UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
HUMAN RESOURCES SHARED SERVICE CENTER

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

1. Position No.	EPGS22001
2. Incumbency Allocation Only?	May Not be IAed
3. Reason for Submission	New
4. Employing Office Location	Washington, D.C.
5. Duty Station	Washington, D.C.
6. BUS Code	8888
Explanation (Show any positions replaced)	
7. Fair Labor Standards Act	Exempt - Administrative
8. Financial Statements Required	OGE-278 Required
9. Cybersecurity Code	a. 000 b. c.
10. Position Status	Excepted (Specify in Remarks)
11. Supervisory Status Code	8 - All Other Positions
12. Competitive Level Code	
13. Competitive Area	
14. Drug Testing	No
15. Extramural %	
16. Functional Class Code	N/A
17. Medical Monitoring	
18. Position Sensitivity	Non-Sensitive
19. Security Clearance	0 - Not Required
20. Position Risk	3 - High
21. Emergency Essential	
22. Developmental Position	No
23. Full Performance Level	GS-13

24. Position Classification	Official Title of Position	Pay Plan	Occupational Code	Grade
a. Official Allocation	Advance Specialist	GS	0301	13

25. Organizational Title of Position (if different from official title)	26. Name of Employee (if vacant, state such)
	David Bowman, Jr.

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: A0000000	2nd Tier Org Description: Office of the Administrator
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, Chief of Staff		Dan Utech for Michael Regan, Administrator	
Signature: DAN UTECH Digitally signed by DAN UTECH Date: 2021.12.30 17:13:39 -05'00'	Date	Signature: DAN UTECH Digitally signed by DAN UTECH Date: 2021.12.30 17:13:56 -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: 1/5/22	

31. Remarks

Executive services position: Schedule C.

Excluded from bargaining unit because content of meetings may include content related to personnel and labor-management relations.

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NOTE: DO NOT print this form. Printing will disable the electronic signature features. This form will not be accepted if it is printed and scanned.

Advance Specialist
GS-0301-13

Introduction

This position is located in the Operations Staff within the Immediate Office of the Office of the Administrator. As an Advance Specialist the incumbent is part of the Scheduling and Advance Team and has responsibility for providing advice and oversight in the area of advance, event production and management logistical support for national and international conferences and meetings involving the Administrator.

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

Major Duties and Responsibilities

1. Provides advice and support to the Director of Scheduling and Advance by serving as a technical expert in coordinating the strategic schedule of the Administrator with the Office of the Administrator, the Office of Public Affairs, and the Office of Policy. The position develops detailed plans, goals, and objectives for the implementation and administration of the work. Gathers information, identifies and analyzes issues, and develops recommendations to resolve substantive problems of effectiveness and efficiency of work operations. The position uses qualitative and quantitative analytical techniques that frequently require modification to fit a wider range of variables. The position refines existing work methods and techniques for application to the analysis of specific issues and resolution of administrative problems.

2. Provides support in the arrangements of trips, including all planning and advance arrangements, review of invitations, selection of speaking forums, and, in coordination with the Multi-Media Operations and Services Staff and other offices; arranges for press conferences, television and other media appearances. This involves dealing with high ranking officials of the Agency, Congress, the White House, other Federal departments and agencies, State and local governments, scientific and research groups and associations, industry, public interest groups, foreign governments and the media.

3. Responsible for coordinating scheduling activities with the Director of Scheduling and Advance or assigned staff. The incumbent meets with key officials to ensure all logistical matters are arranged. Plans, evaluates, coordinates, and integrates activities with other applicable staff elements and functions. As a result of these briefings, provides substantive briefing materials for the Administrator concerning Agency, political, and other issues. Incumbent keeps alert and informed on all pertinent proposals, policies, etc.; and must

anticipate which issues may be particularly controversial to ensure that the Administrator has the necessary background information prior to conferences/meetings. Maintains an understanding of program goals and objectives, the sequence and timing of key program events and milestones of the mission of the organization and other related programs.

4. Applies a wide range of analytical and evaluative methods and techniques sufficient to make recommendations to the Director of Scheduling and Advance, the Deputy Chief of Staff for Operations and senior staff and managers regarding Office and Agency operations. This includes preparing project papers, staff reports, and oral briefings to encourage understanding and acceptance of findings and recommendations.

5. May gather and evaluate programmatic data to develop complete decision packages, staff studies, recommendations, and special reports and prepares executive briefings and similar materials for use by management. Collects, evaluates, and develops executive summaries, metric data, performance plan data, and annual report data for assigned areas. Utilizes expert application of qualitative and quantitative methods for the assessment and improvement of program effectiveness. Identifies meaningful performance indicators, quality levels and determines accurate measurement techniques. Prepares presentations and briefings on studies/analyses/evaluation results, in support of the overall program requirements, as assigned. Prepares, presents, and defends data developed for this purpose.

6. Participates in top-level planning and policy discussions with the Director of Scheduling and Advance, the Deputy Chiefs of Staff to the Administrator, as well as key Agency officials on matters relating to the Agency as a means to following-up on decisions or requests for meetings or further action on appropriate issues.

7. Provides assistance in the planning and coordination of the Administrator's schedule, including all meetings, conferences and travel. This involves contact with key program officials in the Agency, as well as throughout the Executive and Legislative Branches of Government, public interest groups, etc.

8. Works with representatives of other Federal Agencies, State and local governments and private sector groups to ensure that coordination and logistical support is provided in meetings, conferences and appearances involving the Administrator with entities outside of the Agency.

9. Performs other duties of a strictly confidential nature, as assigned.

Factor Level Descriptions

Factor 1 - Knowledge Required by the Position **Level 1-8 (1550 points)**

Mastery knowledge of and skill in applying a wide range of analytical and evaluative methods and techniques sufficient to make recommendations to the Director of Scheduling and Advance, Deputy Chief of Staff for Operations, and senior staff and managers regarding Office and Agency operations. The position serves as an expert in extending existing approaches and applying new developments to investigate critical problems or in making decisions and recommendations, which significantly change, interpret, or develop important Agency programs.

Mastery knowledge of and skill in applying a wide range of methods used to gather, analyze, and evaluate information concerning complex management and administrative processes, policy development and, drawing conclusions, and recommending appropriate action.

Comprehensive knowledge of pertinent laws, regulations, policies, directives, and precedents which affect the use of program and related support resources (people, money or equipment in the area studied). Comprehensive knowledge of agency programs and functions, policies, objectives, and issues, and their relationship to other Federal/State/local/Tribal government entities sufficient to analyze and evaluate methods and techniques for program development, execution and improvement.

Knowledge of and skill in preparing project papers, staff reports, and oral briefings to encourage understanding and acceptance of findings and recommendations.

Factor 2 - Supervisory Controls **Level 2-4 (450 points)**

Reports to the Deputy Chief of Staff for Operations. The supervisor outlines overall objectives and available resources. Within a framework of priorities, funding and overall project objectives, the employee and supervisor develop a mutually acceptable project plan which typically includes identification of the work to be done, the scope of the project, and deadlines for completion. The employee is responsible for planning and carrying out assignments, coordinating the work with others, interpreting policy in terms of feasibility and compatibility with other work, and the initial application of new methods. The employee informs the supervisor of potentially controversial findings, issues, or problems with widespread impact. Completed projects, evaluations, reports, or recommendations are reviewed by the supervisor for compatibility with organizational goals, guidelines, and effectiveness in achieving intended objectives.

Factor 3 - Guidelines **Level 3-4 (450 points)**

Guidelines consist of general administrative policies and management and organizational theories which require considerable adaptation and/or interpretation for application to issues and problems studied. Administrative policies and precedent studies provide a basic outline of the results desired, but do not go into detail as to the methods used to accomplish the project.

Administrative guidelines usually cover program goals and objectives of the employing organization. Within the context of broad regulatory guidelines, the employee may use initiative and resourcefulness to refine or develop more specific guidelines such as implementing methods for the measurement and improvement of effectiveness and productivity in the administration of operating programs.

Factor 4 - Complexity **Level 4-4 (225 points)**

Plans and implements administrative programs for the Office of the Administrator. Develops detailed plans, goals, and objectives for the implementation and administration of the program. The work involves gathering information, identifying and analyzing issues, and developing recommendations to resolve substantive problems of effectiveness and efficiency of work operations in a program or program support setting. Requires the application of qualitative and quantitative analytical techniques that frequently require modification to fit a wider range of variables. Refines existing work methods and techniques for application to the analysis of specific issues and resolution of administrative problems.

Factor 5 - Scope and Effect **Level 5-5 (325 points)**

The purpose of the work is to analyze and evaluate major administrative aspects of the work of the Operations Staff and issues relating to advance work and scheduling. The position provides administrative support to the Director of Scheduling and Advance, the Deputy Chief of Staff for Operations, and the Administrator. Work involves providing expert administrative guidance and the leadership necessary to resolve matters which are very complex or controversial, or which set general precedent. Work involves delicate coordination to resolve problems impacting the accomplishment of principal program goals and objectives which are complicated by differing priorities for contacts across government. The position is seen as an Agency expert in advance work.

Factors 6/7 - Personal Contacts/Purpose of Contacts **Levels 3C (180 points)**

Personal contacts include staff and management internal and external to the Agency such as, high ranking officials of the Agency, Congress, the White House, other Federal departments and agencies, State and local governments, scientific and research groups and associations, industry, public interest groups, foreign governments and the media in a moderately unstructured setting.

The purpose of the contacts is to gather information, provide or request advice and guidance on plans/proposals, interpret policy/regulations or present controversial observations, findings or recommendations. Contacts often require persuasion and diplomacy in order to reach agreement and resolution.

Factor 8 - Physical Demands **Level 8-1 (5 points)**

The work is primarily sedentary. There may be some walking, standing, bending and carrying light items, and may involve travel to other locations. No special physical demands are involved in performing the work.

Factor 9 - Work Environment **Level 9-1 (5 points)**

The work environment involves everyday risks or discomforts requiring normal safety precautions typical of office settings. The work area is adequately lighted, heated and ventilated.

Total Points: 3190
GS-13 Grade Range: 3155-3600