

REASON FOR THIS POSITION

<input checked="" type="checkbox"/> 1. NEW	2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER	3. REPLACES PD NUMBER
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POSITION DESCRIPTION COVER SHEET

RECOMMENDED

4. TITLE Environmental Protection Specialist WORKING TITLE (Optional)	5. PAY PLAN GS	6. SERIES 0028	7. GRADE 13	9. INCUMBENT (Optional)
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OFFICIAL

10. TITLE Environmental Protection Specialist						
11. PP GS	12. SERIES 028	13. FUNC	14. GRADE 13	15. DATE MONTH DAY YEAR		16. I/A <input type="checkbox"/> Yes <input type="checkbox"/> No
17. CLASSIFIER						

18. ORGANIZATIONAL STRUCTURE (Agency/Bureau)

1st Department of Housing and Urban Development	5th
2nd Office of Community Planning and Development	6th
3rd HUD Field Office	7th
4th	8th

SUPERVISOR'S CERTIFICATION

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 constitute violations of such statute or their implementing regulations.

19. SUPERVISOR'S SIGNATURE SUPERVISOR'S NAME AND TITLE	20. DATE	22. SECOND LEVEL SUPERVISOR'S SIGNATURE 24. SECOND LEVEL SUPERVISOR'S NAME AND TITLE Roy A. Bernardi, Assistant Secretary for Community Planning and Development	23. DATE 6/10/02
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FACTOR EVALUATION SYSTEM

FACTOR	25. FLD/BMK	26. POINTS	FACTOR	25. FLD/BMK	26. POINTS	
1. Knowledge Required	1-8	1550	6. Personal Contacts	C		
2. Supervisory Controls	2-4	450	7. Purpose of Contacts	C+3	180	
3. Guidelines	3-4	450	8. Physical Demands		5	
4. Complexity	4-5	325	9. Work Environment		5	
5. Scope and Effect	5-4	225	27. TOTAL POINTS ▶		3190	
					28. GRADE ▶	13

CLASSIFICATION CERTIFICATION

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 Gary Lyman	30. DATE 6/14/02
31. NAME AND TITLE Gary Lyman Chief, Staffing + Classification Br.	
32. REMARKS FPL 13. In B.V.	33. OPM CERTIFICATION NUMBER

**Office of Community Planning and Development
HUD Field Office
Environmental Protection Specialist, GS-0028-13**

I. Introduction:

The Environmental Specialist is located in the Office of the Director of Community Planning and Development or on a Field Office or Regional Director's immediate staff. He is responsible for assuring the proper implementation of the Department's environmental and related responsibilities, requirements and procedures for HUD program operations throughout the jurisdiction of the office.

II. Major Duties and Responsibilities:

A. Expert Advice and Guidance

1. Informs, interprets for, and advises Housing and CPD program staff on all policy and procedural requirements to be followed in carrying out HUD's responsibilities under the National Environmental Policy Act of 1969, the National Historic Preservation Act of 1966, environmental sections of the Housing and Community Development Act of 1974, regulations and guidelines of Council on Historic Preservation, Executive Orders, HUD regulations and issuances, and other HUD and Federal authorities related to the environment, including wetlands, noise, coastal zones, aquifers, air and water quality, floodplain management, endangered species, and historic and archaeological preservation.
2. Advises Office Counsel and program staff concerning litigation involving environmental matters.
3. Identifies training needs and trains program staff and staffs of responsible entities who assume 24CFR Part 58 environmental review responsibilities on the techniques of preparation of environmental assessments and grantee Environmental Review Records.
4. Maintains an environmental reference file of appropriate background and resource materials for use of all staff.
5. Works with program staff and recipient communities to assure that a multidisciplinary approach is taken in conducting environmental assessments.
6. Develops a system for monitoring approved projects to insure that actions, identified during review process, needed to mitigate adverse impacts are actually carried out during implementation phase.
7. Conducts studies of Office performance with respect to compliance with environmental assessment policies, regulations, and handbook procedures and with respect to the impact on maintaining and improving the environment as a result of the assessment process.
8. Advises the Regional Environmental Officer and HQ of operating problems, precedent-setting cases, innovative methods and needed policy and procedural changes.

B. Environmental Assessments

1. Reviews and evaluates the quality of Environmental Assessments prepared in the Office for accuracy and completeness. The Environmental Specialist follows-up in terms of recommending training, informal conferences and other corrective measures for any assessment that is inadequate.
2. Reviews and concurs in all Environmental Assessments prepared by the program staff of the Office where required by 24 CFR Part 50 and other outstanding program instructions.
3. Provides technical assistance to program staff in connection with the preparation of environmental assessments, including the direct preparation of certain technical elements as necessary.
4. Supervises and directs and interdisciplinary environmental team when directed, including assignment of tasks, coordination of inputs, and preparation of individual environmental assessments.

C. Environmental Impact Statements

Manages, reviews and edits Draft and Final Environmental Impact Statements (EIS) prepared by the Office program staff or by private contractors to ensure timeliness and high quality. Recommends to the Regional Environmental Officer the Federal, State and local agencies and concerned groups and individuals who are to receive copies of EIS's. In particular:

- a. Reviews the substance of all drafts and final EIS's.
- b. Continuously manages and monitors the progress made in preparing EIS's.
- c. Facilitates the availability of technical expertise needed for EIS preparation.
- d. Assists in solving both managerial and technical problems to ensure timely completion of EIS's.
- e. Participates in all phases of EIS preparation including development of appropriate mitigating measures and contract conditions.
- f. Works with other agencies where HUD has a lead or joint role in the preparation of an EIS.
- g. Supervises the preparation of area wide EIS's.

D. Environmental Duties related to Responsible Entities

1. Assists program staff in administering the environmental aspects of all programs which permit local entities to assume environmental review

responsibilities, and provides technical assistance to recipients and responsible entities on all aspects of environmental assessments and compliance with 24 CFR Part 58.

2. Assures the effective management of the release of environmental grant conditions by:
 - a. resolving objections and other special situations involved in the release of grant condition;
 - b. monitoring the rate of release of grant conditions;
 - c. reviewing and approving documents required for release of grant conditions;
3. Conducts environmental-related reviews of UDAG applications and contributes to the Office position on each application.
4. Monitors recipients and responsible entities to ensure compliance with NEPA and special environmental requirements. In particular:
 - a. reviews grantee background information prior to visits to grantees;
 - b. participates in general and special site visits to review the Environmental Review Record, other files, and on-site conditions;
 - c. assures as necessary that proper levels of environmental review are conducted;
 - d. assures related statutory and other requirements (historic preservation, endangered species, etc.) are met;
 - e. lists procedural and substantive deficiencies;
 - f. discusses deficiencies with applicants and provides technical assistance where needed;
 - g. prepares a monitoring report; and
 - h. concurs in follow-up action.

E. Other Agency Liaison

1. Maintains liaison and coordination with other Federal agencies in the office jurisdiction on project related activities.
2. Maintains close coordination with professional and technical staffs of public agencies at the State, area wide, and local levels of government;

with professional and educational institutions in the area; and with others available to contribute to environmental impact assessment, such as citizen groups.

3. Reviews and prepares comments on other Federal EIS's, with special emphasis on HUD concerns.

F. Historic Preservation

1. Serves as technical advisor to Program staff on historic preservation matters brought to the attention of the Office by States, Department of the Interior, Advisory Council on Historic Preservation, and others.
2. Includes historic preservation procedures in the federal environmental review process when applicable, and assures compliance with preservation requirements.
3. Establishes effective relationships and works with state historic and archeology preservation officers; assures timely HUD compliance with requirements on a standardized basis; and assures that individual states do not impose unauthorized requirements and restrictions and impair processing by HUD Field staff.
4. Prepares case reports for formal presentation to the Advisory Council on Historic Preservation in compliance with Section 106 of the National Historic Preservation Act.

G. Other

1. Develops and maintains a management information system for recording significant data about the environmental review process.
2. Prepares environmental and related reports as are or may be required under environmental statutes and other authorities.
3. Extra territorial coverage as may be assigned by Headquarters.
4. Energy conservation.
5. Oversight of the implementation of the Flood Disaster Protection of 1973 and the National Flood Insurance Program.

SUPERVISION AND GUIDANCE RECEIVED

Incumbent works under the general supervision of the Regional Environmental Officer. Work performance is evaluated on the end results achieved in the implementation of environmental policies and specific environmental standards. Work is accomplished within the framework of statutory requirements and Departmental regulations and procedures. Work is reviewed for timeliness in meeting goals, compliance with statutory and regulatory requirements, and technical acceptability.

QUALIFICATION AND REQUIREMENTS OF THE POSITION

The incumbent is required to have professional training and/or experience in urban or environmental planning or closely related fields and have ability to work with

and provide leadership to other professionals in an interdisciplinary approach to the solution of broad environmental problems.

FACTOR LEVEL DEFINITIONS:

FACTOR 1. KNOWLEDGE REQUIRED BY THE POSITION

Mastery of environmental requirements, principles, and practices in the review and approval of a broad array of projects and activities. Comprehensive of programs, regulations, policies and procedures in relation to the National Environmental Policy Act (NEPA) and other applicable environmental laws, executive orders, and regulations. Skill in dealing with sensitive issues associated with environmental review issues. A general knowledge of professional practices and policies, affective housing and community development issues and trends and community development programs. Knowledge of techniques for analyzing and resolving environmental site and project issues, includes identifying and resolving cases which might violate environmental policies and standards, such as noise, explosive hazards, clear zones, floodplains, wetlands, and historic properties. Knowledge of intergovernmental and interagency issues.

FACTOR 2. SUPERVISION

The incumbent works under the policies of CPD in coordination with the local supervisors who provide assignments in terms of broadly stated objectives and goals. With prior approval, the incumbent has the latitude to provide exploratory concepts to unique situations in attaining Departmental goals and objectives. The results of the incumbent's work are considered technically authoritative and evaluated in terms of meeting the objectives of the Department associated with environmental requirements.

FACTOR 3. GUIDELINES

Specific Federal, state and local guidelines and regulations are available as well as Departmental memoranda and HUD housing guidelines and regulations associated with environmental review. Other guidelines include oversight agency regulations and guidance. The incumbent uses seasoned judgment and discretion in determining intent, and in interpreting and recommending HUD conditions for approval.

FACTOR 4. COMPLEXITY

The breadth and depth of analysis needed in identifying options and solutions to be accomplished in controlling controversial community situations are sensitive and complex in nature. The work of the position includes significant planning modules and tasks associated with community resource activities in order to meet program objectives. Natural and man-made hazards, historic and cultural assets, infrastructure loads and capacities, timing and procedural requirements. Which require significant analysis, judgment and evaluation of such factors.

FACTOR 5 SCOPE AND EFFECT

The purpose of the work is to ensure that the objectives of the Department and government-wide oversight agencies are being met realistically within program guidelines. Also the purpose of the work is to provide a comprehensive level of expertise in identifying and providing innovative solutions to critical problems affecting housing and community development programs related to a variety of program applications.

FACTOR 6. PERSONAL CONTACTS

Personal contacts involve dealing and negotiating with office and program directors, local government officials, special interest groups, and Federal agency counterparts to explain and defend environmental policies and procedures. Resolves complex and often sensitive issues. Demonstrate sensitivity to the interests of various parties in reaching appropriate solutions.

FACTOR 7. PURPOSE OF CONTACTS

The purpose of the contacts is to exchange dialog and to provide persuasion in influencing local groups to accept the Department's point of view or policy position regarding the applicability of environmental review requirements and standards. Communicate environmental needs and concerns through various oral, written, graphic, and analytic means. Demonstrate ability to identify, analyze, and recommend techniques to resolve both patterns of problems and case-specific issues. Tie solutions to program missions, resources, and authorities.

FACTOR 8. PHYSICAL DEMANDS

The work of the position is principally sedentary. Normal bending and standing.

FACTOR 9. WORK ENVIRONMENT

The work involves frequent exposure to moderate discomforts, risks or unpleasantness associated within an office environment. The work also requires meeting with local community groups in non-traditional office environments.