# POSITION DESCRIPTION

# Assistant Administrator (Research and Development), 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 research and development oversees the scientific research arm of the Environmental Protection Agency (EPA), whose leading-edge research helps provide the solid underpinning of science and technology for the agency. |
| Compensation | Level IV $155,500 (5 U.S.C. § 5315)[[1]](#endnote-1) |
| Position Reports to | EPA Administrator[[2]](#endnote-2)  |
| **RESPONSIBILITIES** |
| Management Scope | In fiscal 2015, the assistant administrator for research and development managed a total enacted budget of $520.705 million and oversaw 1,754 full-time equivalents.[[3]](#endnote-3) |
| Primary Responsibilities | * Oversees the development, direction and conduct of a national environmental research, development and demonstration program in health risk assessment, health effects, engineering and technology, processes and effects, acid rain deposition, monitoring systems and quality assurance
* Participates in the development of agency policy, standards and regulations
* Provides for dissemination of scientific and technical knowledge, including analytical methods, monitoring techniques and modeling methodologies
* Provides technical and scientific input on agency-wide technical program issues[[4]](#endnote-4)
* Supports six research programs that identify the most pressing environmental health research needs with input from EPA offices, partners and stakeholders[[5]](#endnote-5)
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| Strategic Goals and Priorities | [Depends on the policy priorities of the administration] |
| **REQUIREMENTS AND COMPETENCIES** |
| Requirements | * Extensive experience in environmental science and research
* Experience leading and managing a team or teams of scientific researchers
* Understanding of EPA structure and processes
* Previous government experience and knowledge of the legislative and federal budgeting process (a plus)
* Strong relationships with relevant stakeholders, or ability to form them
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| Competencies | * Ability to direct scientific research, think strategically about this research and manage priorities
* Ability to effectively communicate the science to agency and government leaders as well as the public
* Strong communication and collaboration skills to work extensively across U.S. government agencies and other relevant stakeholders
* Ability to work under high pressure and manage sensitive matters
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| **PAST APPOINTEES** |
| Paul T. Anastas (2009 to 2012): Teresa and H. John Heinz III Professor in the Practice of Chemistry for the Environment, School of Forestry and Environmental Studies, Yale University; Director, Center for Green Chemistry and Green Engineering, Yale University; Director, Green Chemistry Institute, American Chemical Society [[6]](#endnote-6) |
| George M. Gray (2005 to 2009): Executive Director, Harvard Center for Risk Analysis; Faculty Member, Harvard School of Public Health[[7]](#endnote-7) |
| J. Paul Gilman (2002 to 2004): EPA Science Advisor, Office of the Science Advisor, Assistant Administrator for Research and Development, Environmental Protection Agency[[8]](#endnote-8) |

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-research-and-development-ord [↑](#endnote-ref-5)
6. Leadership Directories: https://lo.bvdep.com/PeopleDocument.asp?PersonId=-1&LDIPeopleId=436757&Save=1 [↑](#endnote-ref-6)
7. http://publichealth.gwu.edu/departments/environmental-and-occupational-health/george-gray [↑](#endnote-ref-7)
8. Leadership Directories: https://lo.bvdep.com/PeopleDocument.asp?PersonId=-1&LDIPeopleId=466064&Save=1 [↑](#endnote-ref-8)