# POSITION DESCRIPTION

# Assistant Administrator (Enforcement and Compliance Assurance), environmental protection agency

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| **OVERVIEW** |
| Senate Committee | Environment and Public Works |
| Agency Mission | To protect human health and the environment |
| Position Overview | The assistant administrator for enforcement and compliance assurance serves as the senior official to the administrator for matters concerning enforcement, compliance assurance and environmental equity efforts. |
| Compensation | Level IV $155,500 (5 U.S.C. § 5315)[[1]](#endnote-1) |
| Position Reports to | Environmental Protection Agency Administrator[[2]](#endnote-2) |
| **RESPONSIBILITIES** |
| Management Scope | In fiscal 2015, the assistant administrator for enforcement and compliance managed an enacted budget of $436.72 million and oversaw 2,877 full-time equivalents.[[3]](#endnote-3) |
| Primary Responsibilities | * Provides direction and overall management of administrative, civil and criminal enforcement, as well as compliance monitoring and assurance activities
* Manages the administrative and judicial activities of the national criminal enforcement program, site remediation and federal facilities enforcement and compliance assurance programs
* Provides to headquarters, regions and states, case preparation and investigative expertise for enforcement activities through the National Enforcement Investigations Center[[4]](#endnote-4)
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| Strategic Goals and Priorities | [Depends on the policy priorities of the administration] |
| **REQUIREMENTS AND COMPETENCIES** |
| Requirements | * Distinguished legal career
* Understanding of environmental science and EPA structure and processes
* Previous government experience and knowledge of the legislative and federal budgeting process
* Track record as an effective manager in a large and diverse organization
* Knowledge in the areas of finance, personnel, planning and evaluation
* Strong relationships with relevant stakeholders, or ability to form them
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| Competencies | * Strong leader
* Ability to communicate effectively, internally and externally
* Strong coordination and collaboration skills to work extensively across U.S. government agencies and other relevant stakeholders
* Ability to work under high pressure
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| **PAST APPOINTEES** |
| Cynthia J. Giles (2009 to 2016): Vice President and Director, Rhode Island Advocacy Center, Conservation Law Foundation; Head of Bureau of Resource Protection, Massachusetts Department of Environmental Protection; Enforcement Director, Region 3, Environmental Protection Agency[[5]](#endnote-5) |
| Granta Y. Nakayama (2005 to 2009): Partner for Environmental Law and Product Safety, Kirkland & Ellis LLP; Chief of Quality Control, Welding and Nondestructive Testing Branch, Naval Nuclear Propulsion Program, Department of the Navy; Chief Engineer, Nuclear Core Manufacturing, Naval Nuclear Propulsion Program, Department of the Navy[[6]](#endnote-6) |
| John Peter Suarez (2002 to 2004): Federal and State Prosecutor, New Jersey; Chief Enforcement Officer, New Jersey Gaming Industry; Non-Independent Non-Executive Director, Massmart Holdings Limited[[7]](#endnote-7) |

1. The Consolidated Appropriations Act, 2017 (Public Law 115-31, May 5, 2017), contains a provision that continues the freeze on the payable pay rates for certain senior political officials at 2013 levels during calendar year 2017. [↑](#endnote-ref-1)
2. https://www.epa.gov/aboutepa/epa-organization-chart [↑](#endnote-ref-2)
3. https://www.epa.gov/sites/production/files/2015-02/documents/epa\_fy\_2016\_congressional\_justification.pdf [↑](#endnote-ref-3)
4. OPM [↑](#endnote-ref-4)
5. https://energy.gov/articles/doe-general-counsel-nomination-announcement [↑](#endnote-ref-5)
6. Leadership Directories: https://lo.bvdep.com/PeopleDocument.asp?PersonId=-1&LDIPeopleId=617552&Save=1 [↑](#endnote-ref-6)
7. http://www.bloomberg.com/research/stocks/people/person.asp?personId=26425982&privcapId=313055 [↑](#endnote-ref-7)