# POSITION DESCRIPTION

# Assistant Administrator (Chemical Safety and Pollution Prevention), 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 chemical safety and pollution prevention (formerly the assistant administrator for prevention, pesticides and toxic substances) is responsible for agency strategies for implementing and integrating the pollution prevention, pesticides and toxic substances programs. |
| 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 Office of Chemical Safety and Pollution Prevention had an enacted budget of $231.069 million and 986 full-time equivalents.[[3]](#endnote-3) |
| Primary Responsibilities | * Plans agency strategies for implementing and integrating the pollution prevention, pesticides and toxic substances programs
* Develops and operates agency programs and policies for assessment and control of pesticides and toxic substances, and recommends policies and develops operating programs for implementing the Pollution Prevention Act
* Develops recommendations for agency priorities for research, and monitors regulatory and information-gathering activities related to pesticides, toxic substances, and implementing the Pollution Prevention Act
* Monitors and assesses pollution prevention, pesticides and toxic substances program operations in headquarters and regional offices[[4]](#endnote-4)
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| Strategic Goals and Priorities | [Depends on the policy priorities of the administration] |
| **REQUIREMENTS AND COMPETENCIES** |
| Requirements | * Understanding of environmental science and EPA structure and processes
* Previous government experience, and knowledge of the legislative and federal budgeting process
* Effective manager, with a track record 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 with other relevant stakeholders
* Ability to work under high pressure
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| **PAST APPOINTEES** |
| James J. Jones (2011 to 2017): Deputy Assistant Administrator, Office of Air and Radiation, Environmental Protection Agency; Deputy Assistant Administrator, Office of Chemical Safety and Pollution Prevention, Environmental Protection Agency; Director, Office of Pesticide Programs, Environmental Protection Agency[[5]](#endnote-5) |
| Stephen Alan Owens (2009 to 2011): Director, Arizona Department of Environmental Quality; Private Practice Attorney, Phoenix, Arizona; Chief Counsel and Tennessee State Director, Senator Al Gore[[6]](#endnote-6) |
| James B. Gulliford (2006 to 2009): Region 7 Administrator, Environmental Protection Agency; Director, Division of Soil Conservation; Mine Reclamation and Environmental Protection Program Area Positions, Iowa State University and Southern Illinois University[[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://www.linkedin.com/in/james-jones-64aa40126/ [↑](#endnote-ref-5)
6. http://www.squirepattonboggs.com/en/professionals/o/owens-stephen-a [↑](#endnote-ref-6)
7. http://www.neasce.org/pdf/Newsletter/2003-03\_Mar.pdf [↑](#endnote-ref-7)