



DEPARTMENT OF PERSONNEL
209 East Musser Street, Room 101
Carson City, Nevada 89701-4204
(775) 684-0150
<http://dop.nv.gov>

MEMO PERD #59/10
November 19, 2010

TO: Personnel Commission Members
Department Directors
Division Administrators
Agency Personnel Liaisons
Agency Personnel Representatives
Employee Representatives

FROM: Teresa Thienhaus, Director
Department of Personnel

A handwritten signature in cursive script, reading "Teresa Thienhaus".

SUBJECT: PROPOSED CLASSIFICATION CHANGES

Attached are proposed classification changes for your information pursuant to NRS 284.160, subsections 3 through 5. If you have any comments or objections, please notify Peter Long in the Compensation and Classification Division in writing no later than December 22, 2010.

If no written objections are received in this office by December 22, 2010, action will be taken to effect the changes and a report will be made to the Personnel Commission.

Attachments

NOTICE OF PROPOSED CLASSIFICATION CHANGES

Number: 03-11
Posting Expires: December 22, 2010

Per NRS 284.160, the Personnel Director may make a change in classification without the prior approval of the Commission. The following change(s) are proposed:

CURRENT			PROPOSED		
CODE	TITLE	GRADE/EEO-4	CODE	TITLE	GRADE/EEO-4
10.522	Supervisor, Radiological Health Section	39 B	10.522	Radiation Control Manager	40 A

EXPLANATION OF CHANGE

As a result of a major reorganization of the Health Division, the Department of Personnel is proposing revisions to the class specification for the highly specialized, single-position class of Supervisor, Radiological Health Section to reflect the scope and level of duties which have been enhanced since the previous study, completed in 2004. The position formerly had many of the characteristics of a first line supervisor when radiological health, with nine professionals, was a small part of the Bureau of Health Protection Services, which no longer exists. The position now manages 18 professionals, including three subordinate supervisors at grade 38, up from one in 2004. The Radiation Control Program, renamed from Radiological Health Section to better recognize its broad charter, is now compartmentalized within the new Bureau of Health Care Quality and Compliance. The proposed title of Radiation Control Manager reflects the name of the unit and common practice in the field.

Proposed minimum qualifications have been increased in light of the evolution of the position from basically supervisory to managerial in nature. Currently, it is possible for an applicant to qualify with only two years of journey level experience as a Radiation Control Specialist II, grade 35. The proposed revision, which would still provide for meaningful promotional opportunity, calls for at least four years of lead or supervisory experience beyond the qualifying degree. Class specification revisions have also been proposed to improve readability and more accurately reflect the current nature of the position.

It is recommended that this class be reallocated from grade 39 to grade 40 to recognize its increased managerial responsibilities and qualifications. Classification factors used by the Department of Personnel include supervisory/managerial responsibility and required knowledge, both of which are now greater than when the position was previously reviewed. The proposed grade 40 would result in an alignment two grades above the highest subordinate position and two grades below the Health Bureau Chief to which the position reports. The Radiation Control Manager would also be one grade below Health Program Manager III, grade 41, which is designed to accommodate duties involving greater responsibility for diverse programs, a large number of funding sources, and/or subordinate staff serving in a variety of professional disciplines.

The Health Division participated in this study and supports the recommendation.

The formal recommendations and specifications are on file with the Director of Personnel. To view a copy in Carson City, go to 209 East Musser Street, Room 101; in Las Vegas, go to 555 East Washington Avenue, Room 1400. For more information call (775) 684-0151.

Objections to the proposed change(s) must be received in writing by December 22, 2010. Objections should be addressed to Peter Long, Division Administrator, Compensation & Classification Division, Department of Personnel, 209 East Musser Street, Room 101, Carson City, Nevada 89701-4204.

POSTING DATE: November 19, 2010

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STATE OF NEVADA – DEPARTMENT OF PERSONNEL

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
[SUPERVISOR, RADIOLOGICAL HEALTH SECTION] RADIATION CONTROL MANAGER	[39] 40	[B] A	10.522

~~[The Supervisor Radiological Health Section works under administrative direction of the Bureau Chief to plan, organize and direct the activities of the Radiological Health Section in order to protect the public health and safety from excessive exposure to ionizing radiation; administer radioactive material licensing/inspection/enforcement; administer x ray machine registration/inspection/ enforcement; administer the United States Environmental Protection Agency grant for statewide radon hazard activities including the EPA Radon grant for radon hazard awareness in the State of Nevada; administer the United States Department of Energy agreement-in-principle for radiological activity oversight at the Department of Energy's Nevada Test Site (NTS); administer the FDA Mammography Quality Standards Act contract for certification inspections of mammography facilities; manage the public information program including dissemination of radiation hazard information to the general public.]~~

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.

~~[Plan and evaluate the effectiveness of the Radiological Health Program by determining the extent of compliance by users of sources of radiation with NRS and NAC 457 and NRS and NAC 459; monitor program activities and accomplishments to ensure that the program continues to be compatible with the regulatory program requirements of the United States Nuclear Regulatory Commission and other federal agencies; determine the need for additional legislation and State Board of Health regulations; estimate future work loads and determine staffing needs based on increases in the number of sources of radiation licensed, registered or~~

~~certified; determine changes needed in conducting the program to increase efficiency of operations; determine whether additional office space or equipment is required or will be required for program operations.]~~

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 [section] **Radiation Control Program** budget [by determining the amount of funds required to operate section programs and determine biennial budget requirements]; evaluate [section] expenditures [on a bi-weekly basis] to ensure that they remain within the budgeted fund categories.~~

~~[Direct professional and technical program managers; provide general direction to staff regarding job assignments and work performance standards; conduct formal staff meetings; issue policy memos to provide guidance on certain procedures; conduct conferences with individual staff members in person or by telephone to furnish direction on specific problems; select or direct hiring activities for new personnel for the section; evaluate the work performance of each staff member; direct the review of all inspection reports and draft licenses concerned with radioactive materials to determine whether these documents have been properly prepared by the staff; accompany staff on field inspections to spot check the quality of the performance of inspections; issue licenses authorizing the use of radioactive materials.]~~

~~[Administer the Radiological Health Programs; designated by] *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; [keep administrators] advise heads of the division and department [informed of] about unusual events occurring which are related to [radiological health] radiation control; advise [the administrators of the bureau, division and department] higher management of any actions that have been taken [by the section] in the program which may be of interest to the news media or which involve[s severe] elevated enforcement actions; [confer with the bureau chief as needed for information on policies of the division and for incorporation of section activities with those policies;] develop and draft legislation and regulations [as required for operation of the sections programs]; appear before the State Board of Health to request adoption of proposed regulations or on other matters related to [radiological health] radiation control; represent the [Nevada] Health Division and State of Nevada at various local, State, regional and national [committees, conferences and organization] meetings.*~~

~~[Develop and implement the state plan for statewide] *Administer the plan for response to radiation incidents; maintain a [continuous] round-the-clock statewide capability for [section] response [on a 24 hour basis;] to emergency situations involving sources of radiation.*~~

~~[Conduct enforcement actions, as required against persons who have violated state and/or federal laws and levy administrative penalties if appropriate.]~~

~~[Read] *Review and evaluate technical reports from professional journals, [or from] industry or government and the laws and regulations of federal, State or local government agencies [which are] 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 [city, county, state and federal] agencies as necessary to promote, explain or integrate [the] program activities [of the section]; 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 physics, radiochemistry, health physics, the physical sciences or other closely related field and four years senior staff experience in a comprehensive radiological regulatory program that included responsibility for implementing programs designed to protect the public from excessive exposure to ionizing radiation; **OR** two years experience as a Radiation Control Specialist II in Nevada state service;]~~ ***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):

~~[**Knowledge of:** 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 ~~[conducting his use of]~~ ***using*** radioactive materials in conformance with conditions of the license and State law; ~~[the technical terminology, mathematical calculations and the technical reports written to document licensing and inspection actions; fiscal matters such as]~~ ***budgeting for*** operation costs, materials and equipment ~~[, required travel, salary structures, fringe benefits and person hours to accomplish tasks sufficient to develop an adequate and justifiable budget for the section's program].~~ ***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 ~~[section]~~ programs which successfully accomplish the goal of protecting the public health and safety from ~~[excessive]~~ ***unnecessary*** exposure ~~[of]~~ ***to*** ionizing radiation; ***supervise, evaluate and train staff;*** ~~[speak to citizens, organizations, local and state agencies, industrial management, licensees and registrants on the section's programs to ensure understanding of the need to control sources of radiation;]~~ recognize potential radiation exposure hazards from radiation accident reports and/or inspection reports ~~[of licensees' operating with sources of radiation]~~ and ~~[to]~~ take corrective action as required to prevent injury to citizens; ***effectively interact with federal agencies and contractors at the administrative and technical levels*** ~~[accurately use and train staff on the proper usage of radiation detection equipment including portable types for field use and stationary types for laboratory radiochemical analyses; and all other knowledge, skills and abilities required of subordinate professional staff in this section].~~

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

~~[**Knowledge of:** the requirements contained in the state agreement with the United States Nuclear Regulatory Commission concerning regulatory authority over byproduct, source materials and special nuclear materials;]~~ ***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; ~~[the]~~ administrative policies and procedures of various State agencies to ensure ~~[section]~~ conformance; DOE oversight, FDA MQSA mammography contract, EPA radon grant and related requirements. ***Ability to:*** ~~[supervise and train section staff;]~~ ***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; ~~[initiate enforcement action in cases of violations of the regulations for control of radiation including holding hearings with licensees or registrants for discussion of the violation or the 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, and imposition of administrative~~

MINIMUM QUALIFICATIONS (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (cont'd)

~~penalties when appropriate; make adjustments to radioactive material licenses and ensure that the issuance of a license for a particular use will not be inimical to the public health and safety;~~ determine that ~~[the section]~~ program **activities** for control of radioactive materials ~~[is]~~ **are** ~~[being]~~ conducted in compliance with the regulatory program of the ~~[Nuclear Regulatory Commission]~~ **NRC** and in accordance with State law~~[- effectively interact with federal agencies and contractors at the administrative and technical levels].~~

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.

10.522

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1/30/87PC
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