# POSITION DESCRIPTION

# Assistant Administrator (Air and Radiation), 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 air and radiation is the national program manager for air and radiation activities of the agency. |
| 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 | The total enacted budget for the Office of Air and Radiation in fiscal 2015 was $719.935 million, and the office had 1,674 full-time equivalents.[[3]](#endnote-3) |
| Primary Responsibilities | * Manages the development of programs, technical policies and regulations for air and radiation pollution control * Oversees development of national standards for air quality and emission standards for stationary and mobile sources, and hazardous pollutants and radiation * Provides technical direction, support and evaluation of regional air and radiation activities, and training of state, tribal and local government personnel in monitoring, planning and control of air and radiation emissions * Oversees the agency's programs to address global climate change, including establishing standards to reduce greenhouse gas emissions[[4]](#endnote-4) |
| Strategic Goals and Priorities | [Depends on the policy priorities of the administration] |
| **REQUIREMENTS AND COMPETENCIES** | |
| Requirements | * Previous government experience and knowledge of the legislative and federal budgeting process * Knowledge of the department’s functions and policies * 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 |
| Competencies | * Strong leader * Ability to communicate effectively, internally and externally * Strong coordination and collaboration skills to work extensively across U.S. government agencies and with other relevant stakeholders * Ability to work under high pressure |
| **PAST APPOINTEES** | |
| Regina McCarthy (2009 to 2013): Commissioner, Connecticut Department of Environmental Protection; Deputy Secretary, Massachusetts Office of Commonwealth Development; Undersecretary for Policy, Executive Office of Environmental Affairs[[5]](#endnote-5) | |
| Jeffrey R. Holmstead (2001 to 2005): Partner, Latham & Watkins Environmental Group; Associate Counsel to the President, Executive Office of the President, George H.W. Bush Administration; Law Clerk to Judge Douglas H. Ginsburg, U.S. Court of Appeals, District of Columbia[[6]](#endnote-6) | |

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. http://www.allgov.com/news/appointments-and-resignations/administrator-of-the-environmental-protection-agency-who-is-gina-mccarthy-130330?news=849586 [↑](#endnote-ref-5)
6. http://www.bracewelllaw.com/people/jeffrey-r-holmstead [↑](#endnote-ref-6)