

Position Description Cover Sheet

Author: Deneane Bowman Created: 10/02/2001 Modified: 10/12/2001

Reason For This Position

Request Number: H-11-04-DOTM-01-00390

1. New: Yes No
2. Identical Addition to The Established PD Number:
3. Replaces PD Number:

Recommended

4. Title: Regional Environmental Officer
5. Pay Plan: GS
6. Series: 0028
7. Grade: 14
8. Working Title:
9. Incumbent: Sandra Freeman

Official

10. Title: Regional Environmental Officer
11. PP: GS
12. Series: 0028
13. Func:
14. Grade: 14
15. Date:
16. I/A: Yes 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 - St. Louis Area 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 impending regulations.

Name and Electronic Signature of Supervisor

Signed by Deneane Bowman

20. Date Signed: 10/02/2001

21. Supervisor's Title: Ann Wiedl, Director, CPD

Name and Electronic Signature of Second Level Supervisor

Signed by Deneane Bowman

23. Date Signed: 10/02/2001

24. Second level Supervisor's Title: Nadab Bynum, Director, OES

Factor Evaluation System

Name and Electronic Signature of Employee

Master Record/Individual Position Data

30. Name and Electronic Signature of Classifier

31. Date Signed: *Nancy C. Zymora 11/26/01*

32. Remarks:

32. Remarks:

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**Office of Community Planning and Development
HUD Field Office
Regional Environmental Officer, GS-0028-14**

I. Introduction:

The Regional Environmental Officer is the principal environmental advisor to the Secretary's Representative, office program directors (housing, public housing, Indian Programs, and CPD), and the Office of Housing's Field Advisor, in the implementation of the Department's environmental and energy conservation policies. The Regional Environmental Officer also provides expertise, guidance, direction and support to all of the offices in the Region to which he/she is assigned. The REO provides leadership in the implementation of Departmental environmental standards and energy policies and compliance with other Federal statutes and authorities, and technical assistance and advice to insure the effective observance and inclusion of environmental quality concepts, policies and considerations by all HUD staff in the performance of their duties. The position is located in the Office of the Secretary's Representative.

II. Major Duties & Responsibilities:

A. Informs, interprets for and advises the Secretary's Representative, office program directors, (Housing, Public Housing and CPD), and other staff as appropriate, in the implementation of the Department's environmental and energy policies. Serves as a staff source of expertise in providing advice to program staff and professional colleagues on a wide variety of questions and problems including authoritative interpretation of agency policies and regulations to be followed in carrying out HUD's responsibilities under the National Environmental Policy Act of 1969, the National Historic Preservation Act of 1966, as amended, environmental sections of the Housing and Community Development Act of 1974, regulations and guidelines of the Council on Environmental Quality, procedures of the Advisory Council on Historic Preservation, Executive Orders, HUD, Regulations and issuances, and other HUD and federal authorities related to all elements of environmental considerations. (see 24 CFR 50.4)

B. Ensures that a system is established that will review environmental assessments prepared by program staff for completeness, accuracy and quality of assessments. Conducts informal conferences and implements other corrective measures for assessments which are inadequate. Coordinates with REO's and Environmental Advisors to ensure that systems are set up in each HUD field office.

C. Reviews and concurs on all environmental assessments prepared by program staff where required by 24 CFR 50 and other outstanding program instructions.

D. Ensures that technical assistance is available to program staff in connection with the preparation of environmental assessments, including the direct preparation of certain technical elements, as necessary.

E. Directs an interdisciplinary environmental team when directed, including assignment of tasks, coordination of inputs, and preparation of individual environmental assessments.

F. In the context of the environmental assessment process, reviews and makes recommendations regarding the architectural, site planning and site engineering elements of projects to assure that sound planning and design theories and practices have been observed and that departmental policies, standards and procedures have been met.

G. Assigns monitoring tasks ensure that actions, identified during review process, needed to mitigate adverse impacts are actually carried out during implementation phase.

H. Ensures that entities responsible for compliance with National Environmental Policy Act and other applicable authorities, are monitored by environmental staff, determining procedural and substantive deficiencies, reviewing such deficiencies with the grantee, resolving issues raised during follow-up meeting and actions, and providing technical assistance as needed.

I. Provides technical assistance to applicants on all environmental aspects of the HUD programs, which have Indian Nations and Tribes, and State and local governments administer federal environmental requirements.

J. Assures the effective management of the release of environmental grant conditions for entities responsible for environmental assessment by:

- a. Resolving objections and other special situations involved in the release of grant conditions;
- b. Monitors the rate of release of grant conditions;
- c. Reviews and approves documents required for release of grant conditions.

K. Ensures that an effective environmental training program is in place to meet the needs of program staff and clients. This can include:

- a. providing training on specialized topics to HUD staff
- b. Organizing or working with FEOs (Field Environmental Officer) to provide environmental courses for HUD clients. The REO would take the lead responsibility for region wide training.
- c. Organizing or working with FEOs to provide environmental conferences for HUD clients and/or staff. The REO would take the lead responsibility for region wide training.

L. Acts as office's historic preservation expert. This includes applying Department of Interior's (DOI) criteria for historic designation to properties that may be eligible for inclusion in National Register of Historic Places (but have not yet been nominated). The criteria are applied to architectural elements and history of properties proposed for HUD assistance. It can also include applying the Advisory Council on Historic Preservation's (ACHP) criteria of effect and adverse effect to proposed actions and, in cases of adverse effect, negotiating with State Historic Preservation Officer (SHPO) and ACHP on appropriate treatment for historic resource.

Historic preservation expert duties can also assist local governments to negotiate programmatic memoranda of agreement between local governments, SHPO, and ACHP regarding treatment of historic resources in specific localities or historic districts.

M. Assists in the coordination efforts of EO 12372, including the mandatory notification of the State single point of contact, and the resolution of issues raised through the process.

N. Implements EO 11988 and 11990 (floodplain management and wetlands and the Flood Disaster Protection Act) by overseeing conformance with their rules, and providing technical assistance to HUD staff, grantees and clients.

O. The incumbent is the principal environmental contact for the Department. Maintains liaison and coordination with other Federal agencies in the office jurisdiction to ensure that such agencies are aware of HUD concerns. It is especially important for the REO to establish and maintain relationships for the entire region for those agencies that only have regional offices (e.g. USEPA, USDOE, USACOE, USDOJ). The Regional Environmental Officer represents the Department's environmental, health, and safety concerns on emergency and hazard mitigations task forces.

P. Reviews and responds to other Federal agency Environmental Impact Statements, especially those that impact on HUD concerns.

Q. Is responsible for the preparation of a draft or final Environmental Impact Statements (EIS) when required by applicable law (for major HUD actions significantly affecting the human environment). Supervises and directs an interdisciplinary environmental team in preparation of EIS. EISs are major documents, typically taking 6 months to a year to prepare, averaging over 100 pages in length, and dealing in detail with all of the elements noted in (6) above. Draft EISs are circulated to all individuals and agencies interested or affected by the action. The Final EIS responds to each comment received through a direct response in the Final EIS, and a revision of the text where appropriate.

R. Ensures that a regional environmental library and database are maintained by office.

S. Develops and maintains a management information system for recording significant data on environmental review activities in program areas.

T. Is a member of the Interagency Hazard Mitigation Team and participates in interagency flood hazard efforts to mitigate flood damage in areas that have been declared major flood disaster areas.

U. Reviews energy activities identified in Grantee Performance-Reports (GPRs), encourages energy conservation and development in HUD programs and maintains knowledge of major HUD energy initiatives and activities related to community and economic development.

V. Advises office and regional litigation Counsel and Headquarters Office of Community Viability (OCV) and Field Office program staff concerning litigation that includes environmental matters.

W. Works with and advises Headquarters staff on operating problems, precedent setting cases, innovative methods and needed policy and procedural changes.

X. Negotiates on Memorandum of Agreement and Understanding with other Federal and State agencies on behalf of the Secretary's Representative or State Coordinator, and the Department. Periodically monitors HUD compliance with MOA signed by HUD program staff.

Y. Carries out other duties as assigned.

Factor Evaluation System Elements:

Factor 1 – Knowledge Required:

Mastery of the established principles, concepts and methods of the Environmental Protection Acts.

Mastery of the policies and organization structure and environmental programs.

Mastery of using standard data gathering and analysis techniques to collect and review technical information on environmental activities.

Mastery of communicate effectively orally and in writing to prepare and conduct briefing and training programs.

Mastery of providing technical assistance to applicants on all environmental aspects of HUD programs which have Indian Nations and Tribes, State and local governments.

Work Situation:

Incumbent participates in decisions involving departures from established policy and administrative aspects of assignments.

Incumbent coordinates directly with and provides specialized guidance and assistance to State Coordinators and-Liaisons, and to program directors of Housing, Public Housing, Native American Programs and CPD. Develops plans to train, monitor performance, and provide technical assistance to HUD staff to ensure consistency and quality is maintained by the Department.

The Regional Environmental Officer analyzes the effectiveness of HUD environmental policies and procedures for the Headquarters Office of Community Viability, and

recommends general and specific changes to fill gaps and, generally, to improve specific operations.

Works with the Headquarters Counsel and the Office of Community Viability as a resource for all environmental litigation matters affecting HUD. Alerts the Secretary's Representative Counsel and OCV to potential problem cases, prepares necessary background material on litigation, advises on the position HUD should take in the courts, and serves as an expert witness.

Factor 2 – Supervisory Controls:

Reports directly to the Secretary's Representative for general administrative supervision and policy direction. No technical supervision is required. Controversial matters which may affect Departmental policy are brought to the attention of the supervisor or other appropriate officials. Work is evaluated in terms of effectiveness in working with the various agencies, groups, and officials having program interests, soundness of recommendations, success in achieving solutions to significant problems and overall influence on the achievement of broad program objectives. Work is accomplished within the framework of statutory requirements and federal regulations and departmental procedures, once objectives, expected results, anticipated problems and priorities have been communicated. Work is reviewed for timeliness in meeting goals and compliance with statutory and regulatory requirements.

Factor 3 – Guidelines:

Guidelines include verbal and writing instructions on the Department's environmental protection programs (e.g., National Environmental Policy Act of 1969, The National Historic Preservation Act of 1966, as amended, Environmental Sections of the Housing and Community Development Act of 1974, Regulations and guidelines of the Council on Environmental Quality, and regulations and issuance and other HUD and Federal Authorities related to all elements of environmental considerations).

Factor 4 – Complexity:

The Regional Environmental Officer is principal advisor on environmental matters relating to both policy and projects. Pursuant to NEPA, the environmental process utilizes an interdisciplinary approach, utilizing input from many different scientific and technical professionals or specialists..

- **Maintains liaison with State and Federal Agencies throughout the region carrying on activities which relate to the concerns of HUD in order to insure that such agencies are aware of HUD environmental policies and regulations in the pursuit of their endeavors. This includes providing technical assistance and advice on matters of particular interest to HUD. Such cooperation usually involves whole programs rather than particular projects. Many other federal agencies are still organized on a regional model and these agencies look for "regional" counterparts to implement their projects and policies.**

- Assists in resolution of particularly complex issues surfacing as part of interagency *coordination pursuant* to Executive Order 12372.
- Participates in interagency hazard mitigation efforts throughout the region to assist in the development of flood hazard mitigation plans for regions and/or communities that have been declared major (National) disaster areas. Coming at a time when an affected community is responsive to change, these recommendations often have a broad impact on the affected area's (usually metropolitan-wide or multi-state) planning program and floodplain management policies. Develops strategies for reviewing performance of Field Offices relative to environmental function and performs said reviews, including all major program areas (Housing, Public Housing, CPD). Develops strategies for training HUD clients (local governments, PHA's, not-for-profits, private sponsors, etc) in evanescent environmental requirements and mobilizes resources to provide said training. (Often the threshold needed to make this worthwhile [minimum class size] can only be met when training is offered on a regional-level.). Develops strategies for training HUD staff in all program areas; both newly appointed staff and experienced staff on' changing areas of environmental analysis. Works with program area staff to develop, implement, evaluate and improve processes and procedures to monitor the effectiveness and efficiency of environmental review.
- Reviews and approves the substance of environmental reviews to assure that they accurately reflect the policies and positions of the organization and views of the agency.

Approximately of the time is spent on coordination, and technical support of FEO's in the "A" offices "Environmental Advisors" in the "B." offices, and units of local government and Indian tribes that have environmental responsibilities under HUD funds programs (e.g. CDBG, HOME, public housing). Environmental challenges not only involve applying possible conflicting policies and standards to program areas, but may also involve developing new policies to meet evanescent needs.

Factor 5 – Program Scope and Effect:

The Regional Environmental Officer informs, interprets for, and advises the Secretary's Representative on all environmental and energy policy and procedural requirements. Through subordinate Staff informs interprets, advises, trains, and reviews the professional products of all program areas that have environmental responsibilities (Community Planning and Development, Housing Development, Housing Management, Public Housing, and Office of Native American Programs). Environmental review is required for all agency actions. Such reviews can substantially influence project design. Proposals have relocated to different sites, altered mass and scale, changed materials, and undergone other alterations, or even been rejected, as a result of environmental deficiencies or required mitigation. Activities can range from large, complex mixed use developments sponsored by the private sector, scattered site public housing being provided by local public housing authorities, to subsidized housing

developments sponsored by local not-for-profits, to infrastructure and economic development projects undertaken by local government or Indian tribes.

Direct authority is exercised over programs throughout the HUD Field Office geographic jurisdiction, and coordinated with the State Liaison. The -SH 9 exercises leadership to influence consistency in Departmental environmental policies and standards among Field Environmental Officers (FEOs), Environmental Advisors (B offices), and local government officials, in all offices located within the area of the HUD federal region.

The Regional ordinator works with other Federal and state agencies, regional and area wide agencies in carrying out HUD's environmental mandate. Stays abreast of developments in other agencies by formal and informal contacts and conferences. Represents HUD at interagency meetings and conferences, and speaks on behalf of the Secretary's Representative on environmentally related matters. In addition, through the role of commenting on other agencies' actions, the SAO also influences the significant actions of many other federal agencies (review of environmental impact statements) as well as lower level actions (review of Findings Of No Significant Impact).

Environmental considerations pertain, at a minimum, to the following:

1. National Environmental Policy Act (42 USC 4321 et. seq.)
2. Section 106 of National Historic Preservation Act (16 USC 470(f))
3. Executive Order 11593 Protection and Enhancement of Cultural Environment
4. Reservoir Salvage Act (16 USC 469)
5. Flood Disaster Protection Act (42 USC 4001 et. seq.)
6. Executive Order 11988 Floodplain Management
7. Executive Order 11990 Protection of Wetlands
8. Coastal Zone Management Act (16 USC 1451 et. seq.)
9. Coastal Barrier Resources Act (16 USC 3501 et. seq.)
10. Safe Water Drinking Act (42 USC 201, 300(f) et. seq.)
11. Endangered Species Act (16 USC 1531 et. seq.)
12. Wild and Scenic Rivers Act (16 USC 1271 et. seq.)
13. Clean Air Act (42 USC 7401 et. seq.)
14. Farmland Protection Act (7 USC 4201 et. seq.)
15. Comprehensive Environmental Response, Compensation and Liability Act (42 U.S.C. §§9601)
16. Superfund Amendments and Reauthorization Act (P.L. . 99-499)
17. HUD environmental standards (24 CFR 51)
 - a) Noise Abatement and Control
 - b) Siting of HUD-Assisted Projects Near Hazardous Operations ...Explosive or Flammable Nature
 - c) Siting of HUD-Assisted Projects in Runway Clear Zones...
18. Executive Order 12372 on Interagency Coordination
19. Cost-Effective Energy Conservation and Effectiveness Standards (24 CFR 39)
20. Executive Order 12898 on Environmental Justice

These authorities must be implemented in regard to all HUD programs that can affect the environment.

Factor 6 – Personal Contacts:

Nature of Contacts

Frequent contacts with:

- a) Mortgage bankers
- b) Municipal CPD Directors
- c) Program Directors
- d) Regional staff of other federal agencies
- e) High ranking federal, state and local government officials
- f) Journalists representing influential city or county newspapers or comparable radio or TV stations
- g) Attorneys
- h) Developers
- i) Key staff of public interest groups
- j) Field Environmental Officers
- k) Field Environmental Advisors
- l) Headquarters program support staff
- m) Congressional staff
- n) Scientists and technicians from different environmental sciences

Factor – 7 Purpose of Contact:

The purpose of contact varies with the contact. Sometimes it is to ensure that information provided to outside parties is accurate and consistent. It is often to plan and coordinate the work directed with that of others outside the subordinate organization and also can include resolving differences of opinion among managers, supervisors, employees, contractors, sponsors, local government officials or others.

Factor – 8 Physical Demands:

The work is sedentary, although some slight physical effort may be required.

Factor – 9 Work Environment:

The work is performed in a typical office environment.