



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
ADMINISTRATOR, DIVISION OF PLANNING	45	A	6.806

Under the direction of the Executive Director, the Administrator will coordinate, plan, direct and manage environmental and impact assessment activities in the Planning Division of the Nevada Agency for Nuclear Projects within the Office of the Governor; and lead overall budget and planning activities for the Agency.

Establish goals, objectives, schedules, policies, and procedures compatible with statutory, regulatory, and Agency requirements; develop work plans, budgets and requests for State and federal funding in accordance with applicable laws and regulations using State and federal accounting policies and procedures to achieve the goals of the Agency; review and approve bills, contract payments, and travel claims in accordance with contracts, goods received and policies and regulations to ensure spending is in accordance with federal and State requirements and authorized levels.

Assist in managing and overseeing the State's review of the U.S. Department of Energy's (DOE) high-level nuclear waste management program and the Yucca Mountain Geologic Repository licensing process before the U.S. Nuclear Regulatory Commission (NRC); develop and implement legislation related to Yucca Mountain; plan, organize and develop transportation and socioeconomic impact assessments, monitor requirements and related activities needed to evaluate the effects of a nuclear waste repository and related activities on the State; monitor transportation and socioeconomic activities by DOE, NRC and the U.S. Department of Transportation (DOT); analyze and comment on DOE, NRC and DOT reports, plans and related materials as required.

Establish organizational structures and provide programmatic direction and guidance to most effectively achieve objectives; develop and implement a strategy that gives long term direction to assigned programs; and provide day-to-day programmatic direction and advice to the Executive Director, staff and contractors in the execution of strategy to attain goals and objectives.

Lead budget development for all areas of Agency responsibility by recommending operational needs and other pertinent cost factors; attend finance, staff and status meetings; manage budget spending to ensure that expenditures do not exceed authorized budgets and actual revenue.

Direct and manage contractors to ensure satisfactory compliance with all contractual obligations and to uphold the Agency's standards of performance.

Coordinate Agency activities with local governments, Native American tribes and communities, and interested stakeholders within the State; attend and represent the Agency at various hearings, meetings, conferences, public news media interviews, and at city and county commission meetings to provide information and answer questions pertaining to federal and State rules and regulations and Agency policies, procedures and programs; develop and implement public information programs and related activities.

Provide technical assistance to staff and various committees and groups and serve as an expert witness in NRC licensing proceedings, lawsuits and other court matters.

Perform related duties as assigned.

*** NRS 459.0096 identifies this position as being in the unclassified service; as such, this class specification is temporary and will be abolished when the position is moved into the unclassified service.

MINIMUM QUALIFICATIONS

INFORMATIONAL NOTES:

- * Applicants for this position are required to disclose any relationships (past or present) with any U.S. Department of Energy (DOE) departments, contractors, or subcontractors.
- * Applicants are required to disclose any relationships (past or present) with entities associated with the commercial nuclear power industry, the Nuclear Energy Institute, and other nuclear industry-related organizations, interest groups, etc.
- * Applicants are required to disclose any relationships (past or present), contractual or other ties to the DOE, Office of Civilian Radioactive Waste Management (OCRWM); DOE's Yucca Mountain Site Characterization Office (YMSCO); DOE's Office of Nuclear Energy; the U.S. Nuclear Regulatory Commission (NRC); or any firm/organization that performs or has performed work related to the DOE License Application for the proposed Yucca Mountain repository.
- * Applicants are required to disclose any past or present relationships with the State of Washington; State of South Carolina; Aiken County, SC; Nye County, NV; the National Association of Regulatory Utility Commissioners; and any other party associated with petitioners in any litigation involving the Yucca Mountain issue.
- * The Agency will review such relationships, as described above, to determine if potential conflicts of interest exist. Decisions as to whether conflicts of interest exist will be made solely by the Agency.

EDUCATION AND EXPERIENCE: Master's degree from an accredited college or university in environmental, natural or physical science, business or public administration, engineering, or legal studies and seven years of progressively responsible professional experience in assessing, managing, or regulating environmental impacts of the nuclear power industry, nuclear waste management organizations, or related industries and activities (such as uranium mining or nuclear medicine); **OR** Bachelor's degree from an accredited college or university in environmental, natural or physical science, business or public administration, engineering, or legal studies and eight years of professional experience as described above; **OR** an equivalent combination of education and experience above the Bachelor's degree as described above. (*See Informational Notes*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Detailed knowledge of: the affected environment within the State of Nevada impacted by the proposed Yucca Mountain Geologic Repository and the associated highway and rail transportation systems; the current U.S. Nuclear Waste Management Program; environmental impact assessment methods and terminology. **Working knowledge of:** program development and implementation; nuclear industry standards; federal and State laws and regulations related to governing nuclear industry and nuclear waste management operations; radiation protection; scientific principles associated with nuclear waste storage, disposal and radiation health effects; current technology for nuclear waste management, radiation monitoring and environmental remediation; the environmental impacts associated with the facilities for storage and disposal of nuclear waste; principles of economics to analyze impacts of decisions on the affected communities; principles and practices of supervision and training; State, federal and local agencies involved in environmental protection and nuclear waste management; various scientific disciplines for review of written technical data or oral presentations by expert witnesses at hearings. **General knowledge of:** management fundamentals to establish and revise priorities, assign tasks, influence personnel, and improve production; respond to anticipated and unanticipated changes from internal or external sources to reach organizational goals and objectives; data processing and the use of personal computers and related software. **Ability to:** organize and manage complex programs related to the management of nuclear waste and/or nuclear materials (program elements typically include services, compliance and enforcement, and planning); direct individuals and teams to meet required goals and objectives, prioritize competing demands and track multiple projects and outputs; make comprehensive recommendations on environmental impacts and mitigation measures; deal with the public in a competent manner even in adversarial situations; work a varied schedule and travel on short notice for business purposes; write clear, concise informative letters, reports and directives; make group oral presentations to present information, explain procedures, and persuade others; analyze information, technical data, problems, situations, practices or procedures to define the problem or objective;

MINIMUM QUALIFICATIONS (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application): (cont'd)

establish and maintain effective working relationships; review and critique the work of professional personnel; work positively and cooperatively in a managerial capacity.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Detailed knowledge of: legal procedures as applied to the management of spent nuclear fuel and high-level radioactive waste; State and federal regulations pertaining to nuclear waste management, environmental protection, and radiation protection; the affected environment within the State of Nevada impacted by the proposed Yucca Mountain Geologic Repository and the associated highway and rail transportation systems.

Working knowledge of: the State Administrative Manual, Rules for State Personnel Administration, State and federal Affirmative Action plans and guidelines, the Agency's Guide to Prohibitions and Penalties, and grievance procedures; procedures for budget preparation and the application of budget expenditures during the biennium; the Code of Federal Regulations, Nevada Revised Statutes and the Nevada Administrative Code pertaining to radioactive waste and materials, radiation protection, air and water quality, procedural requirements and all aspects of the environmental sciences; interpretation and enforcement of State and federal policies and rules.

Ability to: make decisions and establish priorities; interpret and enforce State and federal policies and rules; identify relevant concerns, factors, patterns of operation, tendencies and relationships; estimate the cost of a project; prepare and administer budgets; estimate revenues derived from a combination of federal and State appropriated funds and other sources such as the Nevada Protection Fund.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

6.806

ESTABLISHED: 11/6/18UC