[attachment 8]

POSITION DESCRIPTION *(Please Read Instructions on the Back)*

1. Agency Position No. DISL-00108

2. Reason for Submission: ☐ Redescription ☑ New ☐ Establishment ☐ Other ☐ Abolishment *(Show any positions replaced)*

3. Service: ☑ Hdqtrs ☐ Field

4. Employing Office Location: Washington D.C.

5. Duty Station: Washington D.C.

6. OPM Certification No.

7. Fair Labor Standards Act: ☑ Exempt ☐ Nonexempt

8. Financial Statements Required: ☑ Executive Personnel Financial Disclosure ☐ Employment and Financial Interest

9. Subject to IA Action: ☐ Yes ☑ No

10. Position Status: ☑ Competitive ☐ Excepted *(Specify in Remarks)* ☐ SES (Gen.) ☐ SES (CR)

11. Position is: ☐ Supervisory ☐ Managerial ☑ Neither

12. Sensitivity: ☐ 1–Non-Sensitive ☑ 3–Critical ☐ 2–Noncritical Sensitive ☐ 4–Special Sensitive

13. Competitive Level Code

14. Agency Use

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. Office of Personnel Management						
b. Department, Agency or Establishment	Science Advisor	SL	1301	DD	SM	10/4/2010
c. Second Level Review						
d. First Level Review						
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position *(if different from offical title)*

17. Name of Employee *(if vacant, specify)*

18. Department, Agency, or Establishment: Department of Interior

a. First Subdivision: Bureau of Reclamation

b. Second Subdivision: Commissioner's Office

c. Third Subdivision: External and Intergovernmental Affairs

d. Fourth Subdivision

e. Fifth Subdivision

Employee Review-This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee *(optional)*

20. Supervisory Certification. *I certify that this is an accurate statement of the major duties and responsibilities of this 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 statutes or their implementing regulations.*

a. Typed Name and Title of Immediate Supervisor: Kira Finkler, Deputy Commissioner External & Intergovernmental Affairs

Signature: K Finkler Date: 9/29/10

b. Typed Name and Title of Higher-Level Supervisor or Manager *(optional)*: Michael L. Connor Commissioner

Signature: Date:

21. Classification/Job Grading Certification. *I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Typed Name and Title of Official Taking Action: Jenny H. Mallios, Acting Director, Office of Human Resources

Signature: Jenny H. Mallios Date: 11/15/2010

22. Position Classification Standards Used in Classifying/Grading Position: JFS for Professional Work in the Physical Science Group dated 12/97; Primary Standard

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee *(optional)*										
b. Supervisor										
c. Classifier										

24. Remarks

88 Risk Designation: High Drug Testing: Yes Top Secret Clearance Required

25. Description of Major Duties and Responsibilities *(See Attached)*

Instructions for Completing Optional Form 8
POSITION DESCRIPTION

[illegible]er to comply with the requirements of FPM Chapter 295, [illegible]pter 3, and other provisions of the FPM, agencies must [illegible]lete the items marked by an asterisk. Agencies may determine what other items are to be used.

*1. Enter position number used by the agency for control purposes. See FPM Chapter 312, Subchapter 3.

*2. Check one.

- "Redescription" means the duties and/or responsibilities of an exisitng position are being changed.
- "New" means the position has not previously existed.
- "Reestablishment" means the position previously existed, but had been cancelled.
- "Other" covers such things as change in title or occupational series without a change in duties or responsibilities.
- The "Explanation" section should be used to show the reason if "Other" is checked, as well as any position(s) replaced by position number, title, pay plan, occupational code, and grade.

3. Check one.

*4. Enter geographical location by city and State (or if position is in a foreign country, by city and country).

*5. Enter geographical location if different from that of #4.

6. To be completed by OPM when certifying positions. (See item 15 for date of OPM certification.) For SES and GS-16/18 positions and equivalent, show the position number used on OPM Form 1390 (e.g., DAES0012).

*7. Check one to show whether the incumbent is exempt or nonexempt from the minimum wage and overtime provisions of the Fair Labor Standards Act. See FPM Chapter 551.

8. Check box if statement is required. See FPM Chapter 734 for the Executive Personnel Financial Disclosure Report, SF 278. See FPM Chapter 735, Subchapter 4, for the Employment and Financial Interests Statement.

9. Check one to show whether identical Additional positions are permitted. See FPM Chapter 312, Subchapter 4. Agencies may show the number of such positions authorized and/or established after the "Yes" block.

10. Check one. See FPM Chapter 212 for information on the competitive service and FPM Chapter 213 for the excepted service. For a position in the excepted service, enter authority for the exception, e.g., "Schedule A-213.3102(d)" for Attorney positions excepted under Schedule A of the Civil Service Regulations. SES (Gen) stands for a General position in the Senior Executive Service, and SES (CR) stands for a Career Reserved position.

11. Check one.

- A "Supervisory" position is one that meets the requirements for a supervisory title as set forth in current OPM classification and job-grading guidance. Agencies may designate first-level supervisory positions by placing "1" or "1st" after "Supervisory."
- A "Managerial" position is one that meets the requirements for such a designation as set forth in current OPM classification guidance.

12. Check one to show whether the position is non-sensitive, noncritical sensitive, critical sensitive, or special sensitive for security purposes. If this is an ADP position, write the letter "C" beside the sensitivity.

13. Enter competitive level code for use in reduction-in-force actions. See FPM Chapter 351.

14. Agencies may use this block for any additional coding requirement.

*15. Enter classification/job grading action.

- For "Official Title of Position," see the applicable classification or job grading standard. For positions not covered by a published standard, see the General Introduction to "Position Classification Standards," Section III, for GS positions, or FPM Supplement 512-1, "Job Grading System for Trades and Labor Occupations," Part 1, Section III.
- For "Pay Plan code, see FPM Supplement 292-1, "Personnel Data Standards," Book III.
- For "Occupational Code," see the applicable standard; or, where no standard has been published, see the "Handbook of Occupational Groups and Series of Classes" for GS positions, or FPM Supplement 512-1, Part 3, for trades and labor positions. For all postions in scientific and engineering occupations, enter the two-digit functional classification code in parentheses immediatey following the occupational code, e.g., "GS-1310(14)." The codes are listed and discussed in the General Introduction to "Position Classification Standards," Section VI.

16. Enter the organizational, functional, or working title if it differs from the official title.

17. Enter the name of the incumbent. If there is no incumbent, enter "vacancy."

*18. Enter the organizational location of the position, starting with the name of the department or agency and working down from there.

19. If the position is occupied, have the incumbent read the attached description of duties and responsibilities. The employee's signature is optional.

*20. This statement normally should be certified by the immediate supervisor of the position. At its option, an agency may also have a higher-level supervisor or manager certify the statement.

*21. This statement should be certified by the agency official who makes the classification/job grading decision. Depending on agency regulations, this official may be a personnel office representative, or a manager or supervisor delegated classification/job grading authority.

22. Enter the position classification/job grading standard(s) used and the date of issuance, e.g., "Mail and File, GS-305, May 1977."

23. Agencies are encouraged to review periodically each established position to determine whether the position is still necessary and, if so, whether the position description is adequate and classification/job grading is proper. See FPM Letter 536-1 (to be incorporated into FPM Chapter 536). This section may be used as part of the review process. The employee's initials are optional. The inititals by the supervisor and classifier represent recertifications of the statements in items #20 and #21 respectively.

24. This section may be used by the agency for additional coding requirements or for any appropriate remarks.

*25. Type the description on plain bond paper and attach to the form. The agency position number should be shown on the attachment. See appropriate instructions for format of the description and for any requirements for evaluation documentation, e. g., "Instructions for the Factor Evaluation System," in the General Introduction to "Position Classification Standards," Section VII.

Science Advisor
SL-1301

INTRODUCTION

The incumbent serves as Reclamation's Science Advisor reporting directly to the Deputy Commissioner, External and Intergovernmental Affairs in Washington, D.C. In this capacity, the incumbent exercises authority in the strategic planning, implementation and evaluation of Reclamation's science program and related activities.

MAJOR DUTIES AND RESPONSIBILITIES

As the largest wholesale provider of water in the Nation, and the second largest producer of hydroelectric power in the West, Reclamation plays a key role in fashioning and implementing positive responses to water resource issues. This position will advise the Commissioner on technical and policy issues related to Western water supplies and water use including climate change mitigation and adaptation, water and energy efficiency, and renewable energy.

The position reports directly to the Deputy Commissioner, External and Intergovernmental Affairs (EIA) and is located in Washington, D.C. The incumbent serves as Reclamation's Science Advisor (SA) and will address a wide range of issues affecting Reclamation's programs and projects. He/she must be able to effectively communicate the challenges the agency faces regarding issues such as climate change as well as the agency's plans and actions to address such challenges.

The position will guide Reclamation's development of appropriate science for developing strategies and techniques to address our water and power issues; and will work with the various Directorates within Reclamation to coordinate activities associated with various science issues including climate change adaptation, advanced water treatment, invasive species, renewable energy, and data management including scientific integrity and peer review.

The SA will draw from, and interact with, staff who possess expertise already established throughout Reclamation offices. These offices include: Regional Offices, Technical Resources, Research and Development Office, Power Resources Office, Policy and Administration Office; and others as needed.

He/she is responsible for coordinating partnership efforts involving Reclamation's scientific initiatives in support of the Commissioner's and Department of the Interior's (DOI) goals and objectives in collaboration with regional and Denver officials, scientists from other Federal agencies, scientists from around the country, as well as Members of Congress and their staff.

Coordinates with the Department's Science Advisor and other federal agencies including the efforts of the National Marine Fisheries Service, the Environmental Protection Agency, universities and other science resources. Represents Reclamation on the Departmental Science Board and other national science-focused efforts.

Develops Reclamation Manual and guidance documents as well as provides expert advice on data management, peer review and scientific integrity. Provides science scrutiny to examine sufficiency and institutionalize science roles.

The SA will represent Reclamation on a variety of inter-Departmental Committees composed of high level Departmental officials, scientists and engineers concerned with research and development programs. In addition, represents Reclamation on ad hoc science and policy working groups, federal science, resources agencies, and executive offices inside and outside the Department, as well as with external stakeholders, western states, science organizations, universities, and non-governmental organizations.

Serves as the primary point of contact with the Department and other agencies. Maintains current knowledge of the state of science as it relates primarily to management of water and power resources in the western U.S.

In addition, he/she must maintain current knowledge of all significant Reclamation activities and Administration priorities and facilitate communication with the Reclamation offices working on related issues to ensure that they receive timely information about these activities including consultation on how this information should be incorporated.

SUPERVISION RECEIVED

The incumbent reports directly to the Deputy Commissioner, EIA and receives broad policy guidance as to the goals to be achieved. Incumbent develops appropriate courses of action to accomplish objectives. Work is reviewed in terms of the effectiveness of Reclamation and Department natural resources activities and conformance to the expressed policies of the Deputy Commissioners/Commissioner.

Levi – why detail?
– succession plan
LT Science – VCI

Evaluation Statement for Science Advisor, SL-1301

Series Determination

The series of this position is clearly designated to the 1301 series. Positions classified in the GS-1301 series involve professional work in the physical sciences when there is no other more appropriate series, that is, the positions are not classifiable elsewhere. The work provides an advisory role on technical and policy issues related to Western water supplies and water use including climate change mitigation and adaptation, water and energy efficiency, and renewable energy. The work involves some functions associated with the GS-1315 series, Hydrology, as well as climate change mitigation and adaptation, energy efficiency, and renewable energy. Therefore it is determined that the position is properly placed in the GS-1301 series and titled Science Advisor.

The work requires a broad professional/scientific ability to analyze both strategic policy and complex technical matters involving the full range of Reclamation's functions and activities in support of Departmental goals and interagency objectives on climate change mitigation and adaptation, energy efficiency, and renewable energy.

Grade Determination

No grades are assigned to SL positions. A review of the demands of this position clearly indicates that it exceeds the GS-15 level, as delineated in the Primary Standard and is fully justified at the Senior Level as outlined in guidance from the Office of Personnel Management. The complex set of historical, demographic, and political factors involved in this Science Advisor to the Deputy Commissioner, External and Intergovernmental Affairs raise Complexity and Purpose of Contacts above the highest level provided in the Primary Standard.

The incumbent provides leadership throughout Reclamation – both in headquarters and the field for initiatives affecting water and power for Reclamation.

The incumbent will provide senior level technical assistance and coordination, applying a broad and extensive range of knowledge and scientific skills of the laws, rules, regulations, administrative and program principles of Western water supplies and water use including climate change mitigation and adaptation, water and energy efficiency, and renewable energy.

The incumbent will guide Reclamation's development of appropriate science for developing strategies and techniques to address our water and power issues for adapting to change; and will work with the various Directorates within Reclamation to coordinate activities associated with various science issues including climate change adaptation, advanced water treatment, invasive species, renewable energy, and data management including scientific integrity and peer review.

The incumbent will represent Reclamation on a variety of inter-Departmental Committees composed of high level Departmental officials, scientists and engineers concerned with research and development programs. In addition, incumbent will represent Reclamation on ad hoc science and policy working groups, federal science, resources agencies, and executive offices inside and outside the Department, as well as with external stakeholders, western states, science organizations, universities, and non-governmental organizations.

The incumbent must have superior interpersonal skills, communication skills, and the ability to exercise tact, discretion, and sensitivity in the utilization of these skills are critical to success in this position. The incumbent must be able to represent Reclamation and speak with authority to command the attention of people with varying agendas and interests.