

**State of Michigan
Civil Service Commission**
Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code 1. PHYCISTE

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.	
2. Employee's Name (Last, First, M.I.)	8. Department/Agency LEO-LABOR AND ECON OPPORTUNITY
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Michigan Occupational Safety and Health Administration (MIOSHA)
4. Civil Service Position Code Description Physicist-E	10. Division Technical Services Division (TSD)
5. Working Title (What the agency calls the position) Health Physicist	11. Section Radiation Safety Section (RSS)
6. Name and Position Code Description of Direct Supervisor FERRIS, JOHN E; PHYSICIST MANAGER-3	12. Unit Region II
7. Name and Position Code Description of Second Level Supervisor KUGLER, RENEE M; PHYSICIST MANAGER-4	13. Work Location (City and Address)/Hours of Work Work Coverage Area: Huron, Lapeer, Macomb, Monroe, Oakland, Sanilac, St. Clair, Tuscola, and Wayne Counties. Work Location: The HP works from a home office. This is a field position that requires the establishment of the "Official Work Station" for travel purposes in Lapeer, Macomb, Monroe, Oakland, St. Clair or Wayne County. 8:00 AM - 5:00 PM Monday through Friday
14. General Summary of Function/Purpose of Position The general function and purpose of the job is: (1) to investigate radiation facilities for the purpose of determining compliance with Michigan's Ionizing Radiation Rules and Part 135 of the Public Health Code and (2) gain the necessary experience and expertise to allow subsequent certification as a mammography inspector pursuant to the federal Mammography Quality Standards Act (MQSA) program. The job also involves consulting with and advising persons about radiation protection matters.	

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: 60

Conduct regulatory inspections of x-ray machines.

Individual tasks related to the duty:

- Organize, plan, and conduct radiation safety inspections of x-ray and other radiation machine sources of ionizing radiation used in hospitals, offices, and clinics of licensed members of the healing arts, education and research institutions, and industrial facilities.
- The inspections also entail evaluation of the radiation shielding, radiation safety equipment, procedures and policies, quality assurance programs, mammography image quality, patient radiation exposures, and consultation on radiation protection matters.
- Several types of survey instruments are used to monitor radiation levels, as well as other specialized compliance testing devices.

Duty 2

General Summary:

Percentage: 15

Written correspondence, writing reports.

Individual tasks related to the duty:

- Preparing technical reports to facilities following compliance investigations, consulting with administrative, technical, and professional personnel regarding radiation protection matters, and answering inquiries regarding radiation hazards, safety procedures, and regulatory requirements.
- Entering data into the Radiation Safety Data System.
- Computers are used extensively to meet the requirements of this duty.

Duty 3

General Summary:

Percentage: 15

Review regulations.

Individual tasks related to the duty:

- Become familiar with the Ionizing Radiation Rules Governing the Use of Radiation Machines: Part 135 of the Public Health Code; the philosophy of the regulatory program; and compliance survey procedures.
- Attend professional meetings and training programs.
- Review current literature pertaining to health physics, radiation protection, new radiation monitoring instrumentation, radiation machines, and radiation sources.

Duty 4

General Summary:

Percentage: 5

Follow up investigations.

Individual tasks related to the duty:

- Reviewing and following up on responses from facilities which have been investigated. The review process includes determining adequacy of the corrective action.

Duty 5

General Summary:

Percentage: 5

Perform special investigations and projects.

Individual tasks related to the duty:

- Conduct and assist in special investigations, projects, excessive dose and other incident investigations, and office activities to meet section goals and priorities.
- Assist in the calibration of radiation detection instruments used during investigations.

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

Decisions regarding compliance investigations that have a recognized precedent are routinely made by the employee. If the need to make a decision, having no recognized precedent, arises, such as deciding during an inspection whether shielding of borderline acceptability should be approved or not, the employee would make their best evaluation based on relevant information and then consult with more experienced staff later to reach a final conclusion. Decisions made may affect regulated facilities, radiation workers, non radiation workers, and the general public.

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

The employee would ask for guidance when new types of x-ray machines or uses that have not previously been surveyed are encountered and when questions arise concerning the applicability or interpretation of specific rules. Supervision would typically review new policies and interpretations of rules which pertain to situations not encountered previously and for new technology not specifically addressed in the rules. Some strategy and technical decisions are reviewed to assure consistency throughout the state.

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.

Physical effort:

1. 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.
2. 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.
3. Employee may be expected to wear protective respiratory gear, if necessary, when responding to incidents involving airborne radioactivity. This would occur rarely.

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.

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 duties of this position are to conduct regulatory radiation safety inspections of sources of ionizing radiation, to gain experience and expertise necessary to become a federally-certified mammography inspector, and to

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee

Date