POSITION DESCRIPTION

**Deputy Administrator, 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 Deputy Administrator acts as EPA’s chief operating officer, managing the day-to-day activities of the agency, including overseeing the budget, regulatory process and administrative issues. |
| Compensation | Level III $165,300 (5 U.S.C. 5314)[[1]](#endnote-1) |
| Position Reports to | The Administrator of the EPA  |
| **RESPONSIBILITIES** |
| Management Scope | In fiscal 2015, the EPA had $7,007 million in outlays, 14,161 total employment and about 4,000 to 5,000 contract employees. The Deputy Administrator has a couple of direct reports: the chief of staff to the deputy (also known as the associate deputy administrator) as well as an assistant for scheduling and travel. However, as chief operating officer, the deputy secretary will manage people from all over the organization, not just those in his or her direct office. The Deputy Administrator is essentially in the “same box” on the organization chart as the Administrator. |
| Primary Responsibilities | * Executes the president’s and administrator’s strategic plan for the agency by managing the overall operations and individual departments, and integrating mission-support functions with program and policy objectives
* Works with peers in other agencies, the Office of Management and Budget, stakeholders (e.g., local or state governments) and Congress as needed
* Resolves interagency conflict
* Serves as a key advisor to the administrator on all matters pertaining to the agency
* Ensures that the agency’s components are delivering their programs and services with integrity, and in an effective and efficient manner
* Develops and manages complementary internal management processes that coordinate across programs
* Represents the administrator in public and private meetings including dealings with the White House, Congress, state governments and trade groups.
* Oversees internal Government Performance and Results Act processes
* Works closely with the Administrator, Chief of Staff and CXOs
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| Strategic Goals and Priorities | [Depends on the policy priorities of the administration]  |
| **REQUIREMENTS AND COMPETENCIES** |
| Requirements | * Familiarity with the agency’s existing organization, regulatory processes, mission and culture
* Ability to immediately and effectively assume the administrator’s job
* Proven ability and experience leading and managing a large and complex enterprise
* Previous experience with, or strong knowledge of, federal government enterprise operations
* Understanding and, if possible, experience with the state and local roles in delivering the broad mandates under the nation’s environmental laws
* Understanding of core services, programs and initiatives delivered by the agency’s key departments
* Experience dealing with high-profile stakeholders
* Experience leading through unexpected crisis situations (preferred)
* Familiarity with the federal budget process (preferred)
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| Competencies | * Excellent communication skills to convey administrator’s messages through congressional testimony, press events and meetings with stakeholders
* Demonstrated ability to resolve conflicts within a large organization
* Comfort leading and managing in ambiguous situations, as deputy administrators typically have vague or undefined statutory responsibilities and authorities
* Ability to establish positive relationships with co-workers and external stakeholders
* Ability to forge strong congressional relationships (preferred)
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| **PAST APPOINTEES** |
| A. Stanley Meiburg (Acting) (2015 – 2017): Deputy Regional Administrator, EPA Region 4, Atlanta; Deputy Regional Administrator, EPA Region 6, Dallas; Director, Air, Pesticides and Toxics Division, Region 6, Dallas; Director, Planning and Management Staff, EPA Office of Air Quality Planning and Standards, Durham, North Carolina |
| Bob Perciasepe (2009 – 2014): chief operating officer at the National Audubon Society; EPA Assistant Administrator for Water and for Air/Radiation; Secretary of the Environment for the State of Maryland; senior official for the City of Baltimore |
| Marcus C. Peacock (2005 – 2009): Associate Director for Natural Resources, Energy, and Science, OMB; Staff Director, House of Representatives Transportation and Infrastructure committee Oversight and Emergency Response subcommittee |
| Stephen L. Johnson (2004 – 2005): Assistant Administrator, Office of Prevention, Pesticides, and Toxic Substances, EPA (with over 20 years of service at the EPA); Director of Operations, Hazelton Laboratories Corporation and Litton Bionetics, Inc. |

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)