Position Summary

This summary describes the organization, duties, and requirements of a State of Michigan vacancy.

Position Code: PHYIMGR3

Civil Service Class and Level: Physicist Manager-3

Working Title (What the agency calls the position): Region Physicist Supervisor

Name and Position Code Description of Direct Supervisor: KUGLER, RENEE M; PHYSICIST MANAGER-4

Department/Agency: LEO-LABOR AND ECON OPPORTUNITY

Bureau (Institution, Board, or Commission): Michigan Occupational Safety and Health Administration (MIOSHA)

Division: Technical Services Division (TSD)

Section: Radiation Safety Section (RSS)

Unit: Region III

Work Location (City and Address)/Hours of Work: The Work Site can be in our Mason office or a home-based office in one of the following counties: Arenac, Barry, Bay, Clare, Clinton, Eaton, Genesee, Gladwin, Gratiot, Ionia, Ingham, Isabella, Jackson, Kalamazoo, Kent, Lapeer, Livingston, Macomb, Midland, Monroe, Oakland, Ogemaw, Ottawa, Muskegon, Roscommon, Saginaw, St. Clair, Shiawassee, Washtenaw, Wayne./ Monday – Friday 8:00 am to 5:00 pm

General Summary of Function/Purpose of Position: Position is a first line professional manager of professional positions within a complex work area. The general function and purpose of the job is to serve as the Region III Health Physicist Supervisor. The individual in this position is responsible, under general direction from the Section Manager, for organizing, planning, coordinating, supervising, and conducting health physics consultations, investigations, and inspections within an assigned region to determine compliance with the Ionizing Radiation Rules, Part 135 of the Public Health Code and federal Mammography Quality Standards Act (MQSA) mammography regulations, and to reduce unnecessary radiation exposure.

Assigned duties and tasks for each duty.

Duty 1: Organizing, planning, coordinating, and supervising the conduction of regulatory compliance investigations and federally contracted MQSA mammography surveys of x-ray machines used in hospitals, offices, and clinics of licensed members of the healing arts, education and research institutions, and industries in Region III.

- Evaluate employee performance by reviewing the work of supervised staff.
- Provide guidance on work methods and program policy.
- Direct and participate in the training of new staff.
- Approve leave requests.
- Establish radiation machine inspection priorities.
- Coordinate and supervise staff efforts to complete the necessary inspections.
- Maintain close liaison with the technical staff being supervised.
- Maintain close liaison with the other Regional Health Physicist Supervisors who are responsible for Region I, Region II, and with the Section Manager.
- Initiate disciplinary actions when necessary.
- Organize and plan efficient field trips.
- Use various types of radiation detection instruments and other specialized gear to monitor radiation levels and evaluate compliance status.
- Technical reports are prepared and provided to facilities following compliance investigations.
- Maintain statistical compliance data pertaining to the Region.

Duty 2: Review of staff work.

- Ensure staff plan, organize and execute efficient trips.
- Read, question and edit staff activity reports.
- Read, question and edit staff letters and reports to facilities.
- Read, review and ensure completeness of data entered into the section data system.
- Review staff travel expense vouchers.
- Evaluate region progress to meet the goals of the region and the section for general and mammography inspections.

Duty 3: Coordinate activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees. Evaluate and verify employee performance through the review of completed work assignments and work techniques. Prepare, review, and provide reports to the Section Manager on area assigned by the Section manager on region status.

- Evaluate employee performance and assign work methods. Implement collective bargaining agreements.
- Staff trip reports, which include updates after completion of trip.
- Training report updates.
- Metrics.
- Priority List inspection updates.
- Conduct annual performance evaluations of employees.
- Other reports as requested.

Duty 4: Perform nonroutine functions and conduct special projects, as assigned, to assist in the overall development, implementation, and evaluation of the radiation machine control program.

- Complete nonroutine assigned projects in a timely manner.
- Coordinate, conduct, and direct investigations of radiation incidents, including those resulting in excessive radiation doses to individuals and medical events of radiation therapy doses from linear accelerators.
- Analyze statistical data to prepare reports and graphs of that data.
- Serve as Acting Section Manager when called upon.
- Perform tasks as assigned by the Section Manager.

Duty 5: Provide information regarding radiation protection to regulated individuals and to the general public.

- Consult with administrative, technical, and professional personnel regarding radiation protection matters.
- Answer inquiries from the general public regarding radiation hazards, safety procedures, and regulatory requirements.
- Evaluate construction proposals submitted by architects and other professionals to determine if shielding and room design specifications are appropriate to ensure protection of the public health.
- Prepare and present talks to professional and technical groups to promote radiation safety and encourage regulatory compliance.

Duty 6: Keep current and knowledgeable in the fields of health physics and medical physics.

- Attend professional meetings and training programs.
- Review current literature pertaining to radiation regulations, health physics, radiation protection, new radiation monitoring instrumentation, radiation machines, and radiation sources.

Types of decisions made independently and whom or what those decisions affect: In reviewing the work of staff, the region III manager decides if the reports to facilities regarding compliance inspections are in keeping with Section policies and procedures. When approached by staff for clarification of regulations or policy, an interpretation is made, Region III manager decides approval of staff requests for leave or compensatory time.

Types of decisions that require the supervisor's review: Supervisor review is sought for precedent-setting situations that clearly do not fall within our current regulations or policies.

Physical effort used to perform this job and environmental conditions of this position: Physical effort:
Employee routinely must drive to radiation facilities, some of which are far-removed from the home office. Daily mileage can range up to about 400 miles, but typically daily mileage does not exceed 250 miles and probably averages about 150 miles per day.
Employee must load several radiation detection instruments into a vehicle and carry such instruments into radiation facilities. The maximum weight of any single instrument is about 25 pounds, and the total combined weight of all instruments used on a daily basis is typically about 50 to 75 pounds.

Environmental conditions:
Employee is exposed on a daily basis to radiation above normal background levels. This radiation exposure is typically well below maximum permissible occupational limits.

Names and classes and levels of employees whom this position immediately supervises:

DEMERS, AARON	PHYSICIST-E 10
HENLEY, BRISHON	PHYSICIST-E P11
TURNER, GUYLER J	PHYSICIST-A 12
DAILEY, NICHOLAS	PHYSICIST-E P11
JACOBOVITZ, TALYA M	PHYSICIST-A 12

The essential functions of this position: The duties of the position are to supervise the technical staff assigned to the Region, and to ensure public health protection from and proper regulatory control of radiation machines.

The function of the position's work area and how it fits into that function: The Radiation Safety Section provides statewide regulatory control of radiation machines through onsite investigation activities. The Section also is under contract with the federal Food and Drug Administration (FDA) to conduct MQSA mammography inspections. These activities are accomplished within two state Regions. The employee supervises the activities in one of these regions.

Minimum education, experience, and credentials typically needed to perform the position's essential functions:

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

EXPERIENCE:

Physicist Manager 14
Five years of professional experience equivalent to a Physicist, including three years equivalent to a Physicist P11, two years equivalent to a Physicist 12, or one year equivalent to a Physicist Specialist 13.

KNOWLEDGE, SKILLS, AND ABILITIES:
In addition to supervisory skills, the employee must know and understand regulatory requirements, as well as other established standards relating to radiation protection. The employee must be skilled in use of field radiation detection instruments and skilled in both oral and written communication of a professional and technical nature. The employee must also have the ability to understand and relate radiation protection concerns in both existing and newly developing radiation technologies.

CERTIFICATES, LICENSES, REGISTRATIONS:
Having been a certified MQSA mammography inspector is preferred. Being a Certified Health Physicist is desirable.