

STATEMENT OF WORK

TITLE, SERIES, GRADE

Deputy Assistant Administrator for Regulatory Affairs, AD-0340-00

ORGANIZATION

U.S. Environmental Protection Agency
Office of Water
Immediate Office

TITLE AND GRADE OF SUPERVISOR

Assistant Administrator for Water, EX-0340-00

STATEMENT OF RESPONSIBILITIES

1. Serves as the alter ego of the Assistant Administrator (AA) for Water, sharing fully in the responsibilities of managing the Office of Water in coordination with the Deputy Assistant Administrator for Management and the Deputy Assistant Administrator for Strategic Initiatives. Works under the direction of the AA in the planning, coordination and overall direction of OW program activities relating to regulatory affairs.
2. The Deputy Assistant Administrator (DAA) for Regulatory Affairs oversees the overall regulatory agenda of the Office of Water ensuring that regulatory actions stay on schedule. The incumbent oversees development of key regulatory efforts as directed by the AA and provides advice, guidance and technical direction addressing regulatory affairs and makes recommendations to the Office of Water senior management on the need for changes in organization, methods, procedures, and policies in relation to program objectives.
3. As a trusted authority on regulatory affairs, the DAA advises the Assistant Administrator on a variety of topics including overall program goals, objectives, policies, strategies and managerial approaches in relation to regulatory affairs. The incumbent develops goals and objectives that integrate OW program objectives with regulatory affairs. Establishes, revises, or reviews policies, procedures, and mission objectives, as necessary to eliminate work problems or barriers to mission accomplishment. Interprets, analyzes, and applies laws, regulations, and other guidance applicable. Provides OW management and staff with direction and advice regarding policies, procedures, and guidelines.
4. Performs complex trend analysis of regulatory affairs to identify trends and developments which appear to significantly influence long-range program plans. When making recommendations based on their analysis, the incumbent considers the broad impact of program plans, as well as goals and mission objectives. These recommendations improve efficiency. In coordination with the OW top management, including the Deputy Assistant

Administrators, the incumbent directs actions concerning emerging problems of national significance.

5. Engages with Congress, State and local government officials on key regulatory actions. Represents the Agency, the AA and/or OW on various task force, panel and/or committee meetings both internal and external to the Agency. Contacts typically have diverse viewpoints, goals, or objectives requiring the employee to achieve a common understanding of the problem and a satisfactory solution by influencing contacts, arriving at a compromise, or developing suitable alternatives.
6. 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.
7. Directs the work of senior career staff engaged in the implementation of regulatory programs. Assures that personnel are appropriately employed, effectively and efficiently utilized, and dealt with in a fair and equitable manner. This involves acquiring staff with the necessary knowledge, skills, abilities, and/or potential through appropriate workforce planning, recruitment, and selection processes; delegating work among subordinate groups and individuals; establishing performance standards, appraising staff against these standards, and taking appropriate actions; assessing individual capabilities and needs and providing coaching, counseling and career development opportunities; and dealing with employee relations matters, including resolving conflicts, attending to morale and organization climate issues, handling labor-management and Equal Employment Opportunity issues, and taking disciplinary actions.
8. Performs other related executive duties as assigned.