

## **STATEMENT OF WORK**

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

Deputy Assistant Administrator for Pollution Prevention, AD-0301-00

### **ORGANIZATION**

U.S. Environmental Protection Agency  
Office of the Chemical Safety and Pollution Prevention  
Immediate Office

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

Assistant Administrator for Toxic Substances, EX-0340-00

### **STATEMENT OF RESPONSIBILITIES**

1. As a key advisor, the Deputy Assistant Administrator (DAA) for Pollution Prevention provides expert advice to the Assistant Administrator (AA) and other OCSPP and Agency management on high-profile pollution prevention program activities and serves as an advocate for the Agency's work in this area. The incumbent provides regulatory and programmatic expertise on pollution prevention regulations including the Pollution Prevention Act.
2. The DAA works collaboratively with the Directors of the Office of Pollution Prevention and Toxics (OPPT) and the Office of Pesticide Programs (OPP) to develop and implement policies and procedures. The incumbent is recognized as an expert and authoritative representative of the Office and provides advice and expertise on developing, managing, evaluating and implementing pollution prevention program strategies, policies and directives. The OPPT and OPP Directors manage the implementation and integration of these efforts within the respective Office's programs.
3. As a trusted authority on pollution prevention programs, the DAA advises the Assistant Administrator on a variety of topics including overall program goals, objectives, policies, and strategies. In coordination with the OCSPP top management, the incumbent shall coordinate the development and application of OCSPP policies.
4. Performs complex trend analysis of existing pollution prevention program policies and activities to identify trends and developments which appear to significantly influence long-range plans. When making recommendations based on their analysis, the incumbent considers the broad impact of program plans, as well as OCSPP goals and mission objectives. These recommendations improve efficiency and program management. Identifies and coordinates activities, major policy, or process issues requiring management attention.
5. 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. 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. 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. Recommendations are based on analyses, reports, general information, and other sources as supplemented by a continuous awareness of Agency policies, issues, and programs. Collaborates with senior leadership, providing advice on the need for changes in methods, procedures, and policies to strengthen programs or processes.

6. Presents OCSPP viewpoints to external groups and promotes closer relationships between OCSPP and appropriate outside organizations in areas of mutual benefit. Works with political leadership across the Federal government to provide policy support for pollution prevention program activities. 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. Represents or negotiates on behalf of Agency decision-makers with experts in working groups across the Federal government and with EPA partners and stakeholders (State, Tribal and local governments, environmental organizations, and others). Represents the AA 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. Contacts typically 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.
7. Undertakes assignments on projects of special concern to the Assistant Administrator. These assignments are usually broad-based, of an Agency-wide nature, and often involve relationships with external stakeholders. Establishes contacts at the highest levels and develops a strong network of external and internal peers in order to develop information, evaluate findings, provide consultative feedback and prepare reports incorporating conclusions and specific recommendations. The incumbent often justifies, defends, negotiates, or settles matters involving significant or controversial matters including recommendations affecting major programs. The incumbent has responsibility to influence managers or other officials to accept and implement findings and recommendations despite contacts often having conflicting objectives and limitations to available resources. Provides information to the Assistant Administrator through personal briefings.
8. Performs other duties as assigned.