UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
HUMAN RESOURCES SHARED SERVICE CENTER

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

1. Position No.	EPES21012
2. Incumbency Allocation Only?	May not be IA'ed
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-Executive
8. Financial Statements Required	OGE-278 Required
9. Cybersecurity Code	a. 000 b. c.
10. Position Status	SES (General)
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 Sensitivity	Critical-Sensitive
19. Security Clearance	Top Secret
20. Position Risk	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	Deputy Assistant Administrator for Mobile Sources	ES	0340	00

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

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: L0000000	2nd Tier Org Description: Office of Air and Radiation
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 Jane Nishida, Acting Administrator
Signature: Utech, Dan — Digitally signed by Utech, Dan Date: 2021.02.18 07:17:58 -05'00'	Signature: Utech, Dan — Digitally signed by Utech, Dan Date: 2021.02.18 07:18:24 -05'00'
Date:	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: Barbara Dangler, HR Specialist

Signature: Barbara E. Dangler — Date: 2/18/21

30. Position Classification Standards Used in Classifying/Grading Position

31. Remarks

Executive Resources position.

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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.

Deputy Assistant Administrator
for Mobile Sources
ES-0340-00

Introduction

This position is located in the immediate office of the Office of Air and Radiation (OAR) at the U.S. Environmental Protection Agency (EPA). The Deputy Assistant Administrator (DAA) for Mobile Sources serves under the Assistant Administrator (Air and Radiation). The DAA for Mobile Sources, in combination with the DAA for Stationary Sources, the DAA for Air and Radiation, the Principal Deputy Assistant Administrator, and the Assistant Administrator (AA), manages and oversees the Office of Air and Radiation. The Office of Air and Radiation develops national programs, policies, and regulations for controlling air pollution and radiation exposure, and for administering the Clean Air Act, the Atomic Energy Act, the Waste Isolation Pilot Plant Land Withdrawal Act, and other applicable environmental laws. The incumbent supports OAR's work through a variety of special and on-going responsibilities relating to the coordination of policy, regulations, and communications for air and radiation issues relating to mobile sources.

Major Duties and Responsibilities

The Deputy Assistant Administrator for Mobile Sources serves as the alter ego of the Assistant Administrator (Air and Radiation), and shares fully, in combination with the Deputy Assistant Administrator for Stationary Sources, the Deputy Assistant Administrator for Air and Radiation and the Principal Deputy Assistant Administrator, in the responsibilities of supervising and managing the Office of Air and Radiation. These duties include planning, programming, policy implementation, management, direction and control of the technical and administrative aspects of the Office as well as the following duties:

1. Performs a variety of assignments associated with the coordination of sensitive policy issues with the White House, Congress, industry representatives', non-governmental organizations, and others. Reviews and coordinates regulations, policy documents, reports, and other materials of special importance and concern to the Assistant Administrator to ensure that they are prepared in accordance with and reflect the point of view of the Agency and the Administration.

2. Identifies critical policy issues and problems, related to mobile sources, that require the immediate and personal attention of the Assistant Administrator and recommends an appropriate course of action regarding interaction with White House and Congressional officials. Represents the Assistant Administrator at meetings and speaks on his behalf before a wide variety of groups on sensitivematters. Such activities frequently involve dealing with high level official from the White House, Congress, industry, non-governmental organizations, and others.

3. Undertakes assignments on projects of special concern to the Assistant Administrator.

These assignments are usually broad-based, of an Agency- or government-wide nature, and often involve relationships outside the Agency. Establishes contacts at the highest levels in order to develop information, evaluate findings, and prepare reports incorporating conclusions and specific recommendations. Provides information to the Assistant Administrator through personal briefings.

4. 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, establishes performance standards, appraises staff against these standards, and overall administration of human resources and Equal Employment Opportunity programs within the organization.

5. Provides continuing and ad hoc analysis and recommendations regarding highly urgent and sensitive management, regulatory, policy, and communications matters. Manages the implementation of specific program and regulatory policies relating to mobile sources including directing action assignments to the appropriate office component.

6. Performs other duties as assigned.

Supervisory Controls

Receives broad general direction and policy guidance from the Assistant Administrator (Air and Radiation). Within this framework, the incumbent is allowed wide latitude in the exercise of initiative and judgement in performing assigned duties in a highly independent manner. Work is subject to review only for attainment of overall objectives and compliance with broad policies.