

## STATEMENT OF WORK

### **TITLE, SERIES, GRADE**

Senior Advisor to the Administrator  
AD-0301-00

### **ORGANIZATION**

U.S. Environmental Protection Agency  
Office of the Administrator  
Immediate Office

### **TITLE AND GRADE OF SUPERVISOR**

Administrator, EX-0340-00

### **STATEMENT OF RESPONSIBILITIES**

- The Senior Advisor to the Administrator works closely with the Deputy Administrator and Chief of Staff to set policy objectives for implementation of key programs as identified by the Deputy Administrator and Chief of Staff. The incumbent provides guidance, support, and recommendations to meet policy goals.
- Leads a cross-cutting intra-agency team to develop plans and drive implementation of the plans to achieve the key program policy objectives. Such plan implementation should include:
  - Developing performance metrics and tracking progress against those indicators, such as timeline for deploying funds and specific community and national outcomes;
  - Directly supporting program offices on the design and implementation of priority initiatives;
  - Building the capabilities of individual program offices such as through data and analytics support, accelerated staffing and hiring, execution coaching, and change management.
- Provides expert, independent, and confidential advice to the Administrator. Incumbent is recognized as an expert and authoritative representative of the Administrator and provides advice and expertise on developing, managing, evaluating and implementing strategies, policies and directives.
- Identifies and coordinates activities, major policy, or process issues requiring management attention. Identifies and performs in-depth analyses of issues, analyzes the consequences of adopting various proposals and policies, develops options and alternatives, and provides recommendations through written and oral presentations. In particular, analyzes the impact of policy directives from within the Agency, the Office of Management and Budget, and other Federal agencies. Develops recommendations for problem resolution and monitors the

implementation of such resolutions. Collaborates with senior leadership, providing advice and counsel on the need for changes in methods, procedures, and policies to strengthen programs or processes.

- Functions as a senior level liaison with external organizations and stakeholders to represent the view of the Administrator and interests of the Agency. Presents the Administrator's viewpoints to external groups and promotes closer relationships between the Agency and appropriate outside organizations in areas of mutual benefit. Represents or negotiates on behalf of the Administrator with experts in working groups across government and with EPA partners and stakeholders (State, Tribal and local governments, environmental organizations, and others). Represents the Administrator at meetings, conferences, and seminars sponsored by the Agency and/or external organizations. Serves as a representative of the program to convey points of view, desired emphasis and goals in matters falling within the incumbent's area of responsibility.