



## DIRECTOR, RADIOLOGICAL HEALTH

### Characteristics of Work

This is professional work involving the direction of a comprehensive statewide radiological health program. The incumbent is responsible for developing and implementing policies and procedures for the use of sources of radiation in order to prevent injury to employees utilizing ionizing radiation, and to protect the general public and environment. Supervision is exercised over health physicists, chemists, environmental engineers, and clerical personnel, and general supervision is received from an administrative superior.

### Examples of Work

**Examples of work performed in this classification include, but are not limited to, the following:**

Plans, directs, and implements a comprehensive radiological health program.

Evaluates applications for licenses for the possession and use of radioactive material and applications for the registration of x-ray devices.

Prepares reports containing findings, conclusions, and recommendations for the control and/or elimination of various types of radiation health hazards.

Surveys facilities using ionizing radiation for the purpose of establishing regulatory methods for the proper use of such material.

Evaluates radiation hazards in order to determine the extent of the threat to the public's health and develop methods to alleviate the hazard.

Prepares regulations for the usage, transportation, and handling of radioactive materials and x-ray devices.

Conducts environmental studies of radioactivity in conjunction with other state and federal agencies.

Reviews emergency response plans for nuclear facilities, and nuclear terrorism accidents, and transportation in order to update plans and revise as needed.

Performs related or similar duties as required or assigned.

### Essential Functions

**Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:**

1. Plans, directs, and implements a comprehensive radiological health program.
2. Develops, implements, and reviews policies and procedures for the use of sources of radiation to prevent injury and to protect the general public and the environment.

## Essential Competencies

The following underlying competencies are linked to the essential functions of the job. Employees in this position may be evaluated on these competencies as part of the performance appraisal system. Specific behaviors may be identified and included later by the hiring agency. Failure of an employee to successfully demonstrate some or all of these competencies, as deemed important by his or her reporting official, may result in the employee being placed on a performance improvement plan. If after a reasonable period of time, usually three (3) months, the employee fails to demonstrate successful performance, the employee may be terminated. These competencies include, but are not limited to, the following:

### General Public Sector Competencies

**Integrity and Honesty:** Models and demonstrates high standards of integrity, trust, openness and respect for others. Demonstrates a sense of responsibility and commitment to the public trust through statements and actions. Demonstrates integrity by honoring commitments and promises. Demonstrates integrity by maintaining necessary confidentiality.

**Work Ethic:** Conscientiously abides by the rules, regulations and procedures governing work. Exhibits a strong work ethic by being productive, diligent, conscientious, timely, and loyal.

**Service Orientation:** Seeks to understand and meets and/or exceeds the needs and expectations of customers. Treats customers with respect, responding to requests in a professional manner, even in difficult circumstances. Provides accurate and timely service. Develops positive relationships with customers. Demonstrates a commitment to quality public service through statements and actions.

**Accountability:** Is productive and carries fair share of the workload. Accepts responsibility for actions and results. Focuses on quality and expends the necessary time and effort to achieve goals. Demonstrates loyalty to the job and the agency and is a good steward of state assets. Steadfastly persists in overcoming obstacles and pushes self for results. Maintains necessary attention to detail to achieve high level performance. Deals effectively with pressure and recovers quickly from setbacks. Takes ownership of tasks, performance standards and mistakes. Has knowledge of how to perform one's job. Knows the organization's mission and functions and how it fits into state government.

**Self Management Skills:** Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works effectively and cooperatively with others to achieve goals. Maintains a positive attitude. Effectively manages emotions and impulses. Treats all people with respect, courtesy, and consideration. Communicates effectively. Remains open to new ideas and approaches. Avoids conflicts of interest. Promotes cooperation and teamwork. Continuously evaluates and adapts, copes effectively with change. Allows self and others to make mistakes and learns from those mistakes. Adheres to high ethical standards. Involved in professional organizations.

**Interpersonal Skills:** Shows understanding, courtesy, tact, empathy and concern; develops and maintains relationships. Demonstrates cross cultural sensitivity and understanding. Identifies and seeks to solve problems and prevent or resolve conflict situations. Encourages others through positive reinforcement. Expresses facts and ideas both verbally and in writing in a clear, convincing and organized manner, helping others translate vision into action. Models appropriate behavior. Recognizes and develops potential in others, leads others to life-long learning by example.

**Communication Skills:** Receives, attends to, interprets, and responds to verbal messages and other cues such as body language in ways that are appropriate to listeners and situations. Expresses information to individuals or groups effectively, taking into account the audience and nature of the

information; listens to others, attends to nonverbal cues, and responds appropriately. May make oral presentations. Communicates ideas, suggestions and concerns as well as outcomes and progress throughout the process of an activity. Provides thorough and accurate information.

**Self-Development:** Seeks efficient learning techniques to acquire and apply new knowledge and skills; uses training, feedback, or other opportunities for self-learning and development. Develops and enhances skills to adapt to changing organizational needs. Remains open to change and new information and ideas; adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles.

### Technical Competencies

**Workflow and Resource Management:** Knows the work of the area of responsibility. Understands the impact of their area of responsibility to the global operation and mission of the agency. Monitors for effective and efficient utilization of resources by subordinates. Prioritizes work assignments. Monitors for deadline compliance. Reviews the work of subordinates for quality and quantity. Insures coordination of activities of area of responsibility with other entities as required. Performs tasks of subordinates as required to insure effective workflow. Communicates with internal and external customers. Solves problems that arise in day-to-day operations.

**Staff Development:** Recruits and interviews capable employees. Orients and trains new employees. Monitors employees' performance for training/development needs. Designs development plan for employees. Schedules work to allow for training. Evaluates and rates employee performance. Offers growth opportunities for employees. Recommends personnel actions to upper management.

**Initiate Improvements:** Continuously assesses work unit for areas of improvement. Formulates and recommends solutions for improvement. Implements solutions for improvement. Informs/trains employees on improvements. Monitors success of solutions for improvement.

**Policy Advocate:** Has knowledge of agency and employment policies and procedures. Facilitates employees' understanding of policies and procedures. Enforces policies and procedures and recommends disciplinary actions. Recommends changes to policies and procedures. Monitors for equity of application of policies and procedures.

**Division Administration:** Analyzes resource needs and submits requests to upper management. Manages assets within area of responsibility including, but not limited to, buildings, vehicles and inventory. Represents the interest of the agency in coordinating activities between the agency and internal and external entities. Drafts laws and regulations to submit to the Office or Executive Office level. Exhibits and inspires commitment to excellence.

### Management Competencies

**Emotional Maturity** - Conducts oneself in a professional, consistent manner when representing the organization. Exhibits the ability to work through challenges and create opportunities. Has the ability to work through adversity and hold self and others accountable for work actions. Takes risks appropriate to ones level of responsibility. Acts as a settling influence in a crisis. Emulates proven leaders.

**Macro Oriented** - Communicates organizational vision and understands effects of decisions on the organization and on other organizations as well as how external factors impact the organization. Exercises good judgement, makes sound, well informed decisions. Acts as a change agent by initiating and supporting change within the agency. Understands and appropriately applies procedures, requirements, and regulations related to specialized areas of expertise.

**Working Through Others** - Support, motivates and is an advocate for staff. Recognizes and appreciates diversity. Creates synergistic teams using strengths of all team members. Delegates effectively, sharing both responsibility and accountability; empowers employees and trusts others to perform without micro-managing. Reinforces and rewards team efforts and positive behaviors. Is fair, yet firm with others.

**Results Oriented** - Identifies, analyzes, and solves problems. Plans effectively to achieve or exceed goals, sets and meets deadlines. Develops standards of performance and knows what and how to measure. Uses change management skills to bridge the gap between current and desired performance. Pushes self and others for results.

**Resource Management** - Demonstrates ability to plan, prioritize and organize. Acquires and effectively and efficiently administers and allocates human, financial, material and information resources. Works to development and implement strategic planning for the agency. Assesses current and future staffing needs based on organizational goals and budget realities. Recruits, develops and retains a diverse workforce.

### **Minimum Qualifications**

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

**Light Work:** May frequently walk or stand and/or frequently exert force equivalent to lifting up to approximately 10 pounds and/or occasionally exert force equivalent to lifting up to approximately 20 pounds.

**Vision:** Requires the ability to perceive the nature of objects by the eye.

**Near Acuity:** Clarity of vision at 20 inches or less.

**Midrange:** Clarity of vision at distances of more than 20 inches and less than 20 feet.

**Far Acuity:** Clarity of vision at 20 feet or more.

**Field of Vision:** Ability to observe an area up or down, left or right while eyes are fixed on a given point.

**Depth Perception:** Three-dimensional vision. Ability to judge distance and space relationships so as to see objects where and as they actually are.

**Accommodation:** Ability to adjust focus.

**Speaking/Hearing:** Ability to give and receive information through speaking and listening skills.

**Motor Coordination:**

While performing the duties of this job, the incumbent is regularly required to sit; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The incumbent is frequently required to stand; and walk. The incumbent is occasionally required to climb or balance; and stoop, kneel, crouch, or bend.

**Experience/Educational Requirements:**

**Education:**

A Master's Degree from an accredited four-year college or university in physics, chemistry, geology, engineering or a related field;

**AND**

**Experience:**

Four (4) years of experience in work related to the above described duties;

**OR**

**Education:**

A Bachelor's Degree from an accredited four-year college or university in physics, chemistry, geology, engineering or a related field;

**AND**

**Experience:**

Five (5) years of experience in work related to the above described duties;

**Interview Requirements**

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.