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States Environmental Protection Agency

EMPLOYMENT OVERVIEW

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PRESERVING OUR FUTURE TODAY

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OUR MISSION

The United States

Environmental

Protection Agency

(EPA) provides

leadership in the

nation's environmental

science, research,

education and

assessment efforts;

makes sound regulatory

and program decisions;

and carries out

effective programs and

policies to improve

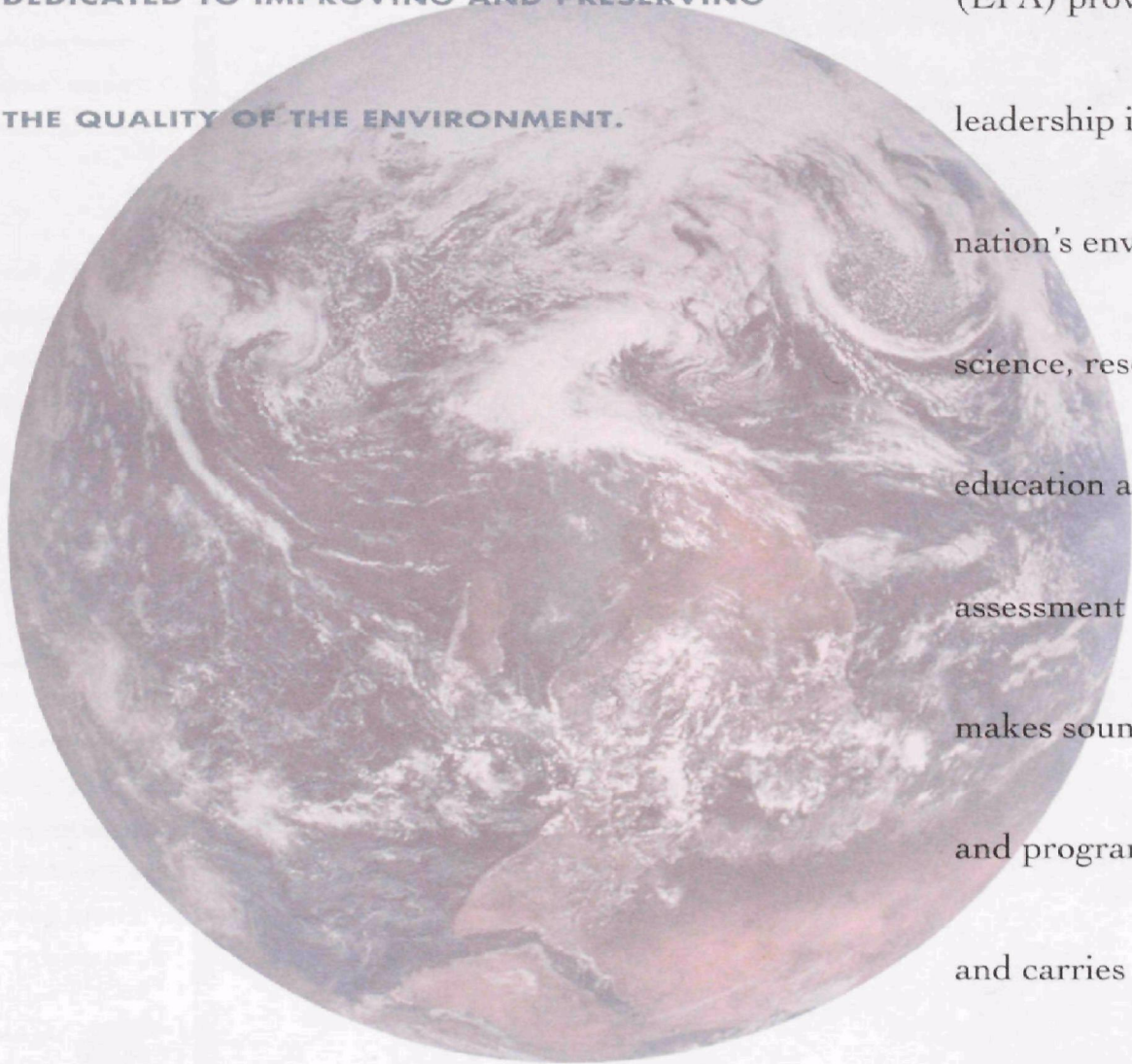
the global environment.



WE ARE A TEAM OF DIVERSE PROFESSIONALS

DEDICATED TO IMPROVING AND PRESERVING

THE QUALITY OF THE ENVIRONMENT.





EPA regulations during the past two decades have brought major improvements in U.S. air quality. Atmospheric levels of sulfur dioxide, carbon monoxide, total suspended particulates and lead have all been reduced, in some cases sharply. Between 1970 and today, blank sulfur dioxide dropped 27 percent, particulate matter emissions were down 63 percent, and lead emissions dropped a dramatic 96 percent.



The Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA) amendments of 1988 strengthen EPA's authority in pesticide regulation. Under FIFRA, all new pesticides must be registered through EPA before being distributed, and pesticides already on the market must be registered again based on recent test data. EPA is also authorized to cancel the registration of a pesticide if new test data show that it is harmful to human health or the environment.



The Resource Conservation and Recovery Act regulates hazardous waste from over 200,000 generators, through transportation, storage and treatment to final disposal. Hazardous waste handlers must now clean up contamination resulting from past waste management practices as well as from current activities.

Pollution awareness began to soar in the late 60s, leading us to the realization that we are dependent on, and part of, an ecosystem that we must not destroy. Public support for national environmental controls increased,

THE AGENCY, PAST AND FUTURE

reflecting the growing belief that air, water and land could no longer be used as free dumping grounds. The Environmental Protection Agency was created through an executive reorganization plan designed to consolidate the environmental activities of the federal government into a single agency. In December 1970, EPA, one of the youngest agencies in the federal government, began operation to provide a broad, comprehensive approach to environmental planning. Since the Agency was established, its scope has broadened considerably

EPA
AND
YOU



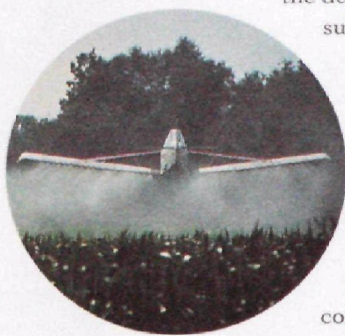
Almost 19,000 employees work at the Agency, all working together to improve the condition of the environment. While environmental companies and citizen organizations make enormous contributions, it's exciting to be an integral part of EPA's national coordinated effort. Your talents and abilities can be put to great use at EPA furthering technology, contributing to common solutions, and educating the public toward a cleaner environment.



due to the passage of a number of important laws such as: the Clean Air Act, the Federal Water Pollution Control Act, the Safe Drinking Water Act of 1974, and the 1990 Farm Bill. This means that the increase in environmental awareness over the past 20 years has been more than a fad; it's a real issue that continues to gain increasing importance. This movement towards environmental thinking has resulted in an expansion of job opportunities in all sectors of our economy including such areas as clean-up and protection of the environment. Although the U.S. Office of Personnel Management (OPM) predicts the total number of federal employees is unlikely to grow significantly in the coming years, EPA is still experiencing a steady increase in its workforce from 5,000 employees at its inception in 1970 to almost four times that today.

EMPLOYMENT OPPORTUNITIES

OFFICE OF PREVENTION, PESTICIDES AND TOXIC SUBSTANCES



The Office of Prevention, Pesticides and Toxic Substances is responsible for the development of national strategies for the control of substances deemed to be hazardous to man and the environment. Functions of this office include developing criteria to assess chemical substances; setting and enforcing standards for test protocols for chemicals; determining rules and procedures for industry reporting; and establishing regulations to control hazardous materials. In addition, the program evaluates and assesses the impact and uses of new chemicals, and, if needed, develops appropriate restrictions. Other activities include control and regulation of pesticides, the reduction of their use to assure human safety and protection of the environment; establishment of tolerance levels for pesticides which occur in or on food; monitoring of pesticide residue in humans, non-target fish and wildlife, as well as their environments; and investigation of pesticide accidents. This office recently assumed responsibility for promoting technological advancement in pollution prevention.

TYPICAL JOBS

Chemical Engineers,
Biologists,
Environmental
Engineers and
Scientists,
Pharmacologists,
Environmental
Protection Specialists,
Toxicologists
and Economists



TYPICAL JOBS

OFFICE OF WATER

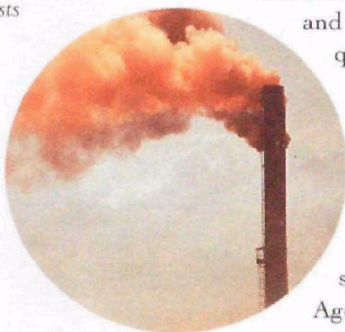
The Office of Water works toward restoring, protecting and enhancing the natural values and uses of the nation's waters as healthy, sustainable ecological systems, recreational resources, and sources of food and drinking water. The functions of this program include development of national programs, technical policies, and regulations relating to drinking water, water quality, and ground water; environmental and pollution sources standards development; wetlands protection; technical direction, support and evaluation of regional water activities; enforcement of standards; development of technical assistance and technology transfer programs; provision of training in the field of water quality, economic and long-term environmental analysis; and marine/estuarine protection.



Biologists,
Chemists,
Environmental
Engineers,
Environmental
Protection
Specialists,
Environmental
Scientists,
Hydrologists,
Geologists and
Toxicologists

OFFICE OF AIR AND RADIATION

The quality of the earth's air, indoor air quality and the threat of radiation are the focus of programs in the Office of Air and Radiation (OAR). EPA has established air quality standards for the six principal air pollutants: carbon monoxide, nitrogen oxides, ozone, lead, sulfur oxides, and particulates. The Agency has also established and enforces standards for exceptionally hazardous pollutants, for new sources of pollutants, and for the emissions from stationary and mobile sources. The office has lead responsibility for the Agency's acid rain, indoor air, and stratospheric ozone programs. The Agency's radiation protection activities address issues pertaining to radon, radioactive waste disposal, and nuclear accident response. OAR operates facilities in Washington, D.C.; Ann Arbor, Michigan; Durham, North Carolina; Montgomery, Alabama; and Las Vegas, Nevada.



TYPICAL JOBS

Chemical, Environmental, Nuclear
and Mechanical Engineers;
Meteorologists;
Environmental Protection Specialists;
Environmental Scientists
and Health Physicists

OFFICE OF SOLID WASTE AND EMERGENCY RESPONSE



EPA is committed to protecting public health and the environment from dangers arising from mismanagement of waste. The Agency addresses hazardous waste from two approaches: regulating the management of current and future hazardous waste streams, and responding to environmental contamination caused by past mismanagement of hazardous wastes. Key elements of the program include the issuance of permits for hazardous waste management facilities and the enforcement of rules and permits as they apply to those who generate, transport, store, treat and dispose of regulated waste. ♣ The Agency's emergency response and clean-up programs are aimed at identifying sites where hazardous waste pose threats to public health and the environment, including taking steps to eliminate those threats. EPA also sets national direction for safe management of municipal solid waste, or household trash, through standards for landfill design and operation, and other initiatives in areas and environmental labelling. ♣ The Agency is responsible for implementing chemical emergency and preparedness programs. In addition, the Agency regulates underground storage tanks storing any regulated substances, including petroleum products. This office also investigates the ways and means to apply innovative treatment technologies to contaminated waste sites, soils and groundwater.



TYPICAL JOBS

*Environmental Scientists;
Chemists;
Chemical, Civil, Environmental, and Mechanical Engineers; and others with technical skills in the physical and biological sciences*



OFFICE OF ENFORCEMENT



A strong enforcement program is one of the Agency's highest priorities. Aggressive enforcement is the key to effective local, state and international programs as well as a clean environment. The Agency takes pride in its recent enforcement accomplishments. As our regulatory responsibilities grow, we must maintain an enforcement program that will protect human health and the environment, as well as promote pollution prevention and minimize waste within the regulated community. The office of Enforcement recently published a four-year strategic plan that includes enhanced enforcement efforts for the future. The strategic plan is a sound guide for the Agency's future enforcement efforts. EPA will require excellent people to implement the plan.

TYPICAL JOBS

*Attorneys,
Criminal Investigators,
Environmental Protection Specialists
and Environmental Scientists*

OFFICE OF INTERNATIONAL ACTIVITIES

It is now universally recognized that the world's environmental problems cannot be solved by the efforts of any single nation. Pollution does not recognize political boundaries. ♣ The United Nations Conference on the Human Environment held in Stockholm, Sweden, in 1972, marked the first coordinated effort by the nations of the world to alleviate common ecological problems. In 1992, another such meeting, the United Nations Conference on Environment and Development (UNCED) was held in Rio de Janeiro. The conference focused on developing uniform international pollution control standards and setting forth a list of priorities to protect the environment. ♣ Through its Office of International Activities (OIA), EPA works with other countries on the entire range of international environmental issues such as climate change, protection of marine environments, protection of polar regions, international transport of hazardous waste materials, and provision of technical assistance to developing countries.

TYPICAL JOBS

*International Activities Specialists
with backgrounds in Economics,
Science, International Relations,
and Natural Resources*

OFFICE OF RESEARCH AND DEVELOPMENT The Office of Research and Development (ORD) is dedicated to determining the impact of pollutants on ecosystems and human health. One of the office's principal functions, therefore, is research. Conducting scientific studies on the causes and effects of pollution and techniques of pollution control enables the Agency to develop solutions for current and future environmental problems. There are 14



Environmental Research Laboratories across the country which are responsible for conducting the majority of EPA's research and development. Scientists, either as project officers or working hands-on in one of the labs, are responsible for carrying out some of the most significant and demanding research pertaining to the environment. EPA labs are all equipped with the most sophisticated measuring devices and state-of-the-art instruments available, such as: High Pressure Liquid Chromatograph, Gas Chromatograph/Mass Spectrometer, Inductively Coupled Plasma Spectrometer, Fourier Transform Infrared, and Beta/Gamma Scintillation System. Five major programs are supported by ORD: Health Effects; Environmental Processes and Effects; Environmental Engineering Technology; Monitoring Systems and Quality Assurance; and Health and Environmental Assessment.



TYPICAL JOBS

Engineers,
Environmental
Researchers,
Environmental
Health Scientists,
Biologists and
Toxicologists.

OFFICE OF ADMINISTRATION AND RESOURCE MANAGEMENT



The administration and management program has primary responsibility for policy and procedures governing resource management, human resource management, environmental health and safety, facilities management, administrative services, organization and management analyses, systems development, information management services, automated data processing systems, and procurement through contracts and grants.

TYPICAL JOBS

Finance,
Program Planning,
Human Resources,
Information Management,
Contracts,
Computerized Data Processing,
General Support Services,
Budget Analysis, and
Supply and Transportation Management

STUDENT OPPORTUNITIES



EPA has developed the following excellent programs to provide interesting opportunities for new talent.

- EPA Management Intern Program
- Presidential Management Intern Program
- Cooperative Education Program (Co-op)
- Stay-in-School Program
- Summer Employment
- Federal Environmental Internship Studies Program

CAREER DEVELOPMENT OPPORTUNITIES

Choosing to work at EPA can be a decision that changes your life. Once you begin your career path, only your own ambitions will limit you. Following are some of the training and career development opportunities EPA offers.

- Upward Mobility Program
- Dual Career Tracks
- Greater Leadership Opportunities Program
- Goal-setters Reaching for Opportunities Program
- Intergovernmental Personnel Act Assignments

You'll be working with some of the brightest and most talented in the industry. EPA employees are stationed in 37 states, as well as 8 countries and territories around the world. Our progressive staff is almost half women and more than 25 percent of our employees represent culturally diverse backgrounds.

EPA EMPLOYEE DISTRIBUTION

EPA Headquarters	30 %
Laboratories	20 %
Regional Offices	45 %

EPA EMPLOYEE EDUCATIONAL PROFILE

College Degrees	68 %
Masters Degrees	20 %
Doctoral Degrees	6 %



The 1987 Clean

Water Act

amendments require

certain industries to

"pretreat" their

wastewater so that

toxic chemicals and

other harmful

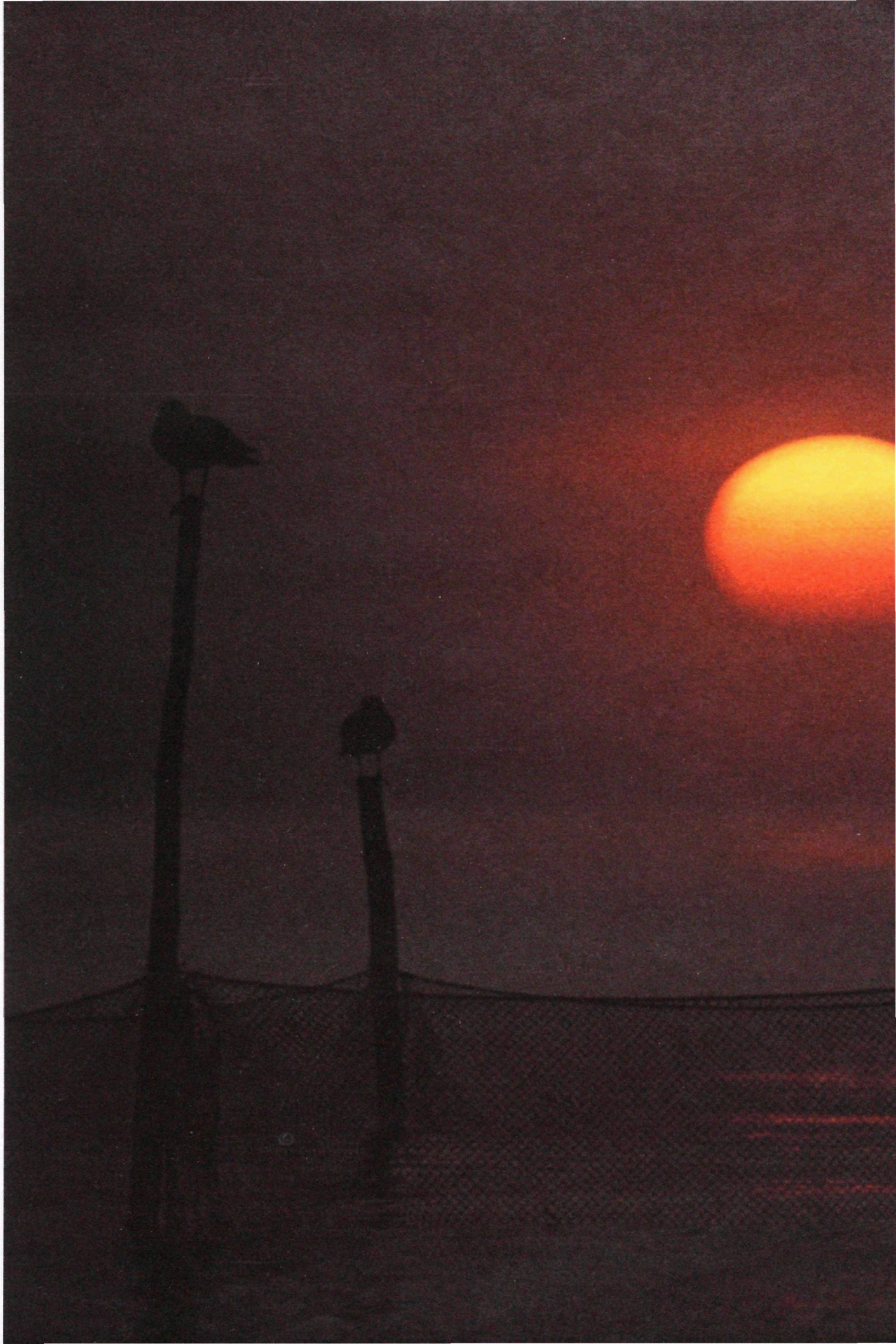
substances do not

enter sewage systems


that were not

designed to treat

them.



A DAY IN THE LIFE OF . . .



Fernando ♣ "I'm a chemist for the Office of Water. When I was asked to describe a typical work day I had to laugh because my workday is rarely typical. In fact, my job has more variety than I ever imagined possible. One minute I'm analyzing the reports from one of the field labs that determine appropriate toxicity levels and the next minute I'm in a meeting with several other chemists reviewing the ramifications of a recent sewage spill. ♣ If I had to give one good piece of advice to everyone interested in working for EPA in a technical position, I'd tell them to brush up on their written and verbal communication skills. We're in a position where communicating research findings in understandable language is imperative. ♣ Well, I'm headed down to the fitness center to work out before I go home. Because I participate in the Flexible Work Schedule program I come in at 7:00 a.m. and leave at 3:30 p.m., before rush hour."

“Hi. My name is Monica and I’m an engineer, for the Office of Prevention, Pesticides and Toxic Substances. I’m happy to say

my day begins at 8:30 a.m. after dropping Maria off at EPA’s Childcare

Center. My typical day involves reviewing

proposals from the private sector

for special registration

permits that allow

experimentation

with new pesticide

products. You’d be

surprised at the sheer

number and variety of pesticide

proposals that cross my desk. This job

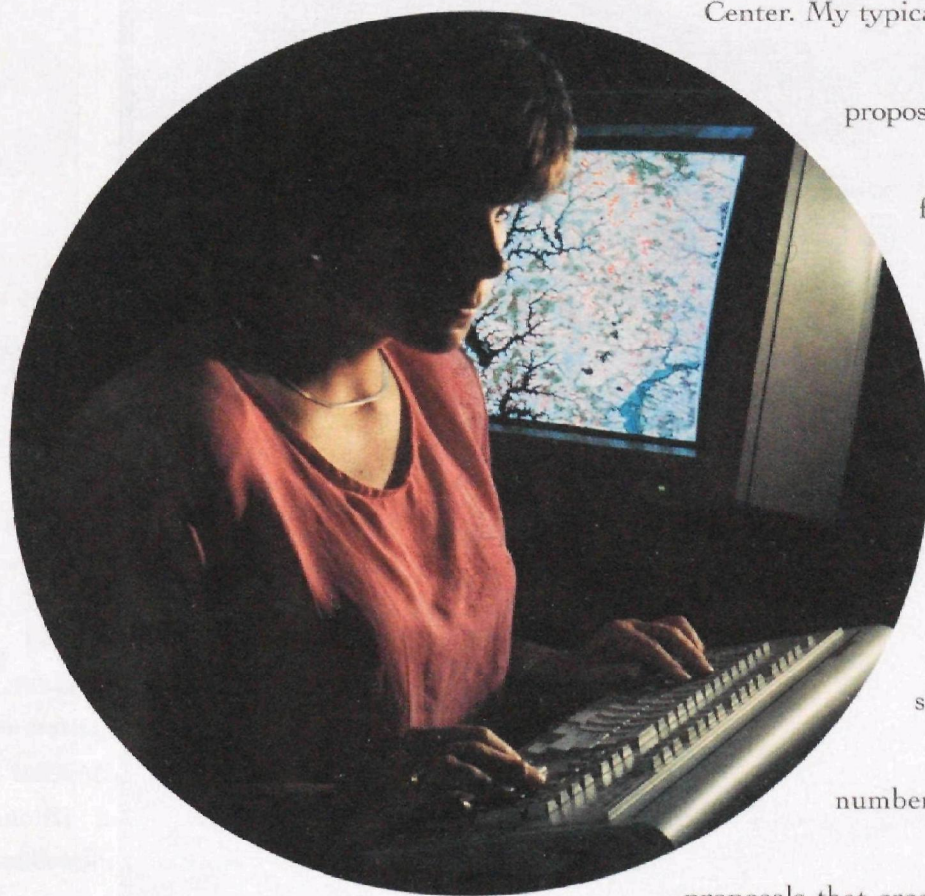
has a lot of intricacies; and that’s what I like. It allows me to integrate my



knowledge of newly discovered effects with desired goals. I feel like I’m

helping make a difference. Plus, I love living in the nation’s capital. It’s a


wonderful city.”

U.S. EPA Headquarters Library
Mail code 3201
1200 Pennsylvania Avenue NW
Washington DC 20460





There are many opportunities within EPA for individuals with research and development skills.



Opportunities exist for those with scientific and engineering backgrounds and strong communication and interpersonal skills who are interested in becoming a part of the international teams which will negotiate with our neighbors around the world.



verall, EPA offers one of the most comprehensive compensation

packages in the country. The base salary is generally competitive with or

higher than similar employment opportunities. Plus, we offer many benefits

that make working with EPA as fulfilling and rewarding as possible. For

example, EPA has an incentive awards program intended to encourage high

productivity by acknowledgement of superior performance. Recognition

may be by means of cash awards or special salary increases for

performance, or even a cash award for outstanding suggestions. The

annual leave allotment is 13 work days per year during the first three years

of service, 20 days during years four through 15, and 26 days after 15 years.

COMPENSATION PACKAGE

SALARY SCHEDULE



Like other government agencies, most salaries in EPA are paid under the General Schedule. The grade level at which an individual enters a job depends on the specific position and the individual's qualifications. For positions classified in the engineering occupations, grades five through 12, there are higher salary rates. Under the Federal Pay Comparability Act, salaries are adjusted annually.

Sick leave accumulates at the rate of 13 work days a year without limit. There are also 10 paid holidays during each year.

Additionally, we offer hospitalization, injury compensation and a strong retirement plan.

OTHER AMENITIES



Other amenities include the many Quality of Worklife Programs. These programs were developed with the knowledge that a well-balanced and stress-free person is a happy and productive employee. The programs currently include: Flexible Work Hours, Alternative Work Schedule, Leave Sharing/Leave Bank, Fitness Center, Childcare Center and more!



*In the 1990s, EPA
will attempt to reduce
by 50 percent the
nationwide emissions
of 191 toxic
pollutants listed in the
Clean Air Act
amendments.
The new act will
remove legal
roadblocks that have
hampered EPA
efforts in the past,
particularly with
respect to industrial
plants.*



QUALITY OF WORKLIFE PROGRAMS

Recognizing the importance of providing employees with maximum opportunities to complete their work in an environment that is sensitive to personal needs and professional goals. EPA continues to develop a compensation package which is consistent with improving the quality of worklife.

CAREER AND PERSONAL DEVELOPMENT

Employee training is both encouraged and available in different forms. Whether or not you go to classes or conferences, your most important ongoing training is on the job itself. As you learn more about your work, you are advancing your knowledge, skills and abilities. EPA encourages and promotes professional development and training, as well as personal development. The Agency also encourages employees to participate in EPA's Institute Program and in professional societies.

FLEXIBLE WORK SCHEDULES PROGRAMS

EPA continues to lead other federal agencies in developing and implementing programs which allow employees to develop work schedules compatible with their personal needs and professional goals. Flexiplace is a relatively new program which offers some employees the opportunity to work at home or off-site during part of their work week. This may be necessary due to medical concerns or for personal reasons.

PERSONAL WELLNESS AND HEALTH

EPA is committed to ensuring that employees, our most important resource, are provided opportunities to take care of themselves and those around them:

- **Childcare** is available at a growing number of EPA facilities around the nation.
- **Medical Monitoring Programs** provide periodic on-site screening for such medical concerns as high blood pressure, cancer, and sickle cell anemia.
- **Fitness Centers/Stress Labs** are important components of the employee health program. These facilities provide an array of classes and workout equipment to help keep employees in sound physical conditioning.
- **Employee Assistance Program** provides assistance to employees dealing with personal problems and stresses. The program offers confidential assistance to employees with problems or concerns related to substance abuse.
- **Eldercare** is a relatively new program alternative for employees who are responsible for the care of a dependent senior. EPA provides referral assistance in identifying a caregiver to relieve employees while at work.

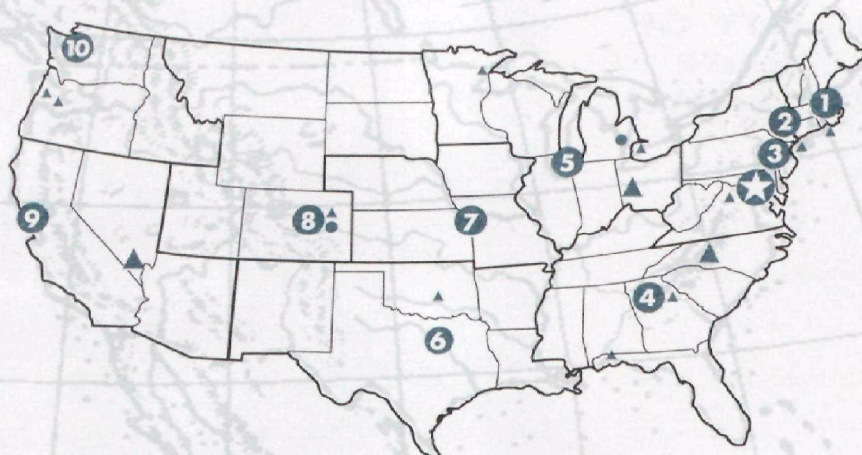
EPA HUMAN RESOURCES OFFICES

★ EPA Headquarters
401 M. Street
Washington, DC
202 260-3266

REGIONAL OFFICES

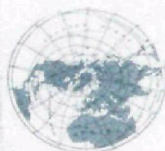
- 1 EPA Region 1
JFK Office Building
Boston, MA 02203
617 565-3719
- 2 EPA Region 2
26 Federal Plaza
New York, NY 10278
212 264-0016
- 3 EPA Region 3
841 Chestnut Street
8th Floor
Philadelphia, PA 19107
215 597-8922
- 4 EPA Region 4
345 Courtland Street, NE
Atlanta, GA 30365
404 347-3486
- 5 EPA Region 5
77 West Jackson Blvd.
(MP-4J)
Chicago, IL 60604
312 353-2026
- 6 EPA Region 6
1445 Ross Avenue
(6M-HP) 12th Floor
Dallas, TX 75202-2733
214 655-6560
- 7 EPA Region 7
726 Minnesota Avenue
Kansas City, KS 66101
913 551-7041
- 8 EPA Region 8
999 18th Street
Suite 500
Denver, CO 80202-2405
303 293-1487
- 9 EPA Region 9
75 Hawthorne Street
San Francisco, CA 94102
415 744-1300
- 10 EPA Region 10
1200 Sixth Avenue
Seattle, WA 98101
206 553-2959

WHERE YOU MIGHT WORK



Agency headquarters is located in Washington, D.C., one of the country's most culturally-

rich areas. Although one-third of EPA's positions are in the nation's capital, regional offices and field



The Agency's field offices specialize in three primary categories: research and development, investigations and administration and compliance. EPA research and development programs are conducted and managed from 20 different locations around the country in 12 scientific laboratories located from Narragansett, Rhode Island, to Corvallis, Oregon. The National Enforcement Investigations Center is located in Denver, Colorado. The administration is supported by operations in Research Triangle Park, North Carolina; Cincinnati, Ohio; and Las Vegas, Nevada.

units throughout the country offer a wealth of career opportunities.

The Agency headquarters in Washington, D.C., with nearly 8,000 employees, is the center of operations for EPA. In addition there are over 10,000 employees in 30 locations across the country. 🐼 EPA headquarters

AGENCY STRUCTURE

is divided into twelve offices: Office of the Administrator; Office of Water; Office of Solid Waste and Emergency Response; Office of Air and Radiation; Office of Prevention, Pesticides and Toxic Substances; Office of Research and Development; Office of Administration and Resources Management; Office of Enforcement; Office of General Counsel; Office of Policy, Planning and Evaluation; Office of Communications, Education and Public Affairs; Office of International Activities; Office of Inspector General. 🐼 There are also 10 regional offices that provide technical assistance to state, local and tribal governments. The regional offices have major responsibilities for carrying out EPA programs and policies. These offices are headed by Regional Administrators possessing broad authority to act for EPA in matters within their jurisdiction and are staffed by specialists in program areas such as air, waste, water, and pesticides.

RESEARCH AND DEVELOPMENT LABORATORIES

- ▲ EPA HRMD
Research Triangle Park,
NC 27711
919 541-4268
- ▲ EPA 26 West
Martin Luther King Dr
Cincinnati, OH 45268
513 569-7801
- * ▲ EPA P.O. Box 98516
Las Vegas, NV 89193-
8516
702 798-2401

* Also serves labs in:

- ▲ Ada, OK
- ▲ Athens, GA
- ▲ Corvallis, OR
- ▲ Duluth, MN
- ▲ Edison, NJ
- ▲ Grosse Ile, MI
- ▲ Gulf Breeze, FLA
- ▲ Las Vegas, NV
- ▲ Narragansett, RI
- ▲ Newport, OR
- ▲ Warrenton, VA

FIELD OFFICES

- EPA Building 53
Box 25227 (DFC)
Denver, CO 80225
303 236-5114
- EPA 2526 Plymouth Road
Ann Arbor, MI 48105-2565
313 668-4220



The Management Intern Program allows each intern to complete six to twelve months of rotational assignments.



Interns participate in on-going training and development activities, retreats and seminars.

GETTING HIRED

COLLEGE STUDENTS / COLLEGE GRADUATES

For individuals who have or are about to receive a bachelor's degree, you will be required to submit a college transcript, along with the Application for Federal Employment (SF 171). Students who have maintained an overall GPA of 3.5 or better or graduated in the top 10% of their class are eligible for special employment consideration under the Federal Outstanding Scholars Program for appointment to all administrative entry-level positions (General Schedule grades 5 and 7). If you qualify for the Outstanding Scholars Program you should apply directly to EPA Human Resources Office in the location you wish to be considered for employment. If you do not qualify for the Outstanding Scholars Program and wish to apply for EPA entry-level administrative positions, you are required to take the Administrative Careers with America (ACWA) exams, offered by the Office of Personnel Management (OPM) through their Federal Job Information Centers. Contact the placement office of

OPM at 900/990-9200 for more information on how to register for the ACWA exams. Your test results need to be sent with your application package.

Because most federal jobs are competitively filled, notice must be given publicly that a vacancy exists and that applications are being accepted.

Applicants are evaluated against qualification standards, and the most qualified candidates are the first selected.

If you would like to be kept abreast of job availabilities within EPA, you may wish to subscribe to one of the

federal career opportunity periodicals. ♀ To apply, you will need a Standard Form 171, Application for

Federal Employment. Prepare this form carefully with attention to detail. Indicate job, employment locations and the minimum salary that is acceptable to you. Forms can be obtained by contacting your nearest Federal Job

Information Center or any of EPA's Human Resources Offices listed on page 15 of this brochure.

ENGINEERING STUDENTS AND GRADUATES

Apply directly to EPA for employment consideration. An Application for Federal Employment (SF 171) and a copy of your transcript are required for full consideration.

MID AND SENIOR LEVEL APPOINTMENTS

These are based on open and competitive consideration. For positions other than engineering, the Office of Personnel Management will review your application and provide you with a statement of your rating for a particular occupational assignment. You can provide the rating information at the time you apply to facilitate consideration. Contact an EPA Human Resources Office for specific information on how to apply for vacancies in your occupational area.

CLERICAL APPOINTMENTS

Requires that candidates submit the results from the OPM Clerk/Typist Exam and the Standard Form 171. Applicants should apply directly to EPA's facility located in the geographic area where you wish to work.

VETERANS PREFERENCE

EPA supports the Federal Veterans Preference Program. Individuals will need to provide documentation to support 5 or 10 point preferences and for appointments under the Veterans Readjustment Act.

REINSTATEMENT

Those who formerly worked in competitive positions with the federal government will need to provide proof of employment along with Standard Form 171.



Another way to help our environment—

pass these materials on to another interested environmentalist.

Reuse, Recycle, Restore.



EPA is an equal opportunity employer, which strives to mirror the diverse population of the nation by actively recruiting, employing, and advancing women and individuals of different cultural backgrounds. This policy applies to every aspect of employment, including promotions, pay increases and training. These goals are fulfilled through open and

competitive employment programs which reach out with the guidance of Human

Resources Councils from around the Agency to people who are representative of the people

the Agency serves—the American public.

PRESERVING OUR FUTURE TODAY air water birds trees ocean desert tropics rain grass flowers life animals man food crops livestock earth

United States
Environmental Protection
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fish children rivers mountains land soil snow sealife plants algae anemone shell fish crustaceans people you insects cycles fungus United

National Recruitment
Program (PM 224)
Washington DC 20460

States Environmental Protection Agency PRESERVING OUR FUTURE TODAY air water birds trees ocean desert tropics rain grass flowers life

EPA-210-K92-004
August 1992

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