

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

NUCLEAR SPECIALIST SUPERVISOR

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Admin. Code, for making classification decisions relative to the professional Nuclear Safety Specialist Supervisor position responsible for the radioactive materials regulatory program.

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 singular 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 Services (DHS). Positions in this classification must function as a supervisor, as defined under s. 111.81(19), Wis. Stats.

C. 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., as administered and interpreted by the Wisconsin Employment Relations Commission;
2. Positions that are not located in the Department of Health Services;
3. Positions that do not spend the majority of their time (more than 50%) in a radioactive materials regulatory program area; or
4. 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. DEFINITION**NUCLEAR SPECIALIST SUPERVISOR**

This sole 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. QUALIFICATIONS

Specific qualifications 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 November 5, 2000 and announced in Bulletin CLR/SC-122 as a result of new program responsibilities at DH&FS.

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

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