

APPENDIX C
Standard Job Descriptions (JDs) for Regulatory

1. The enclosed standard JDs (Encls 1 - 24) for the Corps Regulatory Program represent the key or commonly occurring positions for models A and B organization structures presented in Appendix B. JDs for support positions, such as clerical staff, inspectors, technicians, etc., are to be developed at the local level.

2. Employees currently assigned to the Regulatory organization are to be assigned to the new position descriptions and/or series using USOPM X-118 qualifications standards, to include using modified standards, as appropriate. Where modified standards are used, these should be documented sufficiently to show that the modification was intentional and that the assignment did not result from the misinterpretation of the OPM standard. Where there is not a direct series match for current employees, modified standards may be used when the employee's background includes related experience that provided the knowledges, skills and abilities necessary for successful job performance and there is a reasonable likelihood that the employee will successfully make the transition to the new position.

3. Standard JDs can be modified in accordance with Army Pamphlet 690-41. The enclosed JDs may be modified at the local level for the following situations:

a. To develop a multi-disciplinary staff of Regulatory Project Managers and Regulatory Specialists. The JDs for these positions may be modified to provide for occupational series other than GS-028, GS-150, GS-401, GS-819 or GS-1301. Modification requires adding a major duty describing the specialized work and the identification of the specialized skills and knowledge required to perform the work. The specialized major duty must require the same level work as the overall grade.

For example, to add specialized duties for an archaeologist (GS-193) to the standard JD for a Regulatory Project Manager (GS-12) those specialist duties must require GS-12 level work as described in the classification guideline for the series. Such work could be added to the Programmatic Initiatives and Requirements section of the Regulatory Project Manager JD by the addition of the following duties:

(h) provides technical assistance to the branch by advising, administering or performing professional research or technical work related to the

identification and interpretation of historic properties. This work may involve research, field investigations, limited laboratory analysis, interpretative or consultative work, preparation and/or technical review of interpretive reports; and preparation of correspondence with respect to DA permit application or enforcement actions. This can also involve the development and implementation of branch training, programs or procedures related to the identification and interpretation of historic properties as they relate to the administration of the regulatory program.

In addition, appropriate Factors and sections of the Evaluation Statement must also be modified to reflect the classification guidance for the GS-193 series.

b. To provide for Assistant Chief, Regulatory Branch. The JD for Chief, Regulatory Branch may be modified to develop an Assistant Chief position when total FTE strength of the branch is 40 or more. When a branch has a total FTE strength of less than 40, an Assistant Chief position can be developed as long as it is a dual position. Assistant Chief positions are particularly suited to the regulatory program because of the coordination demands of the program with the public, other Federal agencies and State agencies, and because of the need for consistency within the program.

c. To provide for team or unit leaders. It is anticipated that the supervisory ratio within Corps districts will be established as 1:10 by Fiscal Year 1999. In order to meet this goal it may be necessary to establish or increase the number of team or unit leaders within a branch or section. The following authorities and responsibilities can be incorporated into the project manager JD for this purpose:

- (1) Assign work to subordinates based on priorities, selective consideration of the difficulty and requirements of assignments and the capabilities of the employees;
- (2) Give advice, counsel or instruction to employees on both work and administrative matters;
- (3) Approve leave;
- (4) Recommend performance standards and ratings.

d. To provide for Section Chiefs or Regulatory Project Managers located in and/or responsible for field office(s). The appropriate Section Chief or Regulatory Project Manager JD may be modified to include the duties unique to the management of a field office. With respect to Regulatory Project Managers, this may also include the responsibilities outlined in item c, above.

4. When modifications of any kind are made to the major duties of the standard JD, the appropriate factors and evaluation statement must also be modified to show the effect of the changes in job content. If the evaluation statement is of the formula type that requires the insertion of supplemental information, the evaluation process will relate to the content of the job description as modified.

Encls

1. Model A - Chief, Regulatory Branch, subordinate supervisors
2. Model A - Chief, Regulatory Branch, no subordinate supervisors
3. Model A - Chief, Geographic Section
4. Model A - Regulatory Project Manager; Biologist/Physical Scientist/Geographer
5. Model A - Regulatory Project Manager; Environmental Engineer
6. Model A - Regulatory Project Manager; Environmental Protection Specialist
7. Model A - Regulatory Specialist; Biologist/Physical Scientist/Geographer
8. Model A - Regulatory Specialist; Environmental Engineer
9. Model A - Regulatory Specialist; Environmental Protection Specialist
10. Model B - Chief, Regulatory Branch
11. Model B - Chief, Permits Section
12. Model B - Regulatory Project Manager, Permits Section; Biologist/Physical Scientist/Geographer
13. Model B - Regulatory Project Manager; Permits Section; Environmental Engineer
14. Model B - Regulatory Project Manager; Permits Section; Environmental Protection Specialist
15. Model B - Regulatory Specialist, Permits Section; Biologist/Physical Scientist/Geographer
16. Model B - Regulatory Specialist, Permits Section; Environmental Engineer
17. Model B - Regulatory Specialist, Permits Section; Environmental Protection Specialist
18. Model B - Chief, Enforcement Section
19. Model B - Regulatory Project Manager, Enforcement Section; Biologist/Physical Scientist/Geographer

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SUBJECT: Standard Job Descriptions (JDs) for Regulatory

20. Model B - Regulatory Project Manager, Enforcement Section;
Environmental Engineer
21. Model B - Regulatory Project Manager, Enforcement Section;
Environmental Protection Specialist
22. Model B - Regulatory Specialist, Enforcement Section;
Biologist/Physical Scientist/Geographer
23. Model B - Regulatory Specialist, Enforcement Section;
Environmental Engineer
24. Model B - Regulatory Specialist, Enforcement Section;
Environmental Protection Specialist