

Associate General Counsel, Pesticides and Toxic Substances Law Office

[Environmental Protection Agency](#)

Overview

- **Open & closing dates**

12/13/2017 to 01/12/2018

- **Salary**

\$124,406 to \$187,000 per year

- **Pay scale & grade**

ES 00

- **Work schedule**

Full-time

- **Appointment type**

Permanent

Locations

1 vacancy in the following location:

- **District of Columbia, DC** 1 vacancy

Relocation expenses reimbursed

No

This job is open to

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[The public](#)

U.S. citizens, nationals or those who owe allegiance to the U.S., and excepted service employees.

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[Senior Executive Service](#)

Those who meet the five Executive Core Qualifications (ECQs).

Announcement number

EPA-SES-2018-0010

Control number

486619500

• **Duties**

Summary

Serves as the Associate General Counsel, Pesticides and Toxic Substances Law Office. Incumbent works under the direct supervision of the Principal Deputy General Counsel and is responsible for providing legal counsel, opinions, legal services, and negotiation support with respect to pesticides and toxic substances and other related statutes, as appropriate. Exercises legal responsibility for the review of all questions which arise in connection with assigned areas and programs. Formulates and provides legal advice and policy for EPA in regard to issues concerning pesticides and toxic substances. Represents EPA and participates in negotiations with outside parties, including litigants and other Federal agencies. Guides coordination of EPA's legal advice to other programs of EPA, Federal, state, and local government agencies, industry groups, and international bodies. Directs and manages staff to accomplish assigned responsibilities and achieve objectives. Develops staffing patterns and operating plans, establishes internal policies and procedures, allocates procedures, and resolves operational problems.

Responsibilities

1. Exercises legal responsibility for the review of all questions which arise in connection with regulations, lawsuits, executive orders, legislative proposals, and administrative interpretations involving assigned environmental laws and programs. Exercises functional responsibility within EPA for the resolution of all legal issues arising under the assigned laws and programs.

2. Furnishes legal advice in connection with the assigned statutes and programs to EPA general management and to concerned EPA management officials. Provides legal services for all programs, operations, and activities of the Agency relating to the area of responsibility. Formulates the legal policies of the Agency in the area of responsibility and resolves any conflicts which may arise in the application of these policies. Interprets and/or applies existing legal actions proposed or taken under Agency programs and operations in the assigned area.

Collaborates with the Department of Justice in connection with litigation arising from the assigned programs. Coordinates between EPA, Department of Justice, and representatives of state governments with respect to legislation proposed for adoption by the several states.

3. Represents EPA and the OGC at conferences and meetings held with industry and foreign groups, staff offices of the President, other departments and agencies, the Government Accountability Office, state and local organizations, representatives of private industry and farm groups, etc. Gives expert legal advice with respect to many novel legal situations and problems arising from the administration of the above programs. Makes presentations to professional groups, universities, and industrial associations. Provides professional publications with papers analyzing recent developments in the law(s) which he/she administers.

4. Manages the activities of the office and accomplishes or directs the actions involved in: (a) planning the development and execution of new or revised rules, regulations, laws, policies, practices, and/or programs; (b) organizing the programs, e.g., establishing operating procedures, providing for internal and external coordination, etc.; (c) completing assigned projects, redirecting work, establishing priorities, etc.; (d) coordinating the program with external organizations, determining or recommending the compromises to be made, maintaining effective relations with interested groups, etc.; (e) evaluating the work of the office, establishing control measures to provide data for management purposes, establishing control reports and reports of complaints, etc.; (f) interpreting laws and regulations, providing review to proposal actions, etc.; and (g) determining the effect on EPA of proposed legislation, new or proposed program requirements, etc.

5. Supervises the personnel of the office. Plans and assigns work and evaluates performance. Counsels and instructs subordinates. Interviews candidates for positions and recommends personnel actions. Hears and resolves complaints. Effects minor disciplinary measures and recommends actions in more serious cases. Identifies training needs and provides for employee development. Collaborates with heads of other divisions to coordinate the work. Administers the equal opportunity program for the office.

6. Performs other duties as assigned.

NOTE: APPLICANTS MUST CLICK ON THE "HOW TO APPLY" BUTTON FOR DETAILED INFORMATION ON THE EXECUTIVE CORE QUALIFICATION STATEMENTS, THE MANDATORY TECHNICAL FACTORS, AND/OR THE DESIRABLE QUALIFICATION FACTORS.

Travel Required

Occasional travel - This position involves occasional travel.

Supervisory status

Yes

Promotion Potential

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Who May Apply

This job is open to...

Any U.S. citizen may apply.

Questions? This job is open to 2 groups.

- **Job family (Series)**

[0905 Attorney](#)

- **Requirements**

Conditions Of Employment

- You must be a U.S. citizen.
- Pre-employment drug testing is required.

Current or former career Senior Executive Service (SES) employees are not required to address the Executive Core Qualifications (ECQs). Unless you are currently serving under a career Senior Executive Service SES appointment, you are eligible for reinstatement into the SES, or have successfully completed a SES Career Development Program approved by OPM, you must submit a narrative statement covering each of the Executive Core Qualifications and Technical Qualifications questions in order to receive consideration for the position. Additional information on the proper preparation of Executive Core Qualification statements is available by going to the Office of Personnel Management's web site at http://www.opm.gov/policy-data-oversight/senior-executive-service/reference-materials/guidetosesquals_2012.pdf When responding to the Mandatory Technical and/or Desirable Qualifications and Executive Core Qualifications, you must clearly show that you possess the experience, knowledge, skills and ability to perform the duties of this position by submitting narrative responses in which you detail your experience in each of the Technical and/or Desirable Qualifications and the Executive Core Qualifications. Your examples should be clear and emphasize your level of responsibilities,

scope and complexity of programs managed, program accomplishments with results of your actions, policy initiatives and level of contacts.

Your narrative responses to the Executive Core Qualification statements (ECQs) should not exceed two pages per each ECQ and not more than 10 pages total.

Your narrative responses to the Mandatory Technical and/or Desirable factors should not exceed two pages per each factor.

Qualifications

All applicants must have one year of specialized experience at a level close to the work of this job that has given you the particular knowledge, skills, and abilities required to successfully perform. Typically this experience can be found in work within this field or a field that is closely related. As a basic requirement for entry into the SES, applicants must provide evidence of progressively responsible leadership experience that is indicative of senior level management capability and directly related to the skills and abilities outlined under the Technical Qualifications and Executive Core Qualifications.

In addition, applicants applying for the 905 Series must have a LL.B or J.D. degree from an accredited law school; must be admitted to practice before the highest court of a State, U. S. territory, the District of Columbia, or the Commonwealth of Puerto Rico; and must maintain active status as a member of the bar of one of these jurisdictions. The incumbent must have significant experience in providing legal advice and counsel at EPA, other Federal, state or local agencies or in private practice.

Education

Additional information

ETHICS: The Ethics in Government Act, PL 95-521 requires the applicant selected for this position to submit a financial disclosure statement, SF-278, prior to assuming the SES position, annually, and upon termination of employment.

PROBATIONARY PERIOD: Must complete 1-year SES probation period, if not previously completed.

SELECTIVE SERVICE: If you are a male and hired, and if you were born after December 31, 1959, you must certify that you have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law.

DIRECT DEPOSIT: All Federal employees are required by P.L. 104-134 to have federal payments made by Direct Deposit

FINANCIAL DISCLOSURE: Senior Executives are required to comply with the provisions of the Ethics in Government Act and must submit a financial disclosure statement, SF-278, upon assuming the position, annually, and upon

termination of employment.

TRAVEL, TRANSPORTATION AND RELOCATION: In accordance with Federal and Agency travel regulations, the candidate selected for this position **will not** be reimbursed for travel, transportation, and relocation expenses associated with reporting for duty to this position.

TELEWORK/FLEXIPLACE: This position has portable work; therefore, the selectee will be eligible for telework.

BACKGROUND/SECURITY INVESTIGATION: If you are selected, a pre-employment background investigation is required.

DRUG TESTING: If you are selected, a pre-employment drug test is required.

TRAVEL: Position involves occasional travel.

EQUAL EMPLOYMENT OPPORTUNITY: It is the policy of the Agency to provide equal opportunity in Federal employment for all persons and to prohibit discrimination in employment through a continuing affirmative program.

DIVERSITY STATEMENT: EPA values diversity and believes that a range of backgrounds brings a variety of ideas, perspectives and experiences that will foster a productive work environment in which talents are fully utilized.

How You Will Be Evaluated

You must provide specific examples of your education, experience, training and awards in the manner and order instructed below which are applicable to each: (A) Executive Qualifications (ECQs), (B) Technical Qualifications (TQs), and (C) Desirable Qualifications (DQs). Response to the five ECQs and TQs is mandatory. Failure to address the ECQs and the TQs will result in your application being disqualified. Addressing the DQs is optional; however, not addressing them will impact your rating. All five ECQs must be addressed in a supplemental statement of your application. Your responses should be clear and concise and show a level of accomplishment and a degree of responsibility. Leadership competencies for each ECQ can be found at: http://www.opm.gov/policy-data-oversight/senior-executive-service/reference-materials/guidetosesquals_2012.pdf

A. Executive Core Qualifications (ECQs)- Mandatory -- Note: Failure to address these factors will result in your application being disqualified.

ECQ 1 - LEADING CHANGE Involves the ability to bring about strategic change, both within and outside the organization, to meet organizational goals. Inherent to this ECQ is the ability to establish an organizational vision and to implement it in a continuously changing environment.

ECQ 2 - LEADING PEOPLE. Involves the ability to lead people toward meeting the organization's vision, mission, and goals. Inherent to this ECQ is the ability to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts.

ECQ 3 - RESULTS DRIVEN. Involves the ability to meet organizational goals and customer expectations. Inherent to this ECQ is the ability to make decisions that produce high-quality results by applying technical knowledge, analyzing

problems, and calculating risks.

ECQ 4 - BUSINESS ACUMEN. Involves the ability to manage human, financial, and information resources strategically.

ECQ 5 - BUILDING COALITIONS. Involves the ability to build coalitions internally and with other Federal agencies, State and local governments, nonprofit and private sector organizations, foreign governments, or international organizations to achieve common goals.

B. Technical Qualifications (TQs) -- Mandatory -- Note: Failure to address these factors will result in your application being disqualified.

TQ1. Demonstrated experience in counseling or litigation involving federal pollution control or other environmental laws and regulations.

TQ2. Demonstrated experience directing the work of attorneys or managing significant legal casework.

TQ3. Demonstrated experience leading a team through change.

C. Desirable Qualifications (DQs) - Optional (Note: Addressing the Desirable Qualifications is optional; however, not addressing them will impact your rating.)

DQ1. Working knowledge of regulations and legal issues involving the Federal Insecticide, Fungicide, and Rodenticide Act; pesticide regulation under the Federal Food, Drug and Cosmetic Act; the Toxic Substances Control Act; the Pollution Prevention Act; and the Emergency Planning and Community Right-to-Know Act as it relates to the Toxics Release Inventory.

To preview questions please [click here](#).

Background checks and security clearance

Security clearance

[Public Trust - Background Investigation](#)

• Required Documents

Current or former career Senior Executive Service (SES) employees are not required to address the Executive Core Qualifications (ECQs). Unless you are currently serving under a career Senior Executive Service (SES appointment, are eligible for reinstatement into the SES, or have successfully completed a SES Career Development Program approved by OPM), you must submit a narrative statement covering each of the Executive Core Qualifications and Technical Qualifications questions in order to receive consideration for the position.

Additional information on the proper preparation of Executive Core Qualification statements is available by going to the Office of Personnel Management's web site at http://www.opm.gov/ses/references/GuidetoSESQuals_2010.pdf

When responding to the Mandatory Technical and/or Desirable Qualifications and Executive Core Qualifications, you must clearly show that you possess the experience, knowledge, skills and ability to perform the duties of this position by submitting narrative responses in which you detail your experience in each of the Technical and/or Desirable Qualifications and the Executive Core Qualifications. Your examples should be clear and emphasize your level of responsibilities, scope and complexity of your programs managed, program accomplishments with results of your actions, policy initiatives and level of contacts. You should limit your narrative to two pages per Executive Core Qualifications, and not more than 10 pages total. Technical Mandatory and/or Desirable factors should be limited to no more than two pages for each factor. The Ethics in Government Act, PL-95-521 requires the applicant selected for this position to submit a financial disclosure statement, SF-278, prior to assuming the SES position, annually, and upon termination of employment.

If you are relying on your education to meet qualification requirements:

You **MUST** submit a copy of your transcript if you want to substitute your education for experience. If you claim qualifications based on education, and do not submit a transcript, your education will not be used in making a qualification determination and you may be found "**not qualified**".

Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications. Therefore, provide only the attendance and/or degrees from [schools accredited by accrediting institutions recognized by the U.S. Department of Education.](#)

Failure to provide all of the required information as stated in this vacancy announcement may result in an ineligible rating or may affect the overall rating.

• **Benefits**

A career with the U.S. Government provides employees with a comprehensive benefits package. As a federal employee, you and your family will have access to a range of benefits that are designed to make your federal career very rewarding.

- [Benefits for federal employees](#)
- [Healthcare insurance](#)
- [Pay and leave](#)

<https://jobs.monstergovt.com/epa/vacancy/preview!benefits.hms?orgId=1&jnum=62076>

Eligibility for benefits depends on the type of position you hold and whether your position is full-time, part-time, or intermittent. Contact the hiring agency for more information on the specific benefits offered.

• How to Apply

You are strongly encouraged to read the entire announcement before you submit your application for this position. You must provide specific examples of your education, experience, training and awards in the manner and order instructed below which are applicable to each: (A) Executive Core Qualifications (ECQs), (B) Technical Qualifications (TQs), and (C) Desirable Qualifications (DQs). **Response to the five ECQs and TQs is mandatory. Failure to address the ECQs and TQs will result in your application being disqualified. Addressing the DQs is optional; however, not addressing them will impact your rating.** To begin the application process, click the Apply On-line button to the right on this screen, follow the prompts to log-in/register, submit all required documents, and complete the assessment questionnaire. To be considered, you must submit a complete application package by 11:59 PM Eastern time on the closing date of this announcement. All required supporting documents will be collected electronically via the USA Jobs document portfolio feature. If you cannot apply on-line, you must contact the Human Resources Office listed to the right for assistance no later than three business days prior to the closing date of this announcement. You must provide complete application materials by the closing date of this announcement. For detailed instructions to assist you in ensuring your application package is received, go to http://epa.gov/ohr/ezhire/vacancy_requirements.htm.

Agency contact information

Executive Resources Div

Phone

[202-564-0570](tel:202-564-0570)

Fax

202-564-9612

Email

moore.patricia@epa.gov

Address

Environmental Protection Agency
1200 Pennsylvania Avenue, N.W.
OHR, Executive Resources Division, Mail Code 3606A
Washington, District of Columbia
United States

[Learn more about this agency](#)

Visit our careers page

Learn more about what it's like to work at Environmental Protection Agency, what the agency does, and about the types of careers this agency offers.

<https://jobs.monstergovt.com/epa/vacancy/preview.hms?orgId=1&jnum=62076#overview/>

Next steps

You can track the progress of your application package via your USAJobs account. You will receive an acknowledgement from USAJOBS that your submission was successful, once we have received your on-line occupational questionnaire, resume, responses to the Executive Core Qualifications (ECQs), Technical Qualifications (TQs) and Desirable Qualifications (DQs), and any supporting documentation. You will be notified of the status of your application after we conduct a qualification review of your complete application package. If your application meets the basic qualifications, it will then be forwarded to a three member Rating Panel consisting of SES career members here at EPA for further review. The Rating Panel decides which Best Qualified applicants will be forwarded to the Selecting Official to make a selection. Interviews are arranged through the Selecting Official. If your application is not forwarded to the Rating Panel, you will be notified of the outcome of your application. You may call Patricia Moore, Human Resources Specialist, Executive Resources Division on (202) 564-0570 to get the status of your application.

Fair & Transparent

The Federal hiring process is setup to be fair and transparent. Please read the following guidance.

Equal Employment Opportunity Policy

The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy And gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

- [Equal Employment Opportunity \(EEO\) office at OPM](#)

- [Office of Equal Opportunity](#)

Reasonable Accommodation Policy

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a Case-by-Case basis.

A reasonable accommodation is any change in the workplace or the way things are customarily done that provides an equal employment opportunity to an individual with a disability. Under the Rehabilitation Act of 1973 the Equal Employment Opportunity Commission (EEOC) must provide reasonable accommodations:

- An applicant with a disability needs an accommodation to have an equal opportunity to apply for a job.
- An employee with a disability needs an accommodation to perform the essential job duties or to gain access to the workplace.
- An employee with a disability needs an accommodation to receive equal access to benefits, such as details, training, and office-sponsored events.

- [Disability Employment - Reasonable Accommodations](#)

- [How to contact an agency](#)

Legal and regulatory guidance

- [Financial suitability](#)
- [Social security number request](#)
- [Privacy Act](#)
- [Signature & False statements](#)
- [Selective Service](#)
- [New employee probationary period](#)