

STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATIONS

RADIATION SAFETY SPECIALIST SUPERVISOR

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Adm. Code, for making classification decisions relative to the single supervisory position which is responsible for developing, recommending and implementing program controls, budget and policies for existing or new radiation protection programs, and for developing, training and supervising Radiation Specialists in the recognition, evaluation and control of radiation health hazards, including monitoring and emergency response, and in radiation safety technical consultation at the Department of Health services. This classification specification is not intended to identify every duty which may be assigned to positions, but is intended to serve as a framework for classification decision making in this occupational area.

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 position 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

The position in this classification is located in the Department of Health Services with responsibility for the planning, development, implementation, coordination and review of the State's programs for: the registration and inspection of radiation devices and sources under HFS 157; the review and approval of radiation shielding plans and the inspection of facilities to determine compliance with shielding requirements; and preparedness for and response to radiological emergencies and incidents. Sources of radiation include, but are not limited to, X-ray and other equipment or devices used for diagnostic or treatment purposes used in medical, dental, veterinary and industrial facilities.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not meet the statutory definition of supervisor as defined in s. 111.81(19), Wis. Stats. as administered and interpreted by the Wisconsin Employment Relations Commission; or

2. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

This position will be filled through competition.

## II. DEFINITIONS

### RADIATION SAFETY SPECIALIST SUPERVISOR

The single position allocated to this classification is responsible for the supervision of the State's programs for registration, fee assessment and inspection of radiation sources and tanning facilities, devices and facilities which operate equipment which produces ionizing radiation; for the supervision of the implementation of federal contracts for the testing and certification of x-ray systems and portable x-ray service providers, ensuring compliance with program and federal contract requirements; for conducting selected radiation surveys of hospitals and other medical and industrial facilities; for making codes; calculating potential exposures to members of the public, the operators or the environs; providing expert technical consultation and making recommendations to responsible parties regarding potential health hazards, radiation standards and compliance actions; recommending new regulations or programs in response to changing technologies; conducting technical evaluations of shielding plans and blueprints, discussing related requirements and approving plans or making recommendations for changes.

Oversees the preparation of materials and supplies to be used during radiological emergencies and test/drill exercises; directing the operations of emergency field teams under the direction of the State Radiological Coordinator and performing post drill evaluations. The work is performed under general supervision.

## III. QUALIFICATIONS

The qualifications required for this position will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

## IV. ADMINISTRATIVE INFORMATION

This classification was created effective October 12, 1997 and announced in Bulletin CC/SC-73 to describe the single position which performs radiation engineering specialist supervisory work at the Department of Health and Family Services. The creation of this classification resulted from the Governor's Human Resource Reform Commission recommendation to simplify the classification system. This action resulted in the abolishment of the Radiation Engineering Specialist Supervisor classification series (class codes 27621 through 27627). This classification was modified on March 5, 2007, and announced in Bulletin OSER-0158-MRS/SC to update the inclusions and definition.

This classification was modified effective March 31, 2019, and announced in bullet DPM-0492-CC/SC to retitle the classification following the passage of Wisconsin 2017 Act 111 which restricted the use of "engineer" in classified titles.

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