# POSITION DESCRIPTION

# Assistant Administrator (Environmental Information), 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 environmental information supports the agency's mission by: integrating environmental information decisions regarding improving information analyses; documenting performance; and measuring success. |
| Compensation | Level IV $155,500 (5 U.S.C. § 5315)[[1]](#endnote-1) |
| Position Reports to | Environmental Protection Agency (EPA) Administrator [[2]](#endnote-2) |
| **RESPONSIBILITIES** | |
| Management Scope | In fiscal 2015, the assistant administrator for environmental information managed an enacted budget of $153.617 million and oversaw 435 full-time equivalents.[[3]](#endnote-3) |
| Primary Responsibilities | * Integrates environmental information decisions regarding improving information analyses, documents performance and measures success * Establishes and oversees information policies and procedures in consultation with internal and external stakeholders and partners to ensure the security of the agency's IT infrastructure and address the concerns of local, state and federal government; tribes; the regulated community; interest groups; the public; and agency managers[[4]](#endnote-4) * Identifies and implements innovative information technology and information management solutions that strengthen EPA's ability to achieve its goals * Ensures the quality of EPA's information, and the efficiency and reliability of EPA's technology, access service, and data collection and exchange efforts * Provides technology services and manages EPA’s IT investments[[5]](#endnote-5) |
| Strategic Goals and Priorities | [Depends on the policy priorities of the administration] |
| **REQUIREMENTS AND COMPETENCIES** | |
| Requirements | * Effective manager, with track record in a large and diverse organization * Understanding of core services, programs and initiatives delivered by the agency’s key departments * Experience with performance measurements, IT management and other functions of the office * Previous government experience (helpful) |
| Competencies | * Good communication and interpersonal skills * Strong coordination skills and ability to work in a matrixed environment * Ability to handle sensitive matters |
| **PAST APPOINTEES** | |
| Malcolm D. Jackson (2010 to 2017): Senior IT Business Unit Director, CIGNA Insurance Disability Management Business; Senior IT Business Unit Director, CIGNA Insurance Corporate Business Functions; Director IT, Monsanto[[6]](#endnote-6) | |
| Molly A. O'Neill (2007 to 2009): State Director, National Environmental Information Exchange Network, Environmental Council of the States;[[7]](#endnote-7) Principal, American Management Systems; Director, State Practice, TechLaw, Inc.[[8]](#endnote-8) | |
| Kimberly Terese Nelson (2001 to 2005): Director, Program Integration and Effectiveness, Pennsylvania Department of Environmental Protection; Special Assistant to the Secretary, Pennsylvania Department of Environmental Resources; Special Assistant to the Deputy Secretary for Administration, Pennsylvania Department of Environmental Resources[[9]](#endnote-9) | |

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.epa.gov/aboutepa/about-office-environmental-information-oei [↑](#endnote-ref-5)
6. https://cio.gov/contributor/malcolm-d-jackson/ [↑](#endnote-ref-6)
7. http://www.prnewswire.com/news-releases/cgi-hires-former-chief-information-officer-us-environmental-protection-agency-molly-oneill-62203477.html [↑](#endnote-ref-7)
8. https://www.linkedin.com/in/molly-o-neill-295673a/ [↑](#endnote-ref-8)
9. http://prabook.com/web/person-view.html?profileId=1458793 [↑](#endnote-ref-9)