

STATEMENT OF WORK

TITLE, SERIES, GRADE

Senior Advisor, AD-0301-00

ORGANIZATION

U.S. Environmental Protection Agency
Office of Air and Radiation

TITLE AND GRADE OF SUPERVISOR

Assistant Administrator for Air and Radiation, EX-0340-00

STATEMENT OF RESPONSIBILITIES

1. The incumbent of this position will advise the Assistant Administrator on implementing the Administration's programs and priorities for clean air. Specifically, the incumbent will review draft regulations and related documents for effective treatment of compliance issues and consistency with NEXTGEN compliance principles. The incumbent will advise the Assistant Administrator and Office of Air and Radiation executives on compliance mechanisms to benefit traditionally overburdened and underserved populations and will provide advice on various policy aspects of specific rulemakings, including but not limited to climate change. The incumbent conducts extensive investigation and analysis of largely undefined factors and conditions to determine the nature and scope of problems, and to devise and recommend solutions. Develops recommendations for problem resolution and monitors the implementation of such resolutions. Collaborates with senior leadership, providing advice on the need for changes in methods, procedures, and policies to strengthen programs or processes.
2. The incumbent will represent the Assistant Administrator at high-level meetings within the Agency. Actively participates in conferences, meetings, or presentations involving problems or issues of considerable importance. Keeps abreast of policies, programs, and procedures of the Agency and is knowledgeable of major programs and organizational relationships. Meetings will be for the purpose of fact finding, problem solving, and policy development.
3. The incumbent will offer recommendations regarding policy options as well as strategies for resources management at the programmatic level. The incumbent will review briefings, speeches, informational materials, correspondence, and other documents for conformance to the Administration's objectives. They will identify and coordinate activities, major policy, or process issues requiring management attention.