

STATEMENT OF WORK

TITLE, SERIES, GRADE

Special Advisor for Implementation, AD-0301-00

ORGANIZATION

U.S. Environmental Protection Agency
Office of the Administrator

TITLE AND GRADE OF SUPERVISOR

Chief of Staff, ES-0340-00

STATEMENT OF RESPONSIBILITIES

1. Provides expert, independent, and confidential advice and counsel to the Chief of Staff and the Director of Implementation. Incumbent is recognized as an expert and authoritative representative of the Office and provides advice and expertise on developing, managing, evaluating and implementing strategies, policies and directives relating to BIL.
2. Serves on the Implementation Team. Supports the Director of Implementation in developing plans and driving implementation of the plans to achieve key BIL program policy objectives. The Implementation Team:
 - a. Develops performance metrics and tracks progress against those indicators, (such as timeline for deploying funds and specific community and national outcomes), and if issues arise identifies problem areas and makes decisions on an alternative course of action;
 - b. Directly supports program offices on the design and implementation of priority initiatives;
 - c. Builds the capabilities of individual program offices such as through data and analytics support, accelerated staffing and hiring, execution coaching, and change management;
 - d. Ensures that EPA can engage as one Agency when discussing BIL with the White House, Office of Management and Budget (OMB), and other stakeholders;
 - e. Develops and maintains an integrated Agency implementation plan;
 - f. Promotes cross-EPA collaboration and information sharing;
 - g. In coordination with the Office of the Chief Financial Officer (OCFO), promotes project delivery best practices in implementation of BIL programs, providing central leadership on BIL resource decisions, and supporting offices in implementing the highest standard of program integrity practices.
3. 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 White House, and other Federal agencies.

Recommendations are based on analyses, reports, general information, and other sources as supplemented by a continuous awareness of Agency policies, issues, and programs.

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.

4. Provides managers and staff with assistance, guidance, support, and recommendations to meet implementation program goals and objectives.
5. Functions as a senior level liaison with external organizations in matters concerning the BIL implementation in the Agency. Presents the Agency's viewpoints to external groups and promotes closer relationships between the Agency and appropriate outside organizations in areas of mutual benefit. 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 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.
6. 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. Responds to external requests for Agency information from the Congress, the White House, oversight bodies, and external partners. Maintains effective relationships with interested groups. Incumbent establishes contacts at the highest levels of leadership to develop information, evaluate findings, devise recommendations, and incorporate solutions for improvements to operations.
7. Prepares and/or delivers remarks and presentations in areas of expertise; represents the Agency in Federal workgroups, briefings for Congressional staff, meetings with other Federal or State agencies, tribal governments, the regulated community and other stakeholders.
8. Performs other duties as assigned.