UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
HUMAN RESOURCES SHARED SERVICE CENTER

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

| | |
|---|---|
| 1. Position No. | EPGS21035 |
| 2. Incumbency Allocation Only? | May Not be IAed |
| 3. Reason for Submission | Other |
| 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 | NonExempt |
| 8. Financial Statements Required | OGE-278 Required |
| 9. Cybersecurity Code | a. 000 |
| 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-Critical Sensitive |
| 19. Security Clearance | 0 - Not Required |
| 20. Position Risk | Moderate |
| 21. Emergency Essential | |
| 22. Developmental Position | No |
| 23. Full Performance Level | GS-9 |

| 24. Position Classification | Official Title of Position | Pay Plan | Occupational Code | Grade |
|---|---|---|---|---|
| a. Official Allocation | Special Assistant | GS | 0301 | 09 |

| 25. Organizational Title of Position (if different from official title) | 26. Name of Employee (if vacant, state such) |
|---|---|
| | Catherine Angelica Diaz |

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: M0000000 | 2nd Tier Org Description: Office of Chemical Safety and Pollution Prevention |
| 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 G. Utech, Chief of Staff | | Jane T. Nishida, Acting Administrator | |
| Signature: Dan Utech | Date: 1/29/21 | Signature: Dan Utech for Jane Nishida | Date: 1/29/21 |

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 | | PCF for Misc Admin & Prog Series, GS-0301, TS-34, 1/79; AAGEG, TS-98; 8/90 |
| Signature: Barbara E. Dangler | Date: 1/29/21 | |

31. Remarks

Executive Resources position: Schedule C.

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

21 0346991

**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.

# Special Assistant
# GS-0301-09

## Introduction

This position is located in the Immediate Office of the Environmental Protection Agency's (EPA), Office of Chemical Safety and Pollution Prevention (OCSPP). The proposed incumbent will serve as a Special Assistant, supporting the Assistant Administrator for Toxic Substances, and OCSPP senior management.

The proposed incumbent of the position requested for Schedule C exception will not be able to adequately perform their duties without being privy to the political, personal, and management philosophies of the Assistant Administrator (AA). A confidential relationship of a Schedule C nature is imperative since the incumbent will speak for the Assistant Administrator and, as such, will be expected to reflect their 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 Assistant Administrator in correspondence and other communications with Agency managers and program officials.

## Major Duties and Responsibilities

1. Provides support to the AA and other OCSPP senior management. Gathers and evaluates programmatic data to assist in developing recurring or special reports, preparing executive briefings and similar materials for use by management in carrying out and reporting on program accomplishments. Prepares information material based on findings. Assists in collecting, evaluating, and developing executive summaries, metric data, performance plan data, and annual report data. Applies standard techniques for the recommendation of viable performance indicators. Assists in preparing presentations and briefings on studies/analyses/evaluation results, in support of the overall program requirements, as assigned.

2. Applies analytical approaches, methodologies, concepts and techniques to assist in planning and carrying out studies/projects to aid the AA and OCSPP in program planning, measurement, or progress evaluation. Provides insight and assistance based on proven techniques and procedures. Recommends alternatives to problems identified. Identifies and researches the pros and cons of alternative solutions. Provides information to determine intent and interpret and revise existing policy and regulatory guidance. Assists in planning, evaluating, coordinating, and integrating activities with other applicable staff elements and functions.

3. Serves as personal representative of OCSPP senior management in telephone and personal contacts with high ranking officials of the Agency, Members of Congress and White House representatives; scientific and research groups and associations; foreign governments and others. Ascertains the reasons for the visit or telephone call and decides whether the matter to be discussed is of sufficient importance to warrant the personal attention of the AA or other OCSPP senior management. In cases which require the supervisor's attention, schedules appointments, determines which take precedence, decides when an appointment may be interrupted, canceled, rescheduled, etc., as necessary without prior approval. When the

matter does not require the supervisor's personal attention but deals with highly technical or detailed information, refers caller to the proper official. Answers questions on matters which are covered by established policies.

4. Examines current or proposed policies, laws, regulations or administrative procedures to assist in determining potential impact and developing associated recommendations. Assists in developing approaches to best implement requirements, resolve issues, define the nature and scope of any problem areas, and communicate potential areas to improve effectiveness and efficiency of program operations. Identifies data required for use in management and direction of programs. Maintains an understanding of ongoing efforts and changes of mission within the OCSPP and other related activities.

5. Monitors telephone calls, attends meetings, or is briefed on meetings immediately after they take place in order to know what commitments were made and what developments occurred in matters of concern to the Assistant Administrator, OCSPP senior management, and other Agency officials. On own initiative, as necessary, informs staff and office heads of developments in such conversations and meetings and arranges follow-up with them.

6. Maintains calendar of appointments and conferences and keeps informed of the Assistant Administrator and OCSPP senior managements' schedule of activities and commitments to remind them in advance of commitments made. Assembles background information and data, as required, for the staff's use in meetings and conferences.

7. Performs other duties as assigned.

## Factor Level Descriptions

**Factor 1 - Knowledge Required by the Position** **Level 1-6 (950 points)**
Knowledge of and skill in applying analytical and evaluative methods and techniques for assessing administrative program development and improving administrative support in OCSPP.

Knowledge of and skill in applying a standard range of methods used to gather, analyze, and evaluate information concerning administrative program development and implementation processes.

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 2-3 (275 points)**
The supervisor assigns specific projects in terms of issues, organizations, functions, or work processes and sets deadlines for completing the work. The employee plans, coordinates, and carries out the successive steps in fact-finding and analysis of issues necessary to complete each phase of assigned projects.

The supervisor provides assistance on controversial issues or on issues for which precedents are not available. Work is reviewed for conformance with overall requirements as well as contribution to the objectives of the task or project.

**Factor 3 - Guidelines** **Level 3-3 (275 points)**
Guidelines consist of Agency policy, higher echelon directives, or project specifications. Policies and precedent studies provide a basic outline of results desired but do not go into detail concerning methods. Relevant manuals, policy guidelines and regulations are available for reference purposes. These guidelines, regulations, policies and procedures frequently need interpretation in how and when they are applied and used.

**Factors 4 - Complexity** **Level 4-3 (150 points)**
The work involves dealing with problems and relationships of a procedural nature rather than the substance of administration and/or issues. Projects usually take place within the organization with related functions and objectives. The employee uses established analytical techniques to gather narrative or statistical information to manage the collection, maintenance, and dissemination of government information. Findings and recommendations are based on research of precedent policies and the application of standard administrative guidelines.

**Factor 5 - Scope and Effect** **Level 5-3 (150 points)**
The purpose of the work is to assess the effectiveness of current administrative programs in the Office and advise on resolutions to routine issues utilizing established criteria with an emphasis on program administration. Recommendations influence decisions by managers concerning procedural elements of programs.

**Factor 6/7: Personal Contacts/Purpose of Contacts** **Levels 3b (110 points)**
Personal contacts are both internal and external to the Agency, including high ranking officials of the Agency, Members of Congress and White House representatives; scientific and research groups and associations; foreign governments and others and the White House in a moderately unstructured setting.

Purpose of contacts is to collect and exchange information, research problems, provide recommendations for resolving problems, and to plan and coordinate work assignments.

**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: 1920**
**GS-09 Grade Range: 1855-2100**