

STATEMENT OF WORK

TITLE, SERIES, GRADE

Senior Advisor for Policy and Programs, AD-0301-00

ORGANIZATION

U.S. Environmental Protection Agency
Office of Land and Emergency Management

TITLE AND GRADE OF SUPERVISOR

Assistant Administrator for Land and Emergency Management, EX-0340-00

STATEMENT OF RESPONSIBILITIES

1. Provides independent technical, and policy advice to the Assistant Administrator (AA) on issues, policies, and legislative matters relating to the planning process, and recommends alternatives based on assessments, analysis, reports, general information, and other sources (as supplemented by a continuous awareness of major national issues and policies supported or advocated by members of Congress, the President, the Administrator, and other related individuals and groups).
2. Using continuous knowledge of emerging legislation and regulatory issues of interest to the AA and Office of Land and Emergency Management (OLEM), anticipates areas of concern and provides recommendations to the AA and senior management. Identifies problem areas, develops and recommends solutions and specific policy initiatives in relation to highly urgent and sensitive operational and/or implementation matters. Arranges for the implementation of specific policies and recommendations, including making action assignments to the appropriate organizational element. As directed, provides direction to and/or leads staff in the analysis of implementation of problems or issues reaching OLEM.
3. Maintains high level of interaction with OLEM's Office Directors, Deputy Office Directors, Division Directors and staff in order to independently monitor and assess progress on legislative and regulatory issues of concern to the AA and OLEM's mission and goals. Provides independent assistance to senior management in long range planning, policy formulation, implementation, control, and coordination of OLEM programs.
4. Represents the Assistant Administrator and the Agency at all levels of government including Federal, State, local agencies and at private industry and citizen groups; provides information and advice on OLEM's activities and programs. Interprets existing and proposed plans and policies. Applies a broad comprehensive knowledge of problems involved in effective relationships between various government levels, private industry and citizenry in striving to

promote OLEM and Agency plans and programs of special significance to the national environmental protection efforts. The incumbent stimulates interests, elicits support, negotiates agreements at all these levels and advises management including the Assistant Administrator on courses of action which should be taken. Represents authoritatively the AA and the Agency in responding to external inquiries of considerable importance concerning Agency policies and positions on legislative and regulatory issues, including coordination of meetings, conferences, and policy forums.

5. Represents and speaks authoritatively for the AA and OLEM at important meetings and conferences involving high level officials of the Agency, other Federal agencies, State and local governments, citizen groups, and others. Presents the AA's point of view and explains policies and programs. Maintains continuous awareness of major national issues and policies supported by members of Congress, the President, the Administrator and other related individuals and groups. Since contacts typically have diverse viewpoints and motives, the incumbent will have to be persuasive to achieve a common understanding of the problem and a satisfactory solution. Influences managers or other officials to accept and implement findings and recommendations that support the AA's and Administrator's mission and objectives.
6. Keeps alert and informed on current policies, programs and procedures of OLEM, the Agency, and Congress. Prepares status reports and studies which pertain to problems of unusual breadth and intensity not normally within the purview of a specific statute or authority. Projects are generally far-reaching in impact, unique and require distinct and definite approaches.
7. Performs special studies and prepares reports and position papers on urgent and sensitive matters of particular interest and concern to the AA and senior management. Acts to ensure that particular policies, viewpoints, needs, and concerns are clearly understood, and that conflicting views or controversial issues are resolved or synthesized. 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.