIRONMENTAL PROTECTION AGENCY** | f. |
| b. **Region 4** | g. |
| c. **Water Protection Division** | h. Employing Office Location **Atlanta, GA** |
| d. Grants and Drinking Water Protection Branch | i. Organization Code **TDDC0000** |

**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 1 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.

x **[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** | |
|---|---|---|---|
| Stacey Bouma, Chief<br>Grants and Infrastructure Section | | Becky Allenbach, Chief<br>Grants and Drinking Water Protection Branch | |
| **b. Signature** | **c. Date** | **e. Signature** | **f. Date** |
| | 3/18/16 | | 3/21/16 |

**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**

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. PSB Risk Designation** | **c. Financial Disclosure Form** | **d. "Identical, Additional" (IA) Allocation** This position | **e. FLSA Determination** | **f. Functional Classification Code** |
|---|---|---|---|---|
| ☐ 1 Low<br>☒ 2 Moderate<br>☐ 3 High<br>Security Clearance Required: ☐ Yes ☒ No | ☐ OGE-450 Required<br>☐ OGE-278 Required<br>x No financial disclosure forms required | ☒ may be IA'ed<br>☐ may not be IA'ed<br>☐ is limited to current incumbent | ☐ NONEXEMPT ☒ EXEMPT*<br>(**check exemption category*)<br>☐ Administrative<br>☒ Professional ☐ Executive | 94 |

| **g. Bargaining Unit Code** | **h. Check, if applicable:** | **i. Classifier's Signature** | **j. Date** |
|---|---|---|---|
| 1050 | ☐ Medical Monitoring Required<br>☒ Extramural Resources Management Duties ( 45 % of time)<br>☐ This position is subject to random drug testing ( ) | /s/Debi Thomas | 10/14/10 |

**11. REMARKS**

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

United States Environmental Protection Agency
**POSITION DESCRIPTION COVERSHEET**

**1. DUTY LOCATION** Atlanta, GA

**2. POSITION NUMBER** 00067130

**3. CLASSIFICATION ACTION:** a. Reference of Series and Date of Standards Used to Classify this Position — US OPM Job Family Position Classification Standard for Professional Work in Engineering & Architecture Group, 0800, 11/08.

| | b. Title | c. Pay Plan | d. Series | e. Grade | f. CLC |
|---|---|---|---|---|---|
| Official Allocation | Environmental Engineer | GS | 0819 | 12 | 001 |
| 4. Supervisor's Recommendation | Environmental Engineer | GS | 0819 | 12 | |

| | |
|---|---|
| 5. ORGANIZATIONAL TITLE OF POSITION (if any) | 6. NAME OF EMPLOYEE |
| 7. ORGANIZATION (Give complete organizational breakdown) | e. GRANTS AND INFRASTRUCTURE SECTION |
| a. U.S. ENVIRONMENTAL PROTECTION AGENCY | f. |
| b. Region 4 | g. |
| c. Water Protection Division | h. Employing Office Location Atlanta, GA |
| d. GRANTS AND DRINKING WATER PROTECTION BRANCH | i. Organization Code TDOC00000 |

**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.

X [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 | |
|---|---|---|---|
| Natalie Ellington, Chief, Grants & SRF Management Section | | Becky Allenbach, Chief, Grants and Infrastructure Branch | |
| b. Signature: Natalie Ellington | c. Date: 8/17/10 | e. Signature: | f. Date: 8/17/10 |

**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: FPL: GS-12

| b. PSB Risk Designation | c. Financial Disclosure Form | d. "Identical, Additional" (IA) Allocation | e. FLSA Determination | f. Functional Classification Code |
|---|---|---|---|---|
| ☐ 1 Low<br>☒ 2 Moderate<br>☐ 3 High<br>Security Clearance Required: ☐ Yes ☒ No | ☐ OGE-450 Required<br>☐ OGE-278 Required<br>☒ No financial disclosure forms required | This position<br>☐ may be IA'ed<br>☒ may not be IA'ed<br>☐ is limited to current incumbent | ☐ NONEXEMPT ☒ EXEMPT*<br>(*check exemption category)<br>☐ Administrative<br>☒ Professional ☐ Executive | 94 |

| g. Bargaining Unit Code | h. Check, if applicable: | i. Classifier's Signature | j. Date |
|---|---|---|---|
| 0012 | ☐ Medical Monitoring Required<br>☒ Extramural Resources Management Duties (25-50% of time)<br>☐ This position is subject to random drug testing ( ) | Debi Thomas<br>Debi Thomas | 10/14/10 |

**11. REMARKS**

Pen & ink change made to Org. name/code due to reorg. Effective 11-2-14

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

**POSITION DESCRIPTION**
**Environmental Engineer, GS-0819-12**

**I. Introduction**
Serves as an environmental engineer in the Infrastructure Section, in the Grants and Infrastructure Branch, of the Water Protection Division with responsibilities for oversight of environmental documents in accordance with the National Environmental Policy Act and federal grants pursuant to various special appropriation acts, the Clean Water Act and/or the Safe Drinking Water Act.

**II. Major Duties**

**Project Officer**
The primary purpose of this position is to serve as the technical and project officer and project manager for water and wastewater construction projects funded by the Special Appropriations Acts Program (SAAP). The incumbent uses environmental engineering principles, practices, and processes to review, evaluate, and assess whether grant proposals and projects are environmentally sound and appropriately designed/engineered to address the protection of public health and the environment. The incumbent communicates with grantees, colleagues, agency management and other contacts outside the agency to gain information for funding of environmental projects pursuant to EPA guidance and regulations, including environmental reviews. Reviews and /or provides technical assistance to grantees in review of application for special appropriation projects and other programs in order to determine compliance with EPA policies and requirements, and attainment of the environmental objectives as established by the facility plan, preliminary engineering report or workplan. On the basis of study and consultation as necessary, recommends appropriate EPA action. Legislative authorities include the Clean Water Act, the Safe Drinking Water Act, and the National Environmental Policy Act.

The incumbent performs work in conducting environmental reviews of the impacts of water and wastewater construction projects. The incumbent communicates with a variety of in-house organizations, other government agencies, contractors, grantees, and/or private institutions on topics related to the subject of the study or investigation for the purpose of gaining information and corroborating on findings. Prepares written reports on projects and makes recommendations to management on how to proceed with environmental findings.

Communicates with colleagues, agency management and other contacts outside the agency to gain information and corroboration on findings. Writes study proposals, project plans, scientific and technical papers, publications, environmental assessments etc., as required and/or needed.

**Program/Project Management**
The incumbent will serve as a project and technical officer for water and wastewater construction projects that are federally funded by the Special Appropriations Act Program. The incumbent communicates with grantees, colleagues, agency management and other contacts outside the agency to gain information for funding of environmental projects pursuant to EPA guidance and regulations, including environmental reviews. The incumbent reviews and /or provides technical assistance to grantees in review of application package and environmental information documents for special appropriation projects and other programs in order to determine compliance with EPA policies and requirements, and attainment of the environmental objectives as established by the facility plan, preliminary engineering report or workplan. On the basis of study and consultation as necessary, the incumbent recommends appropriate EPA action. Legislative authorities include the Clean Water Act, the Safe Drinking Water Act, and the National Environmental Policy Act.

Provides advice and assistance to state, local and/or tribal governments on matters relating to the development, execution, and monitoring of adequate environmental protection policies, plans, and documents relating to compliance with the National Environmental Policies Act and federal crosscutting authorities. Serves as a technical specialist involved in significantly complex environmental programs that include a variety of controversial characteristics such as conflicting environmental, cultural, and/or political factors. Reviews, analyzes, and recommends modifications of environmental information documents and/or programs developed by state, local and/or tribal government entities to implement various federal environmental standards. Reviews, analyzes, and coordinates preparation of comments on complex environmental impact statements.

Performs program administration work, such as contract or grant management, or environmental liaison work, in order to accomplish the assigned environmental management and protection duties. Performs the full range of activities for grants/cooperative agreements/IAGs that involve significant special provisions. Works with parties outside the agency to resolve problems; recommends approval of modifications or extensions. Performs work related to the initiation, administration, and/or close-out of grants.

**III. Factors**

**Factor 1-7 Knowledge Required by the Position 1250 Points**

The position requires knowledge of a wide range of general environmental engineering and science principles and methods applicable to varied and complex problems, projects, or studies that may include diverse environmental science or other environmental conditions; and varying environmental engineering and science processes. The position also requires knowledge of environmental engineering parameters and practices that are associated with water and wastewater treatment processes, and how to apply this knowledge in evaluating water and wastewater treatment proposals. Problems encountered demand skill sufficient to modify standard practices, adapt precedents, and make significant departures from existing approaches and techniques. The position requires knowledge of applicable environmental laws, statutes, and regulations including the Clean Water Act, the Safe Drinking Water Act, and the National Environmental Policy Act.

**Factor 2-4 Supervisory Controls 450 Points**

The supervisor establishes overall objectives and resources available. The supervisor and Engineer jointly develop projects, priorities and deadlines. The Engineer independently plans and carries out assignments, interprets policy, coordinates work with others, resolves most of the conflicts that arise, and keeps the supervisor informed of far-reaching implications. Completed work is reviewed from an overall standpoint in terms of feasibility, and effectiveness in meeting requirements.

**Factor 3-4 Guidelines 450 Points**

Guidelines include laws, statutes, and regulations covering environmental policies. Technical, regulatory, and policy guidelines are often broad and nonspecific. The Engineer is required to use resourcefulness and perception based on experienced judgment, to adapt or interpret general guidelines; to deviate from or extend traditional practices, methods, and techniques; or to resolve situations where precedents are not available or not applicable.

**Factor 4-4 Complexity 225 Points**

Work includes varied duties involving many different and unrelated processes and methods. Duties range from performing environmental reviews to serving as a project/technical officer for federally

funded construction projects. To decide what needs to be done, the incumbent analyzes and evaluates reports including environmental information documents and/or programs developed by state, local and/or tribal government entities to implement various federal environmental standards. Work is complicated by the need to apply and adapt standard techniques and practices to new situations with regard to complex environmental programs that include a variety of controversial characteristics such as conflicting environmental, cultural, and/or political factors; and advise State and local officials and/or tribal government entities on interpretations and application of agency and regional policy and regulations; and the complexity of environmental impact statements to review.

**Factor 5-4 Scope and Effect 225 Points**

The purpose of the work is to review projects proposed for EPA funding for various unusual, controversial, or technically difficult scientific problems or conditions. Work results are critical to the successful completion of various grant programs, including Special Appropriations Grants and Section 319 grants.

**Factor 6-3 Personal Contacts 60 Points**

Personal contacts include a wide range of professional and administrative personnel throughout the agency, at other federal agencies, in state and local government, private industry, academia, environmental advocacy groups, and in some cases the media and elected officials.

**Factor 7-3 Purpose of Contacts 120 Points**

The purpose of contacts is to influence or negotiate with others who may be skeptical or uncooperative or whose interests differ from those of the program represented. Issues to be resolved are sensitive or controversial. Contacts are also undertaken to plan, coordinate, or advise on work efforts or resolve operating problems in dealings with others who are working toward mutual goals.

**Factor 8-1 Physical Demands 5 Points**

The work is primarily sedentary, although some physical effort may be required, e.g., walking, standing, carrying light items such as manuals or briefcases, or driving or traveling by motor vehicle.

**Factor 9-1 Work Environment 5 Points**

The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, training rooms, and libraries. The work area is adequately, lighted, heated, and ventilated.

**Total Points = 2790**
**Grade Conversion: GS-12**

# 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 | Erskine Benjamin II | | This position has no extramural resources management responsibilities. |
| Position Number | N081912 | | Total extramural resources management duties occupy less than 25% of time. |
| Title | Environmental Engineer | X | 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-0819-12 | | Total extramural resources management duties occupy more than 50% of time. These duties are indicated below and described in the position description. |

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

| | | | |
|---|---|---|---|
| **Supervisor's Signature** | [signature] | Date | 3/18/16 |
| **Personnel Specialist's Signature** | Barbara E. Dangler | Date | 5/7/16 |

**Part 1. Contracts Management Duties**

**Pre-award:**

- [ ] Plans Procurements
- [ ] Estimates Costs
- [ ] Obtains funding commitments
- [ ] 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**

0 %

*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, wheather funding is available, etc.)
- X Provides administrative information to applicants
- X Determines appropriateness of applicant's workplan/activities/budget and compliance with regulations and guidelines and negotiates changes with applicant
- X Assists applicant in resolving issues in application
- ___ For cooperative agreement, determines substantial Federal involvement and develops a condition for agreement
- ___ Negotiates level of funding
- X Conducts site visits to evaluate program capability
- ___ Serves as resource to Selection Panel
- X Informs applicants of funding decisions
- ___ Other (list)

**Award:**

- X Prepares funding package, including Decision Memorandum
- X Obtains concurrences/approvals
- X Reviews/concurs in completed document
- X Establishes project file
- ___ Other (list)

**Project Management/Administration:**

- X Monitors recipient's activities and progress
- X Reviews reports and deliverables and notifies recipient of comments
- X 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:**

- X Certifies deliverables were satisfactory and timely
- X Provides assistance to recipients and Grants Management Office to ensure timely close-out
- X Reconciles payment with work performed
- X Notifies recipient of close-out requirements
- X Obtains legal assistance if necessary to resolve incomplete close-out
- X 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**

45 %

## 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:**

6 %

United States
ENVIRONMENTAL PROTECTION AGENCY
Washington, DC 20460

# Position Risk Designation Checklist

**AAship/Region:** Region 4 **Type of Action:** Reassignment **SF 52 Request No.:** _____

**Position Title/Series/Grade:** Environmental Engineer, GS-0819-12

**Full Performance Level (FPL) of Position:** GS-12
(Risk designation is based on FPL)

**Functional Title (if applicable):** Project Officer
(Position's primary function, e.g., official position title may be Life Scientist, but function may be Permit Writer)

**Funding:** A fingerprint check and, if needed, a background investigation will be funded through your Working Capital Fund (WCF) Service Agreement. Please provide the Service Agreement No.: 16BV04A0013. (Your Service Agreement Account Owner can help you with this.) **Please Note:** This SF 52 action will not be processed unless the service agreement number is provided.

***DIRECTIONS:*** *Hiring officials or supervisors must complete this form for **all** personnel actions (appointments, details, promotions, reassignments, recruitments) involving a change in position description exceeding 180 days. The completed form will help the Personnel Security Branch (PSB) determine the position's appropriate risk level. This form must be submitted with the SF 52 package.*

*Answer all "Yes/No" questions based on the FPL position description. Where explanations are requested, attach additional pages, as needed. If you have questions, please contact your local HR representative or service center.*

1. **Has the risk level of this position already been designated at the full performance level?** ☐ **Yes** ☒ **No**
   **What is the name of the incumbent of the above position?** _____
   If you answered "**Yes**" to question 1, please skip all remaining questions, print pages 1-2, and sign and date the form.

2. **Is the position one of the following predesignated positions?** ☒ **Yes** ☐ **No**
   If "**Yes**," please indicate the position below, answer question 3, skip remaining questions, print pages 1-2, and sign/date the form.

   **NOTE:** Unless otherwise specified, these predesignations are effective up to and including Grade 13. Grade 14 and 15 positions must be individually designated, requiring the completion of questions 3 through 18.

- ☐ Attorney—Moderate
- ☐ Bench Scientist, such as chemist, biologist, etc. —Moderate
- ☐ Contract Project Officer—Moderate
- ☐ Contract Specialist—Moderate
- ☐ Criminal Investigator (all grades, all positions)—High
- ☐ Deputy Division or Division Director—High
- ☐ Financial Specialist/Accountant/ Budget Analyst—Moderate
- ☒ Grants Project Officer—Moderate
- ☐ Grants Specialist (GS 12 and below)—Low
- ☐ Grants Specialist (GS 13 and above)—Moderate
- ☐ HR Specialist (Benefits)—Moderate
- ☐ HR Specialist (Classification)—Low
- ☐ HR Specialist (ER/LR)—Moderate
- ☐ HR Specialist (Generalist)—Moderate
- ☐ HR Specialist (Staffing)—Moderate
- ☐ HR Specialist (Training)—Low
- ☐ Inspector—Moderate
- ☐ IT Specialist (Application Software)—High
- ☐ IT Specialist (Customer Service)—Moderate
- ☐ IT Specialist (Data Management)—Moderate
- ☐ IT Specialist (Enterprise Architecture)—Moderate
- ☐ IT Specialist (Internet)—High
- ☐ IT Specialist (Network Services)—High
- ☐ IT Specialist (Operating System)—High
- ☐ IT Specialist (Policy and Planning)—Moderate
- ☐ IT Specialist (Security)—High
- ☐ IT Specialist (System Administrator)—High
- ☐ IT Specialist (Systems Analysis)—Moderate
- ☐ On-Scene Coordinator (all grades, all positions)—High
- ☐ Permit Writer—Moderate
- ☐ Public Affairs Specialist/Community Involvement Coordinator—Moderate
- ☐ QA Scientist —Moderate
- ☐ RCRA Corrective Action Officer—Moderate
- ☐ Remedial Project Manager—Moderate
- ☐ Site Assessment Manager—Moderate
- ☐ Support Services Specialist—Moderate
- ☐ Toxicologist—Moderate
- ☐ OIG Employee (all grades, all positions)—High
- ☐ Other Known High-Risk Position—High
- ☐ Supervisor of High-Risk Employee(s)—High

3. **Requires access to classified information or materials?** ☐ **Yes** ☒ **No** (If "**Yes**," include clearance justification w/package.) What clearance level is required? ☐ **Secret** ☐ **Top Secret**

**NOTE:** If you answered "Yes" to No. 2 **and** have answered No. 3, skip remaining questions, print pages 1-2, and sign/date the form.

**SF 52 Request #:** _____

Answer all "Yes/No" questions based on the FPL position description. If explanations are requested, attach additional pages.

4. **Requires access to sensitive information or materials?** ☐ **Yes** ☐ **No** (If "**Yes**," check all that apply.)
   - ☐ EPA's financial resources/records
   - ☐ Proprietary information
   - ☐ Audits (e.g., financial reviews)
   - ☐ Investigations (e.g., CID)
   - ☐ Confidential business information
   - ☐ Personally identifiable information (e.g., address)
   - ☐ Sensitive personally identifiable information (e.g., SSN, date of birth)
   - ☐ Other information that, if compromised, could cause harm (describe on separate page)

5. **The scope of this position is:**
   ☐ Local ☐ Regional ☐ National ☐ Global

6. **The impact/potential harm this position could cause would be:**
   ☐ Internal to EPA ☐ Multi-Agency/Government-wide ☐ Beyond the Government

7. **Position is a presidential or political appointment:** ☐ **Yes** ☐ **No**

8. **Requires access to hazardous or dangerous material (nuclear, biological, or chemical):** ☐ **Yes** ☐ **No**
   What materials are involved? _____

9. **Makes policy that affects AAship, Regional or Agency operations** (not simply local branch or section operations)**:**
   ☐ **Yes** ☐ **No** Describe: _____

10. **Makes independent decisions or authoritative recommendations that are not subject to substantive verification or supervisory approval/sign off:** ☐ **Yes** ☐ **No**

11. **Obligates the agency to take action or spend funds:** ☐ **Yes** ☐ **No**
    What actions? _____
    What amount of funding typically? _____ What is the ceiling? _____

12. **Interacts with external contacts when performing duties and/or represents the agency to citizens or external organizations:** ☐ **Yes** ☐ **No** (If "**Yes**," check all that apply.)

    **Communicates with:**
    - ☐ EPA personnel
    - ☐ Government entities outside of EPA
    - ☐ Audience beyond government, including media, private industry, academia, environmental interest groups

    **Communication methods:**
    - ☐ Shares factual information (e.g., technical or policy reports, outreach, or public relations material)
    - ☐ Participates in meetings, conferences, or seminars
    - ☐ Posts material on the EPA intranet or public website
    - ☐ Represents agency or negotiates/defends significant or controversial matters

13. **Protects or identifies critical infrastructure systems/programs, such as water treatment, other utilities, or telecommunications:** ☐ **Yes** ☐ **No**
    What systems/programs are involved? _____

14. **Directly enforces health regulations and/or protects public safety:** ☐ **Yes** ☐ **No**

15. **Investigates or audits government or nongovernment personnel, programs, and/or activities:** ☐ **Yes** ☐ **No**
    (**Note:** Relates to investigating and auditing, but **not simply overseeing**.)
    What personnel, programs, and/or activities are involved? _____

16. **Information technology (IT) position that creates, programs, administers, or protects government IT systems, databases, or infrastructure:** ☐ **Yes** ☐ **No** (**Note:** Does not apply to positions that only <u>use</u> IT systems.)

17. **Requires official EPA credentials:** ☐ **Yes** ☐ **No**
    (**Note**: Credential bearers represent the agency and perform specific civil enforcement tasks, e.g., EPA inspectors.)

18. **Other unique or critical characteristics/duties/requirements not previously covered?** ☐ **Yes** ☐ **No**
    Describe: _____

Stacey Bouma
**Name** (Please Print)

**Signature**

Chief, Grants and Infrastructure
**Title**

3/18/2016
**Date**