

## POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.	
<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> ENVIRON, GREAT LAKES & ENERGY
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b>
<b>4. Civil Service Position Code Description</b> Physicist-E	<b>10. Division</b> Materials Management
<b>5. Working Title (What the agency calls the position)</b> Physicist	<b>11. Section</b> Radiological Protection
<b>6. Name and Position Code Description of Direct Supervisor</b> ASSELIN, DAVID R; PHYSICIST MANAGER-3	<b>12. Unit</b> Radiological Emergency Preparedness
<b>7. Name and Position Code Description of Second Level Supervisor</b> WENTWORTH, THEODORE R; STATE ADMINISTRATIVE MANAGER-1	<b>13. Work Location (City and Address)/Hours of Work</b> Constitution Hall, 525 W. Allegan St., Lansing, MI / 8:00 am. - 5:00 p.m. / Monday - Friday
<b>14. General Summary of Function/Purpose of Position</b>	
<p>This position supports both the Radiological Emergency Preparedness (REP) Program and the Radioactive Materials Unit (RMU) in the Radiological Protection Section.</p> <p>Within the REP Program, this position supports radiological emergency preparedness and response, including working with other program staff to maintain continual program readiness and filling a technical position on the Radiological Emergency Response Team (RERT).</p> <p>Within the RMU, this position serves as a liaison to the Solid Waste Section (SWS) and Hazardous Waste Section (HWS) to implement the requirements of PA 688 and 689 of 2018, assists the SWS and HWS with meeting reporting requirements, interprets laboratory analyses of waste streams containing technologically enhanced naturally occurring radioactive material (TENORM), inspects TENORM registrants, and conducts radioactive materials incident investigations.</p> <p>This position spends about 20% of the time on travel status and includes out-of-state travel with overnight stays.</p>	

**15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.**

**List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.**

**Duty 1**

**General Summary:**

**Percentage: 45**

Radiological Emergency Preparedness: Support REP Unit preparedness objectives and requirements.

**Individual tasks related to the duty:**

- Working with other program staff, ensure the REP Program maintains a constant state of readiness and is able to respond to an emergency at a nuclear power plant.
- Serve as a member of the Radiological Emergency Response Team (RERT).
- Become familiar with federal regulations and technical guidance relevant to the REP Program.
- Develop the skills and qualifications necessary to fill any of the response positions governed by EGLE's Nuclear Facilities Emergency Management Plan and Standard Operating Guides.
- Develop technical health physics expertise through work assignments.
- Assist with equipment maintenance and calibration activities.
- Assist with training responders at the state and local level.
- Provide assistance to program stakeholders, as directed.

**Duty 2**

**General Summary:**

**Percentage: 45**

Radioactive Materials Unit: Support TENORM tracking and regulation within the radioactive materials program.

**Individual tasks related to the duty:**

- Track volumes and activities of TENORM waste accepted by part 111 and part 115 landfills.
- Track volumes and activities of TENORM waste shipped by registrants to Michigan's part 111 and part 115 landfills.
- Assist SWS in establishing waste volumes containing TENORM for their annual report.
- Perform data quality checks of TENORM waste volumes reported by part 111 landfills.
- Participate in inspections of TENORM Registrants and surveys of contaminated sites.
- Assist with and respond to radioactive material incident investigations.
- Measure radiation levels and radioactivity concentrations using a variety of survey instruments and sampling procedures.
- Apply state and federal laws and regulations concerning the management, transport, and disposal of radioactive material.
- Respond to inquiries from local, state, and federal officials and members of the public concerning radioactive material in Michigan.

**Duty 3**

**General Summary:**

**Percentage: 10**

Other duties, as assigned.

**Individual tasks related to the duty:**

- Carry out other tasks and assignments from management.
- Assist other staff members with projects, as able and when requested.
- Complete short-term projects as assigned.

**16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.**

Decisions related to routine activities that are well established within the program area are generally made independently. Setting daily priorities for responding to public inquiries, field investigation actions, incident response actions, and rejected scrap metal and solid waste shipment approvals are also made independently. Affected persons are the facilities with radioactive material, program stakeholders, as well as members of the public who may reside at or frequent these sites.

**17. Describe the types of decisions that require the supervisor's review.**

Decisions that have statewide implications and/or significant impact. Significant matters that need input from other EGLE divisions, state, or federal personnel. Decisions that may set policy or precedent or are controversial due to economic or political considerations. Supervisory review is also required when unusual or complex tasks may result in conflicting or unclear solutions, when scheduling fieldwork, and completion of assignments.

**18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.**

The position primarily involves office work and laboratory work, with occasional site visits and travel. 80% - In the office, physical activities include minor physical exertion, exposure to chemicals and ionizing radiation, and working at a computer. 20% - During fieldwork, the physical effort includes driving vehicles, routine minor physical exertion with exposure to rain, snow, cold, heat, humidity, noise, dust, odors, fumes, chemicals, vegetation, contaminated air/soil/water and ionizing radiation. Must be able to travel over uneven terrain during site surveys. Under certain conditions, special personal protective equipment may be needed.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- |                            |                                    |                            |                                   |
|----------------------------|------------------------------------|----------------------------|-----------------------------------|
| <input type="checkbox"/> N | Complete and sign service ratings. | <input type="checkbox"/> N | Assign work.                      |
| <input type="checkbox"/> N | Provide formal written counseling. | <input type="checkbox"/> N | Approve work.                     |
| <input type="checkbox"/> N | Approve leave requests.            | <input type="checkbox"/> N | Review work.                      |
| <input type="checkbox"/> N | Approve time and attendance.       | <input type="checkbox"/> N | Provide guidance on work methods. |
| <input type="checkbox"/> N | Orally reprimand.                  | <input type="checkbox"/> N | Train employees in the work.      |

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes.

23. What are the essential functions of this position?

The essential duties include typical office work, including regular use of computers; travel to participate in inspections, incident response, nuclear power plant drills, exercises and training programs; some physical effort needed to load and unload radiological emergency response equipment or to conduct radiological surveys. The duties are delineated in 15 above.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

New position.

25. What is the function of the work area and how does this position fit into that function?

The function of the REP Unit is to provide technical expertise for radiological emergency preparedness and response within Michigan. Program staff are trained to assess radiological impacts on public health and the environment. This position serves with other Physicists in the work area to administer the REP Program and serve on the RERT.

The function of the RAM Unit is to provide radiological laboratory services, public outreach on the hazards of indoor radon, and oversight of TENORM mitigation and disposal. This position supports the TENORM program.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Possession of a bachelor's degree or higher in physics or nuclear engineering.

EXPERIENCE:

