



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

RADIATION CONTROL PROGRAM ADMINISTRATOR

Job Number: 20000847

Job Code: 40520V240516

Job Group: 4000 - HEALTH SCIENCE AND LABORATORY

Job Established: 06/16/1982

Job Revised: 05/16/2024

Grade: 17 Salary (MIN - MID):

\$30.082-\$45.123 - Hourly

\$4,888.34-\$7,332.50 - 37.5 Hr. Monthly Salary

\$5,214.22-\$7,821.32 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months, except as provided in KRS 18A.111.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Administers, coordinates, and manages the Kentucky Radiation Control Program; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree in chemistry, biology, engineering, mathematics, environmental health, health physics, physics, physical science or health science.

EXPERIENCE, TRAINING, OR SKILLS:

Must have six years of employment in, or direct experience with at least one of the following: a Nuclear Regulatory Commission (NRC), NRC Agreement State, Department of Energy, or Department of Defense regulated health physics program; a State or Federally regulated X-ray program; or a governmental or other certified or licensed laboratory. At least two years must be in a supervisory role in a governmental radiation control program.

Substitute EDUCATION for EXPERIENCE:

Graduate work in one of the disciplines listed above will substitute for the required non-supervisory experience on a year-for-year basis not to exceed two years.

Substitute EXPERIENCE for EDUCATION:

Proof of completion of the following: Army or Air Force health physics program, Department of Energy radiation protection program, or Naval Nuclear Power Program or Food and Drug Administration Mammography Quality Assurance Act Inspector Training; , OR Certificate from the following: American Board of Radiology, American Board of Health Physics, Nuclear Medicine Technology Certification Board, American Registry of Radiologic Technologists, or National Registry of Radiation Protection

Technologists, OR four years full time experience at a governmental or other certified or licensed laboratory will substitute for the required bachelor's degree.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must be 18 years of age. Must pass a 29 CFR 1910.120 compliant physical examination within 6 months of employment, if necessary, and maintain by passing an annual 29 CFR 1910.120 compliant physical examination as necessary according to assigned job duties. Must pass a 29 CFR 1910.120 compliant hazardous waste operations and emergency response training course within 1 year of employment, if necessary, and maintain through completion of 29 CFR 1910.120 compliant refresher training as necessary according to assigned job duties. Most federal agencies that issue security clearances use the terms Confidential, Secret, and Top Secret. The US Department of Energy uses the terms L, and Q. Employees in this class must obtain at least a secret (or L if DOE) level security clearance or equivalent, if necessary. Further, this clearance must be maintained as necessary according to assigned job duties. Must maintain any required licensure(s), certification(s), or other credentials for the length of employment in this classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s), or other credentials.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Oversees the Kentucky Radiation Control Program. Ensures the requirements and intent of the Kentucky Radiation Control Act are met. Manages and supports technical and administrative staff and allocates resources to optimize agency efficiency. Oversees counterterrorism activities through a Preventive Radiological/Nuclear Detection (PRND) program and ensures Kentucky achieves and maintains readiness to respond appropriately to a radiological or nuclear emergency. Establishes and maintains programs to protect the citizens of Kentucky from the harmful effects of radiation. Works with the regulated community to facilitate the beneficial use of radiation. Acts as the Governor's liaison to the Nuclear Regulatory Commission. Manages a comprehensive technical radiation program to minimize radiation exposure to the population and reduce personal injury from unsafe use of radioactive materials and devices. Oversees the collection of fees in excess of one million dollars annually in addition to contracts that are valued at one half million dollars. Evaluates impacts of radiation exposure to members of the public and radiation workers. Explains radiation impacts to the public and state and federal agencies. Develops budgets, staffing, and training and acquisition of radiation equipment for the effective operation of the entire Radiation Control Program. Reports to and consults with the Division Director and/or the Commissioner and other executive personnel relating to Cabinet goals, objectives, and missions. Coordinates emergency response activities, inspection, and other radiation activities dealing with federal and state agencies and others such as the Nuclear Regulatory Commission, Environmental Protection Agency, Department of Defense, Department of Energy, Federal Emergency Management Agency, Military Affairs, Natural Resources, etc. Develops and implements policy and procedure related to public health and safety and other Radiation Control functions. Evaluates program activities for efficiency and economy of operation. Responds to all incidents/accidents involving radioactive materials statewide on a 24-hour basis. Through the Emergency Operation Center (EOC) acts as the governor's consultant for radiation.

UNIQUE PHYSICAL REQUIREMENTS:

Physical effort required during field activities. Must be capable of lifting and carrying 30 pounds without assistance. Must be capable of wearing and working in full hazardous materials protective garments and equipment for extended periods of time.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title will work in various weather conditions. Work typically involves exposure to radiation, chemical, and other physical hazards when conducting regulatory activities and incident response, which requires the following of safety procedures.

ADDITIONAL REQUIREMENTS:

Upon employment, employees in this job classification may be required to maintain a valid driver's license and may be required to drive a licensed vehicle. This status may be necessary for the length of time in this job classification. If this is necessary, it will be listed in the specific position description for the position at issue. Applicants and employees in this job classification may be required to submit to a drug- screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

The Commonwealth of Kentucky does not discriminate on the basis of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.