REGULATORY SECTION CHIEF

OPTION A: Supervisory Geographer, GS-150
Supervisory Regulatory Project Manager, GS-401
Supervisory Regulatory Project Manager, GS-1301
(Interdisciplinary position)

OR

OPTION B: Supervisory Environmental Engineer, GS-819

OR

OPTION C: Supervisory Environmental Protection Specialist, GS-028

SUPERVISORY CONTROLS

Works under the general administrative supervision of the Regulatory Branch Chief. Incumbent receives assignments as broad objectives expressed in terms of long-range goals and overall program objectives. Assumes full technical and supervisory responsibility for accomplishment of assignments. Is delegated wide latitude for initiating independent actions and decisions. Consults with the Branch Chief only on matters of an unusual and controversial nature, or which require higher-echelon interpretation or formulation of policy. Technical decisions and recommendations are accepted as authoritative and serve as the basis for final action by the Branch Chief. Work is evaluated for timeliness and effectiveness in meeting branch and Corps Regulatory Program objectives and for conformance to applicable laws, regulations and policy.

MAJOR DUTIES

Incumbent serves as Chief, (name) Section with responsibility for administering and enforcing the U. S. Army Corps of Engineers Regulatory Program within (describe geographic area of responsibility). The program is directed toward improving and enhancing the physical, biological and chemical integrity of the nation's water resources and ensuring that regulated activities in these waters are not contrary to the public interest, considering environmental, social and economic concerns.

1. Executes the Corps Regulatory Program within assigned area to meet the needs of management and assigned functional responsibilities. Assures compliance with the governing public laws and regulations, interagency agreements, policies of Corps Headquarters and the directives of the District Commander. Implements, monitors and reports the progress of policies and procedures for effective management and execution of the program. Initiates appropriate changes in response to program changes and/or based upon continuous observation and analysis of assigned functions to insure the successful and efficient accomplishment of the regulatory mission.

2. Acts as advisor to the Branch Chief on the execution of the regulatory program. Interprets and directs the implementation of regulations, directives and procedures affecting assigned functions. Within delegated authority, makes recommendations or final decisions on Department of the Army permit applications affecting all waters of the U.S. throughout the District. Acts as manager and consultant on regulatory matters within area of responsibility. Coordinates with other District operating elements such as Real Estate, Office of Counsel, Construction-Operations, Public Affairs, Planning and Engineering as appropriate. Renders technical advice and guidance on unusual, controversial or complex problems. Serves as liaison with other Branch elements; other Federal, State and local governmental agencies; private interest groups and the general public in support of Section activities and

responsibilities. Establishes and maintains effective working relationships which assure understanding and adequacy of policies and programs, develops support for the Corps' posture on individual actions and policies and assures that actions taken are not contrary to the public interest. Evaluates effectiveness of public contact and interface with other agencies and recommends or initiates actions to assure continual improvement of the public perception of, and interaction with, the Corps Regulatory Program. Keeps the public and other interested parties informed of the Corps Regulatory Program through media information, participation in seminars, workshops, and discussion sessions, and personal interviews and appearances.

3. Plans and directs through subordinate staff the implementation of functional responsibilities of the {name} Section which includes the following activities:

a. Permit Processes. Within geographic area of responsibility, counsels potential applicants concerning the geographic extent of the Corps regulatory jurisdiction and permitting procedures and requirements. Accepts Department of the Army permit applications and assures permit compliance in accordance with 33 CFR Parts 320-330.

b. Enforcement Processes. Assures public compliance with the Corps Regulatory Program within geographic area of responsibility in accordance with 33 CFR Parts 320 - 330.

c. Programmatic Initiatives and Requirements. Assists the Branch Chief with the development of, response to, and/or implementation of the full range of programmatic initiatives and requirements which are directed towards the effective, efficient and consistent application of the Corps Regulatory Program.

4. Exercises delegated resource management authority to promote productivity, effective management and high morale:

a. Establishes production goals, priorities, and major work schedules. Plans work to be accomplished by subordinates, sets and adjusts short term priorities, and establishes schedules for completion of work. Assigns work to subordinates based on priorities, selective consideration of the difficulty and requirements of assignments, and the capabilities of employees. Outlines policy and overall program requirements and objectives, and coordinates and monitors the execution of assigned functions. Finds ways to improve production or increase the quality of the work directed, including ways to eliminate or reduce significant bottlenecks and barriers to efficient performance of functions, promote team building and/or improve business practices.

b. Monitors resource needs and expenditures and provides feedback to Branch Chief for budget and manpower forecasting. Approves expenses comparable to within grade increases and reviews and recommends requests for travel and overtime.

c. Supervises professional {include "technical and administrative" as appropriate} employees {indicate location: in District and field offices}. Evaluates the performance of subordinates. Assures fulfillment of functional responsibilities, compliance with established policy and procedures and advancement of Corps Regulatory Program goals and objectives. Supports a variety of management programs such as Equal Employment Opportunity, Affirmative Action, Safety, Incentive Awards, sound position and pay management, etc. Develops adequate performance plans and provides timely evaluation of the performance of all subordinates.

d. Gives advice, counsel, or instruction to employees on both work and administrative matters. Makes decisions on work problems or serious complaints presented by subordinates and resolves any problems which occur between subordinates. Effects minor disciplinary measures, such as warnings and reprimands, and makes recommendations concerning more serious disciplinary actions.

e. Recruits for vacant positions. Interviews candidates and makes selections for such positions. Recommends or approves personnel actions within delegated authority.

f. Ensures implementation of the branch comprehensive training program. Determines, plans and provides for both long-range and short-term training, including developmental training necessary for future workload. Identifies developmental and training needs of individual employees. Exercises management responsibility for assuring the availability and adequacy of general program training and facilitates the development of special seminars based on program needs and developments. Assures adequacy of training for subordinate employees and of formal training plans and programs for interns and trainees. Makes recommendations on training needs and on non-routine, costly or controversial training requests related to employees in the section. Provides career counselling and maintains good employee communications and relations.

Performs other duties as assigned.

FACTORS

FACTOR 1. SCOPE AND EFFECT

Incumbent is responsible for administering and enforcing the goals and requirements of the Corps Regulatory Program within the (name) Section's area of geographic responsibility. The (name) Section's area of jurisdiction encompasses (describe geographic coverage) covering a variety of activities or structures which must be regulated to preserve the integrity of the environment or insure safe navigation. The section regulates fill and/or construction activities in waters of the United States, including wetlands. The types of individual projects involved are complex and varied including land clearing, fills in special aquatic sites, commercial navigation, construction of industrial plants, private commercial developments, surface mining, solid waste discharges, levee construction, dredging, recreational developments, etc. The conduct of work activities requires the consideration, analysis and evaluation of a wide variety of technical data pertinent to the engineering, natural, physical and social science disciplines as well as a wealth of related or impacting data and considerations (socio-economic, legal, realty, recreational, political, etc.). Compliance with the requirements of the Corps Regulatory Program are also integrated into major Federal programs. State and local public works, resource management and land use planning activities must also integrate Corps Regulatory Program requirements.

The program has major regional economic effects which extend beyond the regulated community. Additionally, daily and cumulative program activities of the section impact regional industries, private and commercial ventures and the regional environment.

FACTOR 2. ORGANIZATIONAL SETTING

The Section Chief reports for performance appraisal to the Regulatory Branch Chief.

FACTOR 3. SUPERVISORY AND MANAGERIAL AUTHORITY EXERCISED

The employee exercises delegated authority to plan and assign work to subordinates; develop performance standards and evaluate work performance; provide advice, counsel and instruction; interview candidates; recommend appointment, promotion, or reassignment; hear and resolve employee complaints; effect minor disciplinary action; identify and arrange for needed training and development; and find ways to improve production or increase the quality of work directed.

FACTOR 4. PERSONAL CONTACTS

SUBFACTOR 4A. NATURE OF CONTACTS

Level 4A-4

Incumbent meets with a wide variety of groups and individuals concerning a broad range of issues related to the administration of the Corps Regulatory Program in the (name) Section. These contacts regularly involve permit applicants and violators, often accompanied by their legal and scientific representatives and consultants and occasionally the administrative staff of the Environmental Protection Agency, the U. S. Fish and Wildlife Service, the National Marine Fisheries Service and other Federal agencies having a statutory interest in the program. Contacts also may involve influential individuals or organized groups including staff members of congressional and legislative offices; staff from departments in the State(s) of (identify states); county governments, city governments and councils, and various water and land use planning authorities; key staff of public interest groups having a definite interest in the outcome of particular cases under review; and local newspaper, radio and television journalists.

Within the district office there are meetings and briefings with the District Commander and key staff, including legal counsel. There are occasional contacts through telephone conferences, task forces and meetings with the regulatory program staff in (name) Division, Corps Headquarters and the Office of the Assistant Secretary of the Army for Civil Works.

Contacts are both formal and informal. Formal meetings, presentations and briefings typically require extensive preparation with accompanying background or briefing materials which may be prepared by the incumbent and/or subordinate staff. Informal contacts typically require extensive knowledge of a particular topic with very little time for preparation of the response. Such contacts are characteristic of those conducted in response to telephone requests, questions raised during presentations and interviews, and discussions at staff meetings, conferences and task force meetings.

OR

Level 4A-3

Incumbent meets regularly with a wide variety of groups and individuals concerning a broad range of issues related to the administration of the Corps Regulatory Program in the (name) District. These contacts frequently involve influential individuals or organized groups including key staff members of congressional and legislative offices; elected officials and high level Departmental staff from the State(s) of (identify states), county governments, city governments and councils, and various water and land use planning authorities; the administrative staff of the Environmental Protection Agency, the U. S. Fish and Wildlife Service, the National Marine Fisheries Service and other Federal agencies having a statutory interest in the program, key representatives of special interest and conservation groups and

journalists from {name of major newspaper}, as well as with other local newspaper, radio and television journalists. Occasionally meets with permit applicants and violators, often accompanied by their legal and scientific representatives and consultants, and regional or national officers or comparable representatives of public interest and conservation groups having a definite interest in the outcome of particular cases under review.

Within the district office there are regular meetings and briefings with the District Commander and staff, including legal counsel. Contacts through telephone conferences and meetings are maintained with the regulatory program staff in {name} Division. Occasional contacts by means of oversight meetings, telephone conferences and national/regional meetings with the regulatory program staff in Corps Headquarters and the Office of the Assistant Secretary of the Army for Civil Works also occur.

Most contacts are informal and typically require extensive knowledge of a particular topic with very little time for preparation of the response. Such contacts are characteristic of those conducted in response to telephone requests, questions raised during discussions at staff meetings, conferences and task force meetings. Formal presentations are infrequent and require limited preparation.

SUBFACTOR 4B. PURPOSE OF CONTACTS

The primary purpose of contacts outside the District is to persuade and influence individuals and groups to accept the local, regional and national goals and objectives of the Corps Regulatory Program. This includes informing and persuading the regulated public of the need for compliance with regulatory program and statutory requirements. With respect to individual permit and enforcement actions, the purpose of contacts is to motivate, justify, persuade and/or defend the Sections's recommendations, actions and decisions to those affected by such. These encounters are made more complex by the broad economic impacts of the projects, lack of cooperation between agencies and groups, and well organized and funded opposition to the objectives of the regulatory program as well as the specific case under discussion. Section recommendations may involve avoidance, reduction and/or mitigation of impacts on waters and wetlands which may involve large costs and potential project delays to the applicants, violators and other interested parties. The contacts are frequently skeptical, uncooperative, or in direct conflict and opposition to the proposed Corps solutions. Highly developed communication, negotiation, conflict resolution and leadership skills are required to influence or persuade applicants and violators, as well as their legal counsel and technical/scientific consultants to effect desired actions and avoid litigation or escalation of the issues.

Contacts with other Corps offices and other Federal, state or local agencies are for the purposes of providing information, committing the District to a particular course of action, or establishing, or negotiating changes in, program objectives and/or procedures which will result in more efficient and effective administration of the Corps Regulatory Program. Contacts are also intended to persuade others to accept opinions on particular issues and/or permit applications and enforcement cases to avoid escalation of the issues. Contacts also often are for the purpose of gaining acceptance of methodology which is new or unfamiliar. There are often conflicting programs and interest between the various agencies and individuals, made more complex by participation of individuals or groups who hold opposing scientific views on applicability to the program or a particular case.

FACTOR 5. DIFFICULTY OF TYPICAL WORK DIRECTED

(The base level must be determined locally. The base level is equal to the highest grade which comprises 25% of the workload performing the functions assigned to the Regulatory Branch (see EC-10-1-55).)

FACTOR 6. OTHER CONDITIONS

The incumbent is responsible for the (name) section's segment of the Corps Regulatory Program, which involves work that is analytical, interpretive, judgmental, evaluative, creative and innovative. The incumbent exercises leadership in administering the work through subordinate staff with substantial workloads comparable to the (base level from Factor 5 above) level. The work directed involves extensive coordination and integration of widely diverse permit and enforcement processes, as well as diverse and complex programmatic initiatives. In addition, the incumbent, as well as subordinate personnel, accomplish extensive coordination between and among other Federal, State and local agencies and authorities. The incumbent and subordinate personnel also identify and integrate significant internal and external program and policy issues affecting the Corps Regulatory Program, including those involving political, socio-economic, natural and physical science techniques and methodology, environmental engineering, administrative and legal factors. The incumbent is expected to resolve conflicts and maintain compatibility of interpretation, judgement, logic and policy application.

The incumbent is responsible for developing, revising and implementing immediate and long range goals, objectives, plans and schedules to meet substantial changes in legislation, program authority, (subject to interagency agreements and memoranda of understanding) and funding. Responsibility also includes obtaining additional resources as necessary and reallocating resources among subordinates to accomplish the work. The incumbent must exercise leadership in developing, implementing, evaluating and constantly improving processes and procedures to monitor the effectiveness, efficiency, and productivity of the regulatory program in response to measurements reported upward on a continuing basis. Continually changing priorities and deadlines make it difficult to plan for and meet established organization goals and objectives.

EVALUATION STATEMENT

JOB NUMBER: (Assigned by district)

TITLE, SERIES AND GRADE:

OPTION A: Supervisory Geographer, GS-150-12/13
Supervisory Regulatory Project Manager, GS-401-12/13
Supervisory Regulatory Project Manager, GS-1301-12/13
(Interdisciplinary position)

OR

OPTION B: Supervisory Environmental Engineer, GS-819-12/13

OR

OPTION C: Supervisory Environmental Protection Specialist, GS-028-12/13

LOCATION: (Name) District, Regulatory Branch

REFERENCES: General Schedule Supervisory Guide (GSSG), dated 24 June 1993, as supplemented by the Department of Defense on 24 June 1993, and including interpretive guidance from the Department of Army on 30 June 1993; USOPM PCS GS-150, Aug 63; GS-401 & GS-1301 Series Definition, USOPM Hndbk of Occ Series

1. BACKGROUND. In December 1981, six model job descriptions were developed and issued to USACE FOA to help clarify the managerial needs of the Corps Regulatory Program and to assure proper job evaluation. The model position descriptions illustrated typical duties and responsibilities assigned to Regulatory positions. Since 1981, two additional initiatives were undertaken to improve the execution of the Regulatory program through position management, position classification, and organization design. The 1983 initiative emphasized: the use of model job descriptions; implementation of a project manager system; responsibility for environmental assessments and management of impact statements for permit actions; increased freedom of action and elimination of organizational layering; and increased regulatory capability at division offices. This initiative also emphasized the one state, one district concept for handling regulatory responsibilities. In 1987, additional position classification guidance was issued to assist in determining the grade level of work assigned to positions in Regulatory. Typical assignments and level of complexity were described by grade level.

As part of a current initiative, known as the Regulatory Resources Management Initiative, new draft model job descriptions were developed and distributed to the field for review and comment in July 1992. These job descriptions continued to emphasize the project manager concept, recognized responsibility for programmatic initiatives, and updated the job descriptions to reflect changes in legislation and the overall environment in which the Corps Regulatory Program is conducted. This job description is one of 24 which are finalized as standard job descriptions.

2. ORGANIZATION AND PROGRAM DESCRIPTION. Statutory authorities for issuing Department of the Army permits are provided in the Rivers and Harbors Act of 1899, the Clean Water Act of 1977 and the Marine Protection, Research and Sanctuaries Act. The policy, guidance and procedures for administration and enforcement of the Corps Regulatory Program are complex, being provided in regulations (33 CFR 320 - 330 and 40 CFR 230), formal regulatory guidance letters, manuals, memoranda, court decisions and other miscellaneous correspondence and documents. In addition, the Corps Regulatory Program and the projects administered under this program, must be in compliance with a variety of statutes, regulations, and executive orders which govern all Federal activities; principal among these are the National Environmental Policy Act, the Endangered Species Act, the National Historic Preservation Act and relevant state and local laws and regulations.

Any individual, company, corporation or government body planning fill and/or construction activities in waters of the United States, including wetlands, must obtain a permit from the Corps. Within the geographic boundaries of the (name) section, industries which are significantly effected by the Corps Regulatory Program include building/development (commercial, industrial and residential), mining, recreational boating, commercial navigation, forestry, and agriculture. Compliance with the requirements of the Corps Regulatory Program are also integrated into major Federal programs such as those administered by U. S. Department of Agriculture, Soil Conservation Service, Federal Highway Administration, U. S. Fish and Wildlife Service, Federal Energy Regulatory Commission, the U. S. Forestry Service and the Department of Defense). State and local public works, resource management and land use planning activities must also integrate Corps Regulatory Program requirements.

Due to its broad scope and complexity the Corps Regulatory Program receives high public visibility and scrutiny which is not limited to individual actions which are controversial or complex. Inquiries from Federal and State congressional representatives and local, regional and national media are daily occurrences. In addition, District offices are frequently the target of the efforts of special interest groups to stop or delay unwanted projects by any means available. Within Administration of the Corps Regulatory Program is actively monitored by environmental groups, such as the National Audubon Society, the Sierra Club, the Issac Walton League, the National Wildlife Federation and Ducks Unlimited and local groups), as well as industry representatives and local special interest - watchdog - groups and organizations.

The organization supervised is one of two or more Sections within the Regulatory Branch. The work program, organization and staff supervised is organized on a geographic basis. The section is assigned the full range of permit and enforcement activities over a broad geographic area. The section is also assigned work on programmatic initiatives which may encompass either the assigned geographic area or the entire area serviced by the branch. The section is physically located at the district office and/or at a field office location central to the geographical area serviced. Subordinate positions are engaged in project management involving the review, analysis and evaluation of proposed projects in order to approve or deny applications for and modifications to regulatory permits; monitoring compliance with approved permits; and enforcing the provisions of the regulatory program. Subordinate positions may also be involved in regulatory programmatic initiatives such as developing and managing general permits; managing regulatory contracts for work excess to the hired labor capabilities of the Branch; developing local operating guides to implement higher authority directives and policies; developing comprehensive regulatory training programs; serving as expert witnesses concerning legal aspects of regulatory permits; and advising Federal, state, and local governmental organizations as well as corporations, plants, businesses, landowners, and the general public on the provisions, policies, and requirements of the Corps Regulatory Program.

3. TITLE AND SERIES DETERMINATION. This position has responsibility for supervising and managing Regulatory Project Managers and Regulatory Specialists and may also include administrative, technicians, inspectors and/or regulatory permit clerical support positions. The section work program consists of the full range of responsibilities for regulatory program management which includes the evaluation and management of individual projects within the assigned geographical area.

OPTION A:

The duties and responsibilities of this position require broad knowledge of environmental principles, regulations, policies, procedures, laws and techniques sufficient to insure that regulatory work is in compliance with applicable standards and other requirements and that such work is implemented in an environmentally sustainable manner; professional knowledge of geography, biology, and/or physical science sufficient to identify, interpret, and determine the significance of the interrelationships existing among various natural and human phenomena and the processes of change which result from the impact of planned construction activities; and familiarity with related biological, physical, cultural and social sciences, i.e., ecology, botany, limnology, soil science, hydrology, chemistry, archaeology, economics, sociology, and engineering to adapt practices from these areas to recommend optimum and alternative project strategies and to formulate programmatic initiatives to improve the execution of the regulatory program. Additionally, the assignments require the application of substantial analytical ability and judgement and the ability to effectively serve as a regulatory program advisor to the District Engineer on regulatory environmental, policy and program matters as well as meet and

deal with specialists, attorneys, managers, and other professionals both within and outside the district concerning these interdisciplinary work matters. The duties, responsibilities, and knowledge required by this position are characteristic of the Geography series, GS-150, the General Biological Sciences series, GS-401, and the General Physical Sciences series, GS-1301.

Additionally, the position serves as a first line supervisor performing supervisory and managerial duties for at least 25% of the time. Titles are not prescribed for the GS-401 and GS-1301 series. The constructed title of Regulatory Project Manager, is selected for both these series. The appropriate title for positions assigned to the GS-150 series is Geographer. In accordance with the guidance provided in the General Schedule Supervisory Guide the position meets the intent for titling and grading under this guide. Therefore, it is appropriate to add supervisory to the prefix of the title of this position. In accordance with the guidance provided on titling, the appropriate title for this position, should be selected from the following list and determined based on the qualifications of the incumbent:

Supervisory Geographer, GS-150
Supervisory Regulatory Project Manager, GS-401
Supervisory Regulatory Project Manager, GS-1301

OR

OPTION B:

The performance of these duties and responsibilities requires a professional knowledge of environmental engineering to protect and improve land and water resources and to evaluate engineering methods and techniques concerned with an industrial plant's facilities and systems for controlling pollution, discharge of pollutants, and protecting the quality of resources and the environment. Additionally, this position requires a broad knowledge of environmental principles, regulations, policies, procedures, laws and techniques sufficient to insure that regulatory work is in compliance with applicable standards and other requirements and that such work is implemented in an environmentally sustainable manner; knowledge of related sciences such as geography, biology, and/or physical science sufficient to identify, interpret, and determine the significance of the interrelationships existing among various natural and human phenomena and the processes of change which result from the impact of planned construction activities; and familiarity with related biological, physical, cultural and social sciences, i.e., ecology, botany, limnology, soil science, hydrology, chemistry, archaeology, economics, and to adapt practices from these areas to recommend optimum and alternative project strategies and to formulate programmatic initiatives to improve the execution of the regulatory program. The assignments also require the application of substantial analytical ability, judgement and the ability to effectively serve as a regulatory program advisor to the District Engineer on regulatory environmental, policy and program matters as well as meet and deal with specialists, attorneys, managers, and other professionals both within and outside the district concerning these matters. The incumbent is involved in an environmental engineering program similar to that described on page 2 of the GS-0819 classification standard, which involves regulating and enforcing environmental engineering policies, programs or activities and investigating, measuring and evaluating environmental conditions. These duties, responsibilities, and knowledges meet the intent of the Environmental Engineering, GS-819, series which includes professional engineering work to protect or improve air, land, and water resources

in order to provide a clean and healthful environment. In accordance with the guidance provided on titling, this position is properly titled Environmental Engineer, GS-819.

Additionally, the position serves as a second level supervisor over two or more subordinate sections and performs supervisory and managerial duties for at least 25% of the time. The appropriate title for positions assigned to the GS-819 series is Environmental Engineer. In accordance with the guidance provided in the General Schedule Supervisory Guide the position meets the intent for titling and grading under this guide. Therefore, it is appropriate to add supervisory to the prefix of the title of this position. In accordance with the guidance provided on titling, the appropriate title for this position is Supervisory Environmental Engineer.

OR

OPTION C:

The duties and responsibilities of this position require broad knowledge of environmental principles, regulations, policies, procedures, laws and techniques sufficient to insure that regulatory work is in compliance with applicable standards and other requirements and that such work is implemented in an environmentally sustainable manner; general knowledge of geography, biology, and/or physical science sufficient to identify, interpret, and determine the significance of the interrelationships existing among various natural and human phenomena and the processes of change which result from the impact of planned construction activities; and familiarity with related biological, physical, cultural and social sciences, i.e., ecology, botany, limnology, soil science, hydrology, chemistry, archaeology, economics, and engineering to adapt practices from these areas to recommend optimum and alternative project strategies and to formulate programmatic initiatives to improve the execution of the regulatory program. Additionally, the assignments require the application of substantial analytical ability, judgement and the ability to effectively serve as a regulatory program advisor to the District Engineer on regulatory environmental, policy and program matters as well as meet and deal with specialists, attorneys, managers, and other professionals both within and outside the district concerning these interdisciplinary work matters. These duties, responsibilities, and knowledges are characteristic of the Environmental Protection Specialist series, GS-0028. In accordance with the guidance provided on titling, the appropriate title for this position is Environmental Protection Specialist, GS-028.

Additionally, the position serves as a second level supervisor over two or more subordinate sections and performs supervisory and managerial duties for at least 25% of the time. The appropriate title for positions assigned to the GS-028 series is Environmental Protection Specialist. In accordance with the guidance provided in the General Schedule Supervisory Guide the position meets the intent for titling and grading under this guide. Therefore, it is appropriate to add supervisory to the prefix of the title of this position. In accordance with the guidance provided on titling, the appropriate title for this position is Supervisory Environmental Protection Specialist, GS-028.

4. GRADE LEVEL EVALUATION: The primary reason for the existence of this position is to serve as supervisor over the work program and staff of a geographic section of the Regulatory Branch in a district. Supervisory duties and responsibilities occupy over 25% of the incumbent's time and are considered as being the paramount job requirement of this job. Therefore, grade evaluation is accomplished by reference

to the GSSG, dated 24 June 1993, as supplemented by the Department of Defence on 24 June 1993, and including interpretive guidance from the Department of Army on 30 June 1993 and USACE implementing instructions on 1 December 1993.

a. FACTOR 1 - PROGRAM SCOPE AND EFFECT -

FL 1-3, 550 pts.

This job includes responsibility for supervising, managing and coordinating the geographically organized work program. The (name) Section's area of jurisdiction encompasses (describe geographic coverage). The program is directed toward improving and enhancing the physical, biological and chemical integrity of the nation's water resources and ensuring regulated activities in these waters are not contrary to the public interest, considering environmental, social and economic concerns. The work of the section is carried out by regulatory project managers and regulatory specialists employed in several natural and physical science occupations and may include supporting technicians and inspectors.

The effect of the section work is fully characteristic of FL 1-3 in that, like that level, the section work program encompasses (a major metropolitan area, a State, or a small region of several States or several states) and impacts a wide range of public and private activities (operations of outside interests) as well as the related work activities of other Federal Agencies (Federal Energy Regulatory Commission, SCS, Forestry Service, EPA, etc.) and related work activities of local and state governmental organizations that either have/propose work under permits <u>or</u> have significant involvement with or input to permits and related enforcement and compliance actions.

OR

FL 1-2, 350 pts.

This job includes responsibility for supervising, managing and coordinating the geographically organized work program. The (name) Section's area of jurisdiction encompasses (describe geographic coverage). The program is directed toward improving and enhancing the physical, biological and chemical integrity of the nation's water resources and ensuring regulated activities in these waters are not contrary to the public interest, considering environmental, social and economic concerns. The work of the section is carried out by regulatory project managers and regulatory specialists employed in several natural and physical science occupations and may include supporting technicians and inspectors.

The effect of the section work is characteristic of FL 1-2 in that, like that level, the section work program encompasses a portion of a small city and/or a rural county with a small population of clients. The work impacts a moderate range of public, private and governmental activities (operations of outside interests) the effects of which are generally limited to the geographic area serviced.

b. FACTOR 2 - ORGANIZATIONAL SETTING - FL 2-1, 100 pts.

Incumbents of this job report to the Chief, Regulatory Branch who is two levels below the District Commander (SES equivalent who directs substantial GS/GM-15 equivalent work). This is an exact match to that specified for FL 2-1.

c. FACTOR 3 - SUPERVISORY AND MANAGERIAL AUTHORITY EXERCISED - FL 3-2, 450 pts.

This is a first line supervisory position exercising supervision over subordinate GS-12 level project managers and Regulatory Specialists (Environmental Engineers, Physical Scientists, Biologists, or Environmental Protection Specialists) at the GS-11 level. GS-11 level and lower technicians and inspectors may also be supervised. In this capacity accomplishes all of the supervisory and managerial authorities reflected for paragraph c at FL 3-2 on pages 22 and 23 of the above referenced guide. These responsibilities fail to equal the requirements of FL 3-3b which typically reflects authorities and responsibilities of second level supervisors. While the standard intends that FL 3-3 could possibly apply to special situations where a supervisor would supervise one or more teams under a matrix management concept, usually this is combined with other special supervision such as supervision over self-directed teams, committees, task forces, etc. Therefore, it is concluded that this job fails to meet the FL 3-3 requirements and is properly evaluated to FL 3-2.

d. FACTOR 4 - PERSONAL CONTACTS

SUBFACTOR 4-A NATURE OF CONTACTS - FL 4A-4, 100 pts.

The nature of contacts of this position are a direct match to that reflected for FL 4A-4. Like that level the incumbent has regular recurring contacts with high ranking managers in the Corps/Army and other Federal agencies involved with the district regulatory program, public interest groups and state and local governmental managers involved with or impacted by the Corps Regulatory Program, technical staff of large industrial firms impacted by permit processes, etc. These contacts require extensive preparation by the incumbent, subordinate staff and support personnel for meetings, conferences, hearings, briefings, and similar presentations.

OR

SUBFACTOR 4-A NATURE OF CONTACTS - FL 4A-3, 75 pts.

The nature of contacts of this position are a direct match to that reflected for FL 4A-3. Like that level the incumbent has regular recurring contacts with high ranking managers in the Corps/Army and other Federal agencies involved with the district regulatory program, technical staff of large industrial firms impacted by permit processes, key staff of congressional and legislative offices; elected or appointed officials of state and local governments; regional or national officers or comparable representatives of public interest groups; etc. The contacts of this job are not of the high level and influential type reflected for and intended by FL 4A-4.

SUBFACTOR 4-B PURPOSE OF CONTACTS - FL 4B-4, 125 pts.

The purpose of the FL 4A-3 contacts of this position, like FL 4B-4, are to influence, persuade, and motivate persons and groups to accept and comply with the provisions of the Regulatory Program and the related permits. Like FL 4B-4, this is made difficult because the individuals/groups have differing opinions, landowners are fearful and skeptical of Federal requirements to control use of or activities on their land, or are uncooperative because the results of permit compliance may conflict with their economic well-being or economic development in the area, corporate executives and their attorneys may vehemently oppose the costs that would be incurred to comply with permits, local and state governmental officials may be in strong opposition to district action to deny a permit for industrial or recreational

development along a waterway when this activity would significantly boost the area's economy. The purpose of the contacts of this job is fully characteristic of this level.

e. FACTOR 5 - DIFFICULTY OF TYPICAL WORK DIRECTED -

FL 5-7, 930 pts.

The incumbent of this position supervises Regulatory Project Managers at the GS-12 level and Regulatory Specialists at the GS-11 level. At least 25% of the total Section workload involves regulatory work assignments/matters of the GS-12 level of complexity and the incumbent of this supervisory job devotes 25% or more supervisory duty time to GS-12 level regulatory matters. This GS-12 level workload best characterizes the basic nonsupervisory work of the organization and therefore is credited for this factor.

OR

FL 5-6, 800 pts.

The incumbent of this position supervises Regulatory Project Managers at the GS-12 level and Regulatory Specialists at the GS-11 level. At least 25% of the total Section workload involves regulatory work assignments/matters of the GS-11 level of complexity and the incumbent of this supervisory job devotes 25% or more supervisory duty time to GS-11 level regulatory matters. This GS-11 level workload best characterizes the basic nonsupervisory work of the organization and therefore is credited for this factor.

f. FACTOR 6 - OTHER CONDITIONS - FL 6-4, 1,120 pts.

The section is assigned the full range of regulatory work (permit and enforcement processes and programmatic initiatives) and may be located at the District Office or at a field office location central to the geographical area serviced. This job includes the responsibility for supervising Regulatory Project Managers, Regulatory Specialists and administrative support positions. It may also include technicians, inspectors and/or regulatory permit clerical support positions. Subordinate positions are engaged in reviewing, analyzing and evaluating proposed projects in order to approve or deny applications for and modifications to regulatory permits; monitoring compliance with approved permits; and enforcing the provisions of the regulatory program. Subordinate positions may also be involved in regulatory programmatic initiatives such as developing and managing general permits; managing regulatory contracts for work excess to the hired labor capabilities of the Branch; developing local operating guides to implement higher authority directives and policies; developing comprehensive regulatory training programs; serving as expert witnesses concerning legal aspects of regulatory permits; and advising Federal, state, and local governmental organizations as well as corporations, plants, businesses, landowners, and the general public on the provisions, policies, and requirements of the Corps Regulatory Program.

This job includes the supervision of the Section work program and staff involving the supervision of the full range of responsibilities for the management of the regulatory program including the management and evaluation of individual projects within the assigned geographical area. Project management for individual regulatory actions in the regulatory program follows a cradle-to-grave approach. That is, an individual regulatory project manager is typically has overall responsibility for the management of a permit or enforcement process from the initial to the final action. A cradle-to-grave permit process may begin with a jurisdictional determination, proceed through pre-application consultation and evaluation of the

permit application, and ends with permit denial or issuance of a permit with follow-up monitoring for compliance and possible permit modification. A cradle-to-grave enforcement process may begin with an investigation/inspection of an alleged violation and proceed through the preparation of a cease and desist order, a jurisdictional determination, processing of an after-the-fact application and/or restoration plan, and litigation. Project management for programmatic initiatives within the regulatory program includes the full range of responsibilities which may include problem identification, coordination, scheduling, formulation of recommended actions, implementation and monitoring.

Supervising the section involves:

(1) Identifying and integrating internal and external program and policy issues affecting the immediate organization, such as those involving technological, political, social, and economic conditions;

(2) Exercising leadership in developing, implementing, evaluating, and improving processes and procedures to monitor the effectiveness, efficiency, and productivity of the organization directed; and

(3) Reviewing and approving the substance of reports, decisions, case documents, contracts, or other action documents to assure that they accurately reflect the policies and position of the district and the views of the agency.

While the position supervises work at the GS-12 level, supervision of this workload does not require the level of coordination and integration comparable to that described at FL 6-5a. The position does not have the managerial responsibility or authority to effect changes in the basic nature and substance of the program segment supervised as intended at level 6-5a. At level 6-5b, the criteria includes supervision of work at the GS-13 level, which involves extreme urgency, unusual controversy or comparable demands and implications. The nature and level of work found at level 6-5b is not supervised by this position. Level 6-5c includes supervision of subordinate supervisors who each direct substantial work at the GS-11 level with coordination requirements comparable to those described at level 6-4a. This is an exact match to the requirements for this position.

g. POINT TOTAL. The point total, resulting from the above factor evaluations, is (See attached GSSG Application Table for Regulatory. This table depicts several scenarios depending on the application of the GSSG criteria. This table is not all inclusive. However, the appropriate grade range for Regulatory Section Chiefs, typically, is found at the GS-12 or GS-13 level.) This point total falls in the GS-12 point range (2,755-3,150)/GS-13 point range (3,155 - 3,600) of the point-to-grade conversion chart. Therefore, the final grade of this job is determined as GS-12/GS-13.

5. <u>FINAL TITLE, SERIES AND GRADE</u>: This position is properly evaluated at the GS-13 grade level and is classified as

OPTION A:

an interdisciplinary position with the following titles and series:

Supervisory Geographer, GS-0150-12/13
Supervisory Regulatory Project Manager, GS-0401-12/13
Supervisory Regulatory Project Manager, GS-1301-12/13

OR

OPTION B:

Environmental Engineer with the title Supervisory Environmental Engineer, GS-819-12/13.

OR

OPTION C:

Environmental Protection Specialist with the title Supervisory Environmental Protection Specialist, GS-028-12/13.

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Evaluation Factor	FL	Pts	FL	Pts	FL	Pts	FL	Pts
Program Scope & Effect	1-3	550	1-3	550	1-2	350	1-2	350
Organizational Setting	2-1	100	2-1	100	2-1	100	2-1	100
Supervisory & Managerial Authority Exercised	3-2c	450	3-2c	450	3-2c	450	3-2c	450
Personal Contacts	4A-4 4B-4	100 125	4A-4 4B-4	100 125	4A-4 4B-4	100 125	4A-4 4B-4	100 125
Difficulty of Typical Work Directed	5-7	930	5-6	800	5-7	930	5-6	800
Other Conditions	6-4a	1120	6-4a	1120	6-4a	1120	6-4a	1120
Total Points	-	3375	-	3245	-	3175	-	3045
Grade Conversion	-	GS-13	-	GS-13	-	GS-13	-	GS-12

Evaluation Factor	FL	Pts	FL	Pts	FL	Pts	FL	Pts
Program Scope & Effect	1-3	550	1-3	550	1-2	350	1-2	350
Organizational Setting	2-1	100	2-1	100	2-1	100	2-1	100
Supervisory & Managerial Authority Exercised	3-2c	450	3-2c	450	3-2c	450	3-2c	450
Personal Contacts	4A-3 4B-4	75 125	4A-3 4B-4	75 125	4A-3 4B-4	75 125	4A-3 4B-4	75 125
Difficulty of Typical Work Directed	5-7	930	5-6	800	5-7	930	5-6	800
Other Conditions	6-4a	1120	6-4a	1120	6-4a	1120	6-4a	1120
Total Points	-	3350	-	3220	-	3150	-	3020
Grade Conversion	-	GS-13	-	GS-13	-	GS-13*	-	GS-12

*Total points fall between 2755-3150 points which converts to the GS-12 grade level. Based on the application of the adjustment provision, this position is properly allocated to the GS-13 grade level.