

REASON FOR THIS POSITION				POSITION DESCRIPTION COVER SHEET			
1. NEW		2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER		3. REPLACES PD NUMBER			
<b>RECOMMENDED</b>							
4. TITLE				5. PAY PLAN		6. SERIES	7. GRADE
8. WORKING TITLE				9. INCUMBENT <i>(Optional)</i>			
<b>OFFICIAL</b>							
10. TITLE Environmental Protection Specialist							
11. PP	12. SERIES	13. FUNC	14. GRADE	15. DATE		16. I/A	17. CLASSIFIER
GS	028		09	MONTH/DAY/YEAR		YES	NO
				4/22/2002			
17. CLASSIFIER MS							
<b>18. ORGANIZATIONAL STRUCTURE (Agency/Bureau)</b>							
1 <sup>st</sup>				5th			
2nd				6th			
3rd				7th			
4th				8th			
<b>SUPERVISOR'S CERTIFICATION</b>							
I certify that this is an accurate statement of the major duties and responsibilities of the position and its organizational relationships and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may continue violations of such statute or their implementing regulations.							
19. Supervisor's Signature			20. Date		22. Second Level Supervisor's Signature		23. Date
21. Supervisor's Name and Title				24. Second Level Supervisor's Name and Title			
<b>FACTOR EVALUATION SYSTEM</b>							
FACTOR		25. FLD/BMK	26. POINTS	FACTOR		25. FLD/BMK	26. POINTS
1. Knowledge Required		FLD 1-6	950	6. Personal Contacts		FLD 6-3	60
2. Supervisory Controls		FLD 2-3	275	7. Purpose of Contacts		FLD 7-2	50
3. Guidelines		FLD 3-3	275	8. Physical Demands		FLD 8-2	20
4. Complexity		FLD 4-3	150	9. Work Environment		FLD 9-2	20
5. Scope and Effect		FLD 5-3	150	27. TOTAL POINTS			27. 1950
Grade based on GS Pos. Class. Std for Environmental Protection Series, GS-0028 (TS-133 dtd 3/95)						28. GRADE	28. GS-09
<b>CLASSIFICATION CERTIFICATION</b>							
I certify that this position has been classified as required by Title 5, US Code, in conformance with standards published by the OPM or, if no published standard applies directly, consistently with the most applicable published standards.							
29. Signature /S/ MARILYN STETKA					30. Date 4/22/2002		
31. Name and Title: Marilyn Stetka, Human Resources Specialist (Classification)							
32. Remarks: FLSA: E FPL: GS-11 Standard Job #028-09				33. OPM CERTIFICATION NUMBER			

**MASTER RECORD/INDIVIDUAL POSITION DATA**  
THIS SIDE TO BE COMPLETED BY THE CLASSIFIER

**A. KEY DATA**

1. FUNCTION (1) A/C/D/I/R	2. DEPT. CD/AGCY-BUR-CD. (4)	3. SON (4)	4. MR. NO. (6)	5. GRADE (2) 09	6. IP NO. (8)
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**B. MASTER RECORD**

1. PAY PLAN (2) GS	2. OCC.SER (4) 028	3. OCC FUNC. CD (2)	4. OFF. TITLE CD (5) 0001	5. OFF. TITLE (38) ENVRNMTL PROTCTN SPECLST	
6. HQ.FLD.CD. (1) 1=HQ 2=FLD		7. SUP.CD. (1) 8 2=Sup. GSSG 4=Sup. CSRA 5=Mgmt. CSRA		8. CLASS STD. CD. (1) X=New Std. Applied Blank=NA	
				9. INTERDIS. CD. (1) N=NO Y=Interdis	
				MO	DAY
				04	22
				YEAR 2002	
11. EARLY RET. CD. (1) 1=Primary 2=Secondary		3=Foreign Svc. Blank=NA		12. INACT/ACT (1) A I=Inactive A=Active	
				13. DT. ABOL. (6) MO DAY YEAR	
				14. DT. INACT/REACT (6) MO DAY YEAR	
				15. AGCY. USE (10)	
16. INTERDIS. SER. (40)					
(4)		(4)		(4)	
(4)		(4)		(4)	
17. INTERDIS. TITLE CD. (50)					
(5)		(5)		(5)	
(5)		(5)		(5)	

**C. INDIVIDUAL POSITION**

1. FLSA CD/PAY TABLE CD (1) E E=Exempt N=Nonexempt		2. FIN. DIS. REQ. (1) 0 N 0=None 3=SF 278 4=OGE 450		3. POS. SCHED. (1) A=Sched A B=Sched B C=Sched C			4. POS. SENS. (1) 0=Excepted but not A, B, C 1N N 1=Low risk/non sensitive 2=Non critical sensitive 4=Special sensitive 5=Moderate risk 6=High risk			5. COMP. LEV. (4) 09						
6. WK. TITLE CD. (4)		7. WK TITLE (38)														
8. ORG. STR. CD. (18) 1st 2nd 3rd 4th 5th 6th 7th 8th								9. VAC. REV. CD. (1) 0=Position Action No Vacancy A=No Change B=Lower Grade C=Higher Grade D=Different title and/or series E=New Position/New FTE								
10. TARGET GD. (2) 11		11. LANG. REQ. (2)		12. PROJ. DTY. IND. (1) Blank=N/A Y=Yes		13. DUTY STATION (9) State (2) City(4) Cnty(3)			14. BUS. CD. (4)		15. DT. LST. AUDIT (6) MO DAY YEAR		16. PAS. IND. (1) Blank=N/A 1=PAS		17. DATE EST. (6) MO DAY YEAR	
18. GD. BASIS. IND. (1) N 1=Rev. when vacant 2=Impact of Person 3=Sup./SGEG 4=Sup./Program 5=RGEG 6=Policy Analysis GEG								19. DT. REQ. REC. (6) MO DAY YEAR		20. NTE. DT. (6) MO DAY YEAR			21. POS. ST. BUD(1) Y=Perm N=Other			
22. MAINT. REV./CLASS. ACT. CD.(2) (1st Digit = Activity and 2nd Digit = Results)																
Normal Act 1=Desk Audit 2=Sup. Audit 3=Paper Rev. 4=PME/Activity Rev.			Maintenance Review Act 5=Desk Audi 6=Sup. Audit 7=Paper Rev. 8=Panel Rev.			Results 1=No Action Req. 2=Minor PD Change 3=New PD Req. 4=Title Change			5=Series Change 6=Pos. Upgrade 7=Pos. Downgrade 8=New Pos.			9=Other				
23. DT. EMP. ASGN. (6) MO DAY YEAR			24. DT. ABOL. (6) MO DAY YEAR			25. INACT/ACT (1) A 1=Inact. 2=Act.		26. DT. INACT/REACT (6) MO DAY YEAR			27. ACCTG. STAT. (4)		28. INT. ASGN. SER. (4)		29. AGCY. USE (8)	
30. CLASSIFIER'S SIGNATURE										31. DATE						
32. REMARKS Standard Job #028-09																

**Environmental Protection Specialist  
(Cluster) GS-028-9**

Standard Job #028-09

The ARS Safety, Health, and Environmental Management Program is designed to eliminate or minimize losses incurred by the Agency, individual employees, and the general public as a result of incidents involving injury, illness, and property/environmental damage in the ARS workplace.

In general, the Agency Safety, Health, and Environmental Managers/Specialists accomplish the Administrator's program goals by developing or recommending policies, program requirements, guidance, specifications, environmental sampling, protocol guidelines, evaluation criteria, and standards; by providing technical consultation to solve complicated or undefined aspects of Safety, Health, and Environmental Management Program activities; by designing systems or instruments to facilitate implementation of programs by improving collection, analysis, and utilization of data related to accidents, injuries, illnesses, and property/environmental damage incidents; by evaluating efficiency and effectiveness of Area/Location programs and developing improvement projects where discrepancies are identified; and by managing preventive health care services.

The primary purpose of the position is to provide direct and immediate operational environmental related services of the Administrator's Safety, Health, and Environmental Management Program for the Locations being serviced in the cluster.

This position's cluster is made up of the following ARS research facilities:

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Under the direction of the **(name of the Center Director/Location Coordinator/Research Leader)**, the incumbent is responsible for all assigned operational environmental related services and for assisting the line officials of the Location being serviced in their implementation of all phases of the Administrator's program.

**B. Major Duties**

Serves as the focal point for environmental matters relating to ARS and USDA standards and procedures, as well as professionally accepted and recognized procedures, and provides advice to line officials, the Area Safety and Health Managers (ASHM's), supervisors, and employees on environmental matters that directly affect the health and safety of the employees, the surrounding community, and the environment of the Locations being serviced.

Recommends necessary action plans, procedures, activities, and milestones to the impacted CD/LC/RL in their effort to comply with the intent, purposes, and standards of Federal safety, health, and environmental laws and regulations (e.g., the Comprehensive Environmental Response, Compensation, and Liability Act, Resource Conservation and Recovery Act, Clean Air Act, Clean Water Act, Toxic Substance Control Act, Safe Drinking Water Act, Federal Insecticide, Fungicide, and Rodenticide Act, and the National Environmental Policy Act

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[NEPA]). This includes establishing environmental monitoring protocols, determining appropriate technical equipment and devices, identifying analytical laboratory capabilities, structuring the analysis results, making recommendations, and formalizing Statements of Work (SOW's) for environmental projects.

Reviews, analyzes, and interprets environmental standards and guidelines by external sources to identify current and potential impacts on cluster Location's working condition and environment. The incumbent assists the impacted CD/LC/RL in their development of strategies and plans to bring the Locations' operations into compliance; in determining variances where necessary; and in developing, in conjunction with appropriate line/staff officials, new standards, Location policies congruent with ARS policies, guidelines, and program goals/objectives.

Reviews Locations' environmental impact activities, recording corrective actions; reporting incidents, training needs, hazardous waste/handling disposal processes and pollution prevention controls; documents problems; and recommends improvement projects for identified problem areas. This also requires the incumbent to educate Location/Area/Headquarters personnel of the nature of the problems and the intent/purpose of the corrective action, and to train impacted personnel of the law and program policies/procedures.

Conducts annual inspections/environmental audits of all workplaces within the Locations, prepares followup reports, and ensures that program problems and improvement initiatives are properly documented and implemented.

As assigned, provides liaison with the Area and Headquarters to provide written justification and the developmental and technical expertise required to formulate proprietary service contracts for environmental monitoring and environmental surveys/studies/assessments, etc. This may include the development of requisitions, specifications, requests for proposals, and SOW's. This also includes serving as a panel member of pollution prevention abatement/remediation project contracts and/or serving as the Contracting Officer's Technical Representative.

Develops operational procedures and assists managers/supervisors in implementing the ARS Environmental Management/Hazardous Waste Management Programs by maintaining working knowledge of relevant Environmental Protection Agency (EPA)/ARS regulations, policies, and other pertinent topics which impact the Administrator's program, the Agency, or the Agency's research effort. This includes identifying wastestreams, developing waste minimization plans, establishing proper chemical storage, handling and disposal protocol, inventorying chemicals and hazardous substances/materials, and assisting in the reporting of all environmental releases (i.e., any spilling, leaking, pumping, emptying, discharging, injecting, escaping, leaching, dumping, or disposing into the environment) of a listed hazardous substance in quantities equal to or greater than quantities listed by appropriate Federal, State, or local regulatory official and Area/Headquarters officials.

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Analyzes drawings/specifications for new/renovation facilities' projects and makes written recommendations to the impacted CD/LC/RL in their effort to comply with NEPA.

Collects data and assists managers/supervisors in preparing Location submittals concerning the EPA Form 3500-7, Federal Agency Pollution Abatement Plan - Project Report; the RCRA Section 3016 inventory form; the EPA For 7530-1, Notification for Underground Storage Tanks; and the Office of Management and Budget's A-106 Circular, Federal Facilities Information System/Pollution Status Report - Agency Plan.

**C. Evaluation Factors**

**1. Knowledge Required by the Position**

Knowledge of current professional environmental management concepts, principles, laws, regulations and accepted operational practices necessary to effectively implement and maintain essential environmental management components of the ARS Safety, Health, and Environmental Management Program.

Knowledge and skill sufficient to effectively represent and serve as a liaison for the Location in meetings with Federal/State officials for the purpose of accurately presenting information relating to a pollution prevention/abatement/remediation project.

Knowledge of environmental inspection/audit assessment, etc., concepts, principles, Federal rules, regulations, and standards to enable the incumbent to identify existing/potentially hazardous environmental conditions and unsafe and unhealthful work practices associated with ARS research activities. The incumbent uses knowledge to achieve efficient, cost-effective, safety methods for handling, treating, minimizing, or disposing of hazardous wastes.

Knowledge of the physical/biological sciences, environmental law, and related fields to ensure that interdisciplinary approaches are utilized where appropriate and that nonengineering implications of work are understood, incorporated, and communicated.

Knowledge and skill in identifying work priorities. Ability to coordinate and direct related activities of a project.

Knowledge and skills necessary to review and evaluate the work of other disciplines by the study of reports, plans, drawings, and preparing critiques.

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(Cluster) GS-028-9**

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Ability to clearly communicate (written/oral) complex technical issues to Agency personnel.

**2. Supervisory Controls**

The incumbent receives direct supervisory oversight, program resource allocation for education/training and equipment needs, and program management support from       (AAO)      , who is located at \_\_\_\_\_.

The incumbent receives program coordination/assistance and technical oversight from the ASHM who is located at \_\_\_\_\_.

The incumbent is responsible for completing all assigned activities within the framework of applicable legislation, professional practices, or as assigned. Uses own initiative and creativity to complete assigned responsibilities. Final product is normally accepted as technically correct but is reviewed for achievement of objectives, conformance with policy and Directives, and compatibility with other requirements.

**3. Guidelines**

The incumbent is required to exercise sound judgment and utilize fully professional experience to integrate basic legislation, new research trends and developments into assigned activities within the ARS Safety, Health, and Environmental Management Program. Broad general guidelines are provided by the Department of Agriculture, Department of Labor, EPA, Executive Orders, safety and health laws and standards, but the incumbent must show creativity in the interpretation of the guidelines to develop new applications or modify existing procedures to successfully resolve complex problems associated with ARS research activities.

**4. Complexity**

The incumbent's responsibilities are complex in nature and require knowledge of environmental management concepts, principles, and practices, as well as management concepts and principles. The incumbent will originate complex program and developmental efforts, often in undefined areas under only broad general guidelines.

In developing solutions to complex problems, the incumbent is required to utilize management techniques, long-range planning skills, writing and communication abilities, and evaluation procedures to effectively develop new systems or revise existing activities.

Activities frequently involve interactions between diverse groups and often conflicting viewpoints. The incumbent must exercise sound judgment and initiative to resolve complex issues.

**5. Scope and Effect**

The incumbent's work involves planning, organizing, analyzing, and evaluating the environmental management program activities assigned to assure that they respond to Agency needs, comply with national laws and standards and regulatory agency policies (Federal Safety and Health Acts, Executive Orders, Codes, and Department of Labor), and accurately reflect the research and trends proposed in technical pronouncements of professional environmental engineering/management organization and institutions.

The assignments performed are essential to the missions and program of the Federal government and USDA and have a continuing and long-term affect on all programs and employees of the Agency.

**6. Personal Contacts**

Personal contacts associated with this position are with the Safety and Health Policy Staff, ASHM's, the CD/LC/RL, and Location employees.

In addition, there are frequent contacts with individuals and groups from other Federal agencies, private sector experts, and State and local government officials on matters involving assigned safety, health, and environmental management program component responsibilities.

The incumbent may participate and represent the staff as a technical expert on committees.

**7. Purpose of Contacts**

The purpose of the contacts are to give or exchange information; to resolve problems; to provide service; to motivate, influence, or interrogate persons; or to justify, defend, negotiate, or settle controversial and sensitive issues concerning assigned activities.

Actions include attempts to encourage adoption or compliance with environmental related activities and Directives and to justify modifications in current practices where considerable technical disagreement may exist.

**8. Physical Demands**

Because of frequent travel and diverse research operations, the work requires above average agility, dexterity, and personal strength. On certain occasions, the work may involve moderate to high physical risks and discomforts.

**9. Work Environment**

The work is performed in office settings and field locations. Occasionally, there may be exposure to the risks and hazards of work environments and conditions requiring special safety precautions and clothing.

**D. OTHER CONSIDERATIONS (Check if applicable)**

- Supervisory Responsibilities (EEO Statement)
- Training Activities - Career Intern, Student Career Experience Program
- Motor Vehicle or Commercial Driver's License Required
- Pesticide Applicators License Required
- Safety/Radiological Safety Collateral Duties
- EEO Collateral Duties
- Drug Test Required
- Vaccine(s) Required
- Financial Disclosure Required
- Special Physical Requirements/Demands
- Other: