



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 MANAGER	40	A	10.522

Under administrative direction, the Radiation Control Manager plans and directs the Health Division's Radiation Control Program to protect the public health and safety from unnecessary/unsafe exposure to ionizing radiation.

Administer program activities to include radioactive material licensing, inspection, and enforcement; X-ray machine registration, inspection, and enforcement; United States Environmental Protection Agency (EPA) grants for statewide radon awareness activities; the United States Department of Energy (DOE) Agreement-in-Principle for State oversight of radiological activities at federal facilities within Nevada; and the United States Food and Drug Administration (FDA) contract under the Mammography Quality Standards Act (MQSA) for State certification inspections of mammography facilities.

Plan, organize and direct program staff; train, supervise and evaluate the performance of supervisory and professional personnel; determine staffing and training needs and initiate disciplinary action as needed.

Initiate enforcement action under Health Division regulations in cases of radiation control violations, including holding hearings with licensees or registrants for discussion of the violation or planned enforcement action and proceeding with due legal process on escalated enforcement actions such as injunctions against the violator, impoundment of sources of radiation, suspension or revocation of licenses or registrations, or imposition of administrative penalties when appropriate.

Make adjustments to radioactive material licenses to ensure that the issuance of a license for a particular use will not be harmful to the public health and safety.

Develop and maintain partnerships to provide active interface with local, State, and federal law enforcement, emergency management personnel, first responders, and others tasked with health and safety, security, and control of radioactive materials; manage public information activities including dissemination of radiation hazard information.

Establish or revise programmatic direction, issue policy memoranda to provide guidance to staff, and evaluate the statewide effectiveness of the Radiation Control Program under NRS and NAC 457, NRS and NAC 459, and other statutes and regulations applicable to the program; oversee program activities and accomplishments to ensure that the program continues to be compatible with the regulatory requirements of the United States Nuclear Regulatory Commission (NRC) and other federal agencies; determine the need for additional legislation and State Board of Health regulations; provide narrative and statistical reports to higher management.

Develop and manage the Radiation Control Program budget; evaluate expenditures to ensure that they remain within the budgeted fund categories.

Serve as State Liaison Officer to the NRC and designee of the Governor to receive controlled information concerning transportation of certain radioactive material into and/or through Nevada; advise heads of the division and department about unusual events occurring which are related to radiation control; advise higher management of any actions that have been taken in the program which may be of interest to the news media or which involve elevated enforcement actions; develop and draft legislation and regulations; appear before the State Board of Health to request adoption of proposed regulations or on other matters related to radiation control; represent the Health Division and State of Nevada at various local, State, regional and national meetings.

Administer the plan for response to radiation incidents; maintain a round-the-clock statewide capability for response to emergency situations involving sources of radiation.

Review and evaluate technical reports from professional journals, industry or government and the laws and regulations of federal, State or local government agencies concerned with the effects of radiation or with the control of sources of radiation; correspond and meet with licensees, registrants, the public, and representatives of agencies as necessary to promote, explain or integrate program activities; appear before legislative committees, as requested, to provide testimony on proposed legislation concerned with the control of radiation.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: Bachelor’s degree from an accredited college or university in radiation or health physics, radiological science, or closely related field and four years of lead or supervisory professional experience in comprehensive radiological regulation programs for protection of the public from excessive exposure to ionizing radiation; **OR** an equivalent combination of education and experience.

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

Detailed knowledge of: technical terminology, mathematical calculations, and technical reports written to document radiation licensing and inspection actions. **Working knowledge of:** the proper techniques to evaluate applications for a license to use radioactive material to ensure that the applicant is qualified and equipped to use the radioactive material safely; proper inspection techniques for determining that the licensee is using radioactive materials in conformance with conditions of the license and State law; budgeting for operation costs, materials and equipment. **General knowledge of:** requirements contained in the State agreement with the NRC concerning regulatory authority over byproduct, source materials, and special nuclear materials. **Ability to:** develop, plan and implement programs which successfully accomplish the goal of protecting the public health and safety from unnecessary exposure to ionizing radiation; supervise, evaluate and train staff; recognize potential radiation exposure hazards from radiation accident reports and/or inspection reports and take corrective action as required to prevent injury to citizens; effectively interact with federal agencies and contractors at the administrative and technical levels.

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

Working knowledge of: provisions of the Rocky Mountain Compact, its by-laws and mode of operation, and the acts of Congress relating to policy on low-level radioactive waste disposal and congressional consent for regional compacts to dispose of such waste; administrative policies and procedures of various State agencies to ensure conformance; DOE oversight, FDA MQSA mammography contract, EPA radon grant and related requirements. **Ability to:** speak to citizens, organizations, local and State agencies, industrial management, licensees, and registrants to ensure understanding of the need to control sources of radiation; testify before the legislature concerning the need for proposed legislation regarding radiation, the cost to the State of enacting legislation and the effectiveness of current laws on the subject; appear before the State Board of Health to discuss regulations concerned with the control of radiation and to offer testimony on all matters pertaining to radiological health protection, transportation of radioactive materials, and disposal of radioactive waste; draft legislation and regulations in proper format and work with the Legislative Counsel Bureau on revising the regulations for control of radiation; advertise hearings on regulations in proper format, and analyze and summarize comments received from the public on proposed regulations; determine that program activities for control of radioactive materials are conducted in compliance with the regulatory program of the NRC and in accordance with State law.

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.

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