



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>
RADIATION CONTROL SUPERVISOR	38	B	10.538
RADIATION CONTROL SPECIALIST III	37	B	10.539
RADIATION CONTROL SPECIALIST II	35	B	10.524
RADIATION CONTROL SPECIALIST I	32	B	10.528

SERIES CONCEPT

Radiation Control Specialists determine compliance with State and federal regulations pertaining to radiation; inspect and investigate complaints involving radiation sources and radiation producing devices; measure and evaluate levels of ionizing and non-ionizing radiation; and address other radiological issues. Incumbents work in one or more specialty areas such as mammography, X-ray, radioactive materials licensing, radioactive materials inspection, radon, incident response, low-level radioactive waste site management, and oversight of federal facilities.

Inspect machines, facilities, records, safety equipment, and personnel associated with the operation of the machines to determine compliance with requirements of the Nevada Revised Statutes, Nevada Administrative Code, federal regulations, and accrediting bodies.

License the use of radioactive materials; identify and investigate the sources of radiation to determine potential hazards to the public; inspect licensees to control radioactive materials and ensure compliance with applicable regulations.

Identify violations by licensees, registrants, certificated facilities and other users of radiological materials and devices; draft violation letters; take appropriate enforcement actions; review and recommend approval or disapproval of corrective measures; develop and maintain records, reports, and files relating to inspections, investigations, radioactive material documentation, and instrument calibration.

Respond to incidents involving accidents, theft, allegations or requests related to possible or confirmed ionizing radiation; gather information regarding causation and persons involved; evaluate the scope of the incidents; direct the placement of barriers and other restrictions to control access to the contaminated area; provide direction and technical advice to responding agencies on the methods and procedures to control and remove radioactive contaminations; determine when a state of emergency no longer exists; provide radiological training to first responders and cooperating agencies.

Provide information to the regulated community and the general public concerning regulations and requirements of radiological programs.

Implement the mammography program in accordance with federal requirements; develop or administer program budget and contracts; conduct or coordinate pre-certification, renewal, or annual inspections of mammography machines and facilities; review applications for mammography machine and operator certificates; draft certificate documents.

Evaluate new technologies utilized in radiological programs and facilities for conformance with current and proposed State and federal requirements and regulations.

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SERIES CONCEPT (cont'd)

Conduct low-level radioactive waste site inspections to ensure compliance with State and federal regulations and license conditions; develop sampling requirements, collect environmental samples, and review and evaluate the results of laboratory analysis; determine need for maintenance and repair.

Perform related duties as assigned.

CLASS CONCEPTS

Radiation Control Supervisor: Under general direction, incumbents perform the full range of duties described in the series concept and act as first line supervisor of a mammography, X-ray, or radioactive materials unit of Radiation Control Specialists. Supervisory duties include assigning and reviewing work, developing work performance standards, evaluating performance, counseling, and initiating disciplinary measures as needed. Assignments may include oversight of the monitoring of radiological activities at federal installations or acting as a deputy Food and Drug Commissioner for radiological activities under NRS/NAC 585.

Radiation Control Specialist III: Under limited supervision, incumbents function as leadworkers in a specialty area and provide training/mentoring to lower level staff in the specialty. Radiation Control Specialist III's are also expected to perform as generalists at or above the journey level and are involved in research and analysis of radiological issues, preparation of technical reports, and drafting of regulations, licensing guides, application packages, and inspection protocols.

Radiation Control Specialist II: Under general supervision, incumbents perform the duties described in the series concept at the journey level. Duties are distinguished from the Radiation Control Specialist I class by greater complexity and independence in performing job assignments.

Radiation Control Specialist I: Under guidance of a higher level radiation control professional, incumbents perform basic duties described in the series concept in a trainee capacity. Work is assigned through instructions and reviewed for technical accuracy. This is the entry level in the series, and progression to the next level may occur upon meeting the minimum qualifications, satisfactory performance, and with the approval of the appointing authority.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * A valid driver's license is required at the time of appointment and for continued employment.
- * Participation in a medical monitoring program is required for some positions.
- * Division duty officer rotation and call-back availability for public health incidents/emergencies are required for all positions.
- * A State of Nevada/FBI background check, including fingerprinting, will be required of selected applicants.

INFORMATIONAL NOTES:

- * Some positions require the incumbent to apply for a specified federal security clearance within the first six months of employment. Such clearance must be obtained and maintained as a condition of continued employment.

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MINIMUM QUALIFICATIONS (cont'd)

INFORMATIONAL NOTES: (cont'd)

- * Depending upon assignment, incumbents may be required to pass a radioactive materials training and/or X-ray inspection course.
- * Incumbents assigned to oversee federal facilities will be required to successfully complete federal training.
- * Incumbents assigned to radioactive materials control will be required to pass appropriate U.S. Nuclear Regulatory Commission training courses and undergo periodic audits.
- * Mammography program incumbents will be required to obtain and maintain U.S. Food and Drug Administration certification in accordance with the Mammography Quality Standards Act.
- * Incumbents must comply with all applicable State and federal security and safeguard requirements.

RADIATION CONTROL SUPERVISOR

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in radiological science, X-ray technology, health physics, nuclear medicine, chemistry, math, biology, or closely related field and four years of progressively responsible professional experience in comprehensive radiation control programs, meeting federal and state requirements and including licensing and registration, emergency response and management, and investigations; **OR** an equivalent combination of education and experience as described above; **OR** one year of experience as a Radiation Control Specialist III in Nevada State service. (See Special Requirements and Informational Notes)

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

Detailed knowledge of: health physics, radiation protection, and general environmental protection theories and practices in order to be considered a primary contact for environmental policies and interpretation of program results; principles of data acquisition and report writing to present technical and administrative information in clear, concise language in the preparation of staff papers, reports, studies, regulations, policies, and contractor evaluations; nuclear physics and advanced mathematics as necessary to review contractor programs and conduct assessments; radiation and environmental protection regulations defined in the Code of Federal Regulations and other federal and international requirements; radiation detection and radiological effects of radionuclides necessary to review the technical accuracy of contracts and programs and to provide lay persons with information regarding the significance of radiological contaminants. **Ability to:** coordinate activities with other State agencies and levels of government to provide radiological assistance, direct incident responses, and implement preventive detection strategies; *and all knowledge, skills and abilities required at the lower levels.*

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

Detailed knowledge of: precedents for application of license issuance criteria and problem resolution; public information requirements and policies; security and classification procedures for safeguarding sensitive or classified information; applicable federal orders, procedures and requirements. **Ability to:** work with others to develop policy recommendations, guidance and multi-agency coordination; issue licenses, initiate enforcement actions and assess administrative penalties; monitor and evaluate radiological remediation activities; collect and maintain the integrity of various soil, air and water samples for radiological constituents; train, supervise and evaluate the performance of subordinate staff; develop costs and justifications for purchases and other budget items; authorize and manage expenditures; support and participate in presentations at Board of Health and legislative committee meetings and hearings.

RADIATION CONTROL SPECIALIST III

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in radiological science, X-ray technology, health physics, nuclear medicine, chemistry, math, biology, or closely related field and three years of professional radiological regulatory experience; **OR** an equivalent combination

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MINIMUM QUALIFICATIONS (cont'd)

RADIATION CONTROL SPECIALIST III (cont'd)

EDUCATION AND EXPERIENCE (cont'd)

of education and experience as described above; **OR** one year of experience as a Radiation Control Specialist II in Nevada State service. (See Special Requirements and Informational Notes)

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

Working knowledge of: techniques for the evaluation of applications to register radiation machines and for the licensing of radioactive materials to ensure safe and proper use; inspection techniques and preparation and use of inspection reports; federal mammography certification requirements and federal/State inspection protocols; instrument capabilities, limitations and calibration requirements. **Ability to:** develop proposed regulation changes; use a scientific calculator and data management systems; use multiple types of radiation equipment and understand the theories behind their use; *and all knowledge, skills and abilities required at the lower levels.*

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

Detailed knowledge of: current policy issues in radiation control; provisions of the Rocky Mountain Low Level Radioactive Waste Compact; federal and State statutes, regulations, programs and procedures regarding mammography certification; U.S. Environmental Protection Agency grant requirements; U.S. Food and Drug Administration contract requirements; calibrations database; emergency response procedures; X-ray registration; radioactive materials inspection procedures; low-level radioactive waste disposal site programs; research and material sources; health physics and radiation protection practices in order to assess the degree of potential hazard and advise Health Division administration, the Board of Health and the general public. **Ability to:** determine policy implications and assess impact; foresee consequences and assess the need for procedural, regulatory, or statutory changes; prepare technical reports in a clear and concise fashion including a discussion of various options and their consequences; act in a consultant capacity on various radiological issues; utilize historical data in presenting information and formulating conclusions; evaluate technical reports and information; develop new procedures for unusual circumstances.

RADIATION CONTROL SPECIALIST II

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in radiological science, X-ray technology, health physics, nuclear medicine, chemistry, math, biology, or closely related field and two years of professional experience in radiological regulation or licensee/registrant radiological operations; **OR** four years of experience as described above plus certification as a Registered Radiation Protection Technologist by the National Registry of Radiation Protection Technologists or certification by the American Registry of Radiologic Technologists in radiography, nuclear medicine, or radiation therapy; **OR** an equivalent combination of education and experience as described above; **OR** two years of experience as a Radiation Control Specialist I in Nevada State service. (See Special Requirements and Informational Notes)

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

Working knowledge of: technical terminology related to radiation control; federal and State laws, regulations, and standards for control of radioactive materials and radiation-producing devices; appropriate actions to minimize or eliminate potential health hazards from radiation; health physics principles to conduct radiological health and safety assessments in both normal and emergency situations; methods of detection and measurement of radiation; complaint investigation techniques; concepts of radiation quantities and approaches to dose determination. **General knowledge of:** inspection techniques and preparation and use of inspection reports; radiological licensing and registration requirements; techniques for evaluating applications for radiological licensing and registration; digital imaging systems; personnel monitoring devices. **Ability to:** respond to radiological incidents; read and interpret regulations and technical data; provide basic regulatory guidance and education to licensees and registrants; *and all knowledge, skills and abilities required at the lower level.*

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MINIMUM QUALIFICATIONS (cont'd)

RADIATION CONTROL SPECIALIST II (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
(These are identical to the Entry Level Knowledge, Skills and Abilities for Radiation Control Specialist III.)

RADIATION CONTROL SPECIALIST I

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in radiological science, X-ray technology, health physics, nuclear medicine, chemistry, math, biology, or closely related field and one year of professional experience related to the position; **OR** an equivalent combination of education and experience as described above; **OR** one year of experience as a Health/Human Services Professional Trainee in Nevada State service. *(See Special Requirements and Informational Notes)*

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

Working knowledge of: characteristics, biological effects and risks of exposure to radiation; radiation protection principles and standards; contamination control. **General knowledge of:** technical terminology related to radiation control; X-ray machine electronics and film processors. **Ability to:** write letters and reports in a clear, concise manner and convey information, instructions, and requirements in an understandable fashion; orally explain technical findings and requirements to non-technical persons including licensee or registrant management, Health Division management and members of the general public; work cooperatively with professional and clerical staff, licensees, registrants, and members of the general public; research technical issues; use radiation detection devices, laptops, cell phones, and other technical equipment in the field; work effectively with frequent interruptions and distractions in such locations as hospitals, clinics, medical offices, and mine sites; organize material and information in a systematic and logical way to optimize efficiency.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
(These are identical to the Entry Level Knowledge, Skills and Abilities for Radiation Control Specialist II.)

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 series.

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ESTABLISHED:	5/24/91PC	1/30/87PC	6/29/73	6/29/73
REVISED:			6/26/78-3	
REVISED:			7/1/87-12P	7/1/87-12P
			1/30/87PC	1/30/87PC
REVISED:	7/1/97P	7/1/97P	7/1/97P	7/1/97P
	9/19/96PC	9/19/96PC	9/19/96PC	9/19/96PC
REVISED:	1/16/13UC	1/16/13UC	1/16/13UC	1/16/13UC
REVISED:	4/11/14PC	4/11/14PC	4/11/14PC	4/11/14PC
REVISED:	6/10/16PC	6/10/16PC	6/10/16PC	6/10/16PC