

Interoffice
Communication

TO: R. D. Gamblin

FROM: T. G. Grumbles
DATE: January 3, 1991

SUBJ: SUPPLEMENTAL INFORMATION FOR REJUSTIFICATION OF SENIOR
ENVIRONMENTAL SPECIALIST JOB

VISTA

This memo is to supplement the information provided in my January 2nd memo regarding the man week estimates for the subject position. The original estimates were based on activities that were involved in achieving the goals established for the year. They did not include other activities not directly related to goals. There are numerous activities that are not easily quantifiable, but I've listed them below with estimates based on past experience and the examples provided.

1. Plant technical assistance - provide assistance, as requested on various regulatory issues, audit follow-up or specific training needs. Involves some plant visits.

Estimated Man Weeks: 4

2. External customer technical assistance - respond to various questions on regulatory matters such as SARA 313 notifications, DOT classifications, and TSCA or DSL (Canada) inventory matters.

Estimated Man Weeks: 3-4

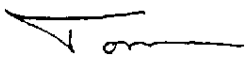
3. Q-score and natural team support - project items and action item follow-up for departmental activities.

Estimated Man Weeks: 1-2

4. Other duties as assigned - this generally involves tracking and communicating regulations as they are proposed or finalized. This year's work would include Clean Air Act issues, land disposal restrictions, waste and stormwater permitting matters.

Estimated Man weeks: 4-6

Some of the above activities can be picked up by existing staff to some extent, but many cannot be done in a quality manner based on the "volume" of work and priorities that would have to be given to compliance matters.


T. G. Grumbles

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