

STATEMENT OF WORK

TITLE, SERIES, GRADE

Senior Advisor for Community Outreach, AD-0301-00

ORGANIZATION

U.S. Environmental Protection Agency
Office of the Regional Administrator Region 7
Immediate Office

TITLE AND GRADE OF SUPERVISOR

Regional Administrator, ES-0340-00

STATEMENT OF RESPONSIBILITIES

1. Serves as a senior advisor to the Regional Administrator. Provides advice concerning internal and external Agency policy efforts, receives internal policy briefings, and becomes familiar with relevant broad Agency policy issues. Provides insightful recommendations and leadership to regional management and staff and supports recommendations with examples and case studies. The incumbent uses judgment and discretion in determining intent and in interpreting existing policy and regulatory guidance for use by others within and outside the organization. The employee is recognized as an expert in community engagement, messaging and facilitation. Analysis and recommendations impact short-term and long-term strategic planning.
2. Maintains a continuous awareness of the major national legislation, executive orders, regulations and policies relating to the programs of EPA and the policies and programs supported and advocated by Congress and the Administration in order to make recommendations to the Regional Administrator concerning their involvement in the strategic direction of Region 7's community engagement efforts and policies. Identifies critical issues and collaboratively (with the affected Region 7 programs) develops potential corrective courses of action.
3. Serves as a policy analyst with a focus on analyzing, influencing, and communicating policy and expertise regarding community engagement. Provides expertise to the Region regarding community engagement on controversial issues and for historically unreceptive communities and considers an array of complex variables within a broad field to include but not limited to community history, needs, and Agency authority. Collaboratively works with managers and staff, makes realistic assessments of the political and Agency environment in which policy alternatives will be considered, chosen and implemented, keeping in mind that the portfolio of community engagement is subject to general Agency policies and operating requirements. The incumbent plans, coordinates, and carries out often highly visible, complex projects with socio-economic impacts, often involving senior levels of the EPA, other Federal agencies, State environmental agencies, and elected officials.
4. Collaboratively develops innovative policy positions, policy and programmatic options, and

technical guidance on future policies regarding community engagement. Evaluates divergent professional opinions affecting significant, environmental issues to define feasible options, including the consequences of the adoption. Exercises considerable judgment in interpreting and adapting existing precedents and in developing new or improved approaches to analyze, develop, and present authoritative information or analyses on controversial and nationally important subjects related to the development and implementation of policies.

5. Consults with senior Agency leaders to incorporate stakeholder concerns into Agency actions. Confers with key officials within the Agency and across Federal agencies to determine cross-cutting program requirements and develop viable solutions acceptable to all parties involved. Coordinates sensitive community policy issues with the Agency and between the Agency and other Federal agencies, Congress, States, tribes, industries including produce growers, public interest groups, and others. The incumbent is an authority on community engagement, adding knowledge of unique circumstances which involve the transection of diverse communities and public health and environmental policy.
6. May serve as an expert representative of the Agency at national and international conferences on EPA's community engagement programs.
7. Represents the Regional Administrator at meetings and conferences and negotiates significant or controversial matters on behalf of Agency decision-makers with high-level officials, from industry and other Federal agencies, working to develop, advance, and encourage EPA's community engagement efforts. Participates as a recognized authority in intergovernmental and technical forums. Collaboratively, coordinates and facilitates projects requiring cross-team interaction within Region 7, and the Agency relating to community engagement. Recognizes that colleagues both internal and external to the Agency often have diverse viewpoints, goals, or objectives requiring the incumbent to achieve a common understanding of the problem and a satisfactory solution by convincing them, arriving at a compromise, or developing suitable alternatives.
8. Develops and delivers regional training on community engagement, conflict-management and issue de-escalation.
9. Keeps abreast of new developments within and outside the Federal sector pertaining to community engagement and provides advice to the Regional Administrator on strategies to accommodate such developments. Reviews and evaluates alternative and sometimes conflicting national, Regional, and State positions and actions on community-related environmental policies and programs. Recommends new standards and approaches in light of emerging trends and technologies.
10. Performs other duties as assigned.