

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

NUCLEAR ENGINEERING SPECIALIST SUPERVISOR

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under Wis. Admin. Code ER 2.04 for making classification decisions relative to the professional nuclear engineering specialist supervisory position responsible for the radioactive materials regulatory program. Positions allocated to this classification function as a supervisor as defined under s. 111.81(19), Wis. Stats., as determined by the Wisconsin Employment Relations Commission.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of positions analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification is for the position responsible for supervising the development and operation of the radioactive materials regulatory program and related activities within the radiation protection work unit at the Department of Health and Family Services (DH&FS).

C. Qualifications

Specific qualifications for this position will be determined at the time of recruitment. Education required may include that the individual be a Registered Radiologic Technologist with experience in diagnostic radiology, quality assurance testing in radiology, and have knowledge of physical sciences, physics, chemistry, and/or engineering. Training requirements may include the area of medical physics with work experience in diagnostic medical physics and Quality Assurance testing. Other requirements can include radiation safety procedures; inspection procedures, State Radiation Protection Statutes, Code, FDA rules relative to radiation devices, and state statutes and regulations.

D. Exclusions

Excluded from this classification are the following types of positions:

1. Positions that are not a “Supervisor” as defined in s. 111.81(19) Wis. Stats., and as administered and interpreted by the Wisconsin Employment Relations Commission.

2. Positions that are not located in the Department of Health and Family Services.
3. Positions that do not spend the majority of their time (more than 50%) in a radioactive materials regulatory program area.
4. All other positions which are more appropriately identified by other classification specifications.

II. DEFINITION

This position is responsible for the development and operation of the radioactive materials regulatory program and related activities within the Radiation Protection Section. Job duties include maintaining the radioactive materials program to assure U.S. Nuclear Regulatory Commission regulations are met; coordinating with supervisors, Nuclear Regulatory Commission regional and national staff, and other state programs to develop necessary statutes, rules, procedures, regulatory guides, forms, records, reports and training needed; reviewing state, Conference of Radiation Control Program Directors (CRCPD) and federal radioactive material regulations, guidance documents, policies, standards, and practices; recommending, developing, and implementing appropriate revisions to statutes, rules and program operations; evaluating the quality of licensing, inspection, incident response activities, and recommending improvements; conducting and participating in license reviews, inspections, and investigations; developing and conducting training and presentations to program staff, regulated facilities, and interested groups; and responding to statewide incidents involving radioactive materials.

III. ADMINISTRATIVE INFORMATION

This classification was created effective November 5, 2000 and announced in Bulletin CLR/SC-122 as a result of new program responsibilities at DH&FS.

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