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WM Record File  
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WM Project 16  
Docket No. \_\_\_\_\_  
PDR   
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Distribution:  
REB - ACTION DRM CER HJM  
MSB JOB RDM GWKERR / Linehan  
(Return to Will, 623-33) Johnson  
ETrejanowski, Reg II  
cc: Linehan  
MILLER

<sup>APR 17 10:58</sup>  
**'85 DEPARTMENT OF ENERGY & TRANSPORTATION**  
Watkins Building, 510 George Street  
Jackson, Mississippi 39202-3096  
601/961-4733

April 15, 1985

Mr. Bob Browning, Director  
Division of Waste Management  
U. S. NRC  
Washington, D. C. 20555

Dear Mr. Browning:

The Department of Energy and Transportation is a state agency that receives its mandate from the legislature and is responsible to a board of directors, for three main program areas:

- (1) developing a comprehensive and coordinated statewide transportation system;
- (2) discovering more efficient ways of developing and using energy resources; and,
- (3) determining courses of action to be employed with regard to potential disposal of high-level nuclear waste.

With an annual appropriation of approximately \$20 million dollars, MDET is the recipient agency for federal funds in all of the above mentioned program areas.

In an effort to more appropriately classify positions, establish minimum education and experience requirements based on job content and duties, and assign competitive pay ranges, your assistance is solicited in providing information to us concerning jobs which you believe may be related to the capsule descriptions provided.

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PDR WASTE  
WM-16 PDR

Mr. Bob Browning  
April 15, 1985  
Page 2

Please complete the attached form, attach copies of all job descriptions you believe will be helpful, and return the information to this office by May 1, 1985, or before, if possible.

Thank you in advance for your assistance and cooperation. When all of the information has been compiled, a summary report will be forwarded to you.

Sincerely,

  
Dorothy D. Prestridge  
Director, Personnel

DDP:seb

Attachments

cy: Classification and Compensation Division  
Mississippi State Personnel Board

Classification and Compensation Survey  
 Department of Energy and Transportation  
 510 George Street  
 Dickson Building  
 Jackson, Mississippi 39202

(6)

Contact: \_\_\_\_\_  
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Capsule Description - MDET	Best Match Title and Capsule	Minimum Requirements		Salary Range (Gross Yearly)		JD Attached
		Education Yrs. Type Degree	Experience Gen. Supr.	Min.	Max.	
<p>all program divisions in planning for the use and design of program data for PC analysis.</p> <p><u>Resource Recovery Coordinator</u>—Provides technical and professional assistance to counties and municipalities in the design and implementation of alternative energy sources. Responsible for the policy, planning and implementation of the state's alternative energy sources program.</p>						

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 Department of Energy and Transportation  
 510 George Street  
 Dickson Building  
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Contact: Mr. Bob Browning, Director  
Division of Waste Management  
U. S. NRC  
Washington, D. C. 20555

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		Education Yrs.	Type Degree	Experience Gen. Supr.	Min.	Max.	
<p><u>EXECUTIVE DIRECTOR</u>--Responsible to the board of directors for the state's policy, planning and programs in the areas of: (1) energy management and conservation; (2) high level nuclear waste; and, (3) transportation, including public transit, railroads, ports and waterways. Responsible for the personnel and accounting for funds.</p> <p><u>Nuclear Waste Division Director</u>--Directs the division and supervises the staff (professional, technical and clerical) responsible for the states high level nuclear waste policy, planning and programs. Includes responsibility for budgeting, grant applications/monitoring, and serving as the agency's and state's representative to the state's nuclear advisory and policy councils, the legislative bodies, congressional delegation and to other representative states. Serves as a member of the management advisory team to the Executive Director.</p> <p><u>Transportation Division Director</u>--Directs the division and supervises the staff (professional, technical and clerical) responsible for the state's policy, planning and programs related to transportation systems including public transit, railroads, ports, and waterways. Includes responsibility for budgeting, grant applications, and serving as the agency's and state's representative in all matters relating</p>							

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Contact:


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		Education Yrs. Type Degree	Experience Gen. Supr.	Min.	Max.		

the above listed programs, including policy advisory councils, legislative bodies, congressional delegation and to other representative states. Serves as a member of the management advisory team to the executive director

Energy Division Director--Directs the division and supervises the staff (professional, technical, clerical) responsible for the state's energy conservation and energy management policy planning and programs, including but not limited to: waste-to-energy; reduction of energy consumption; energy extension; energy management; institutional, residential, commercial, governmental state energy data base; state energy plan and resource management programs. Responsible for budgeting, grant application/monitoring and serving as the agency's and state's representative to advisory and policy councils, legislative bodies, congressional delegation and to other representative states. Serves as a member of the management advisory team to the executive director.

Personnel Division Director--Directs the division and supervises the staff (professional, paraprofessional, clerical) responsible for the agency's personnel programs and policies including employee benefits; counseling, appeals, performance appraisal system, classification, compensation, recruitment, selection, manning

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affirmative action and EEO. Serves as the agency Disadvantaged Business Enterprise and Women's Business Enterprise Officer, training director and public relations/information representative. Responsible for budgeting for the personnel services portion of the agency's budget and that of the personnel office. Serves as a member of the management advisory team to the executive director.

Accounting and Data Processing Division Director--Directs the division and supervises the staff (professional, technical, paraprofessional, clerical) responsible for all funds and data processing. Includes monitoring of funding sources and appropriately accounting for funds received, retained and disbursed. Includes: responsibility for compiling agency's budget and representing the agency in appropriation hearings with the state legislature; monitoring income and expenditure sources, contractual agreements, investments; planning and implementing sound accounting and technical data processing functions. Serves as the agency's representative with the State Treasurer, State Auditor, and the State agency designated to monitor compliance with legislative intent of the appropriations. Serves as a member of the management advisory team to the executive director.

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Contact:


Capsule Description - MDET	Best Match Title and Capsule	Minimum Requirements			Salary Range (Gross Yearly)		JD Attached
		Education Yrs.	Type Degree	Experience Gen. Supr.	Min.	Max.	
<p><u>Nuclear Waste Branch Manager</u>--Directs the activities and supervises staff (Professional, technical, and paraprofessional) responsible for the state's high-level nuclear waste program. Includes analysis organizing, coordination, developing long and short range plans and implementating those plans in accordance with the state policy.</p>							
<p><u>Energy Branch Manager</u>--Directs the activities and supervises the staff (professional, technical, paraprofessional and clerical) responsible for a wide variety of energy conservation/management related programs for the state including but not limited to: waste-to-energy, energy consumption, energy extension, states energy data base, energy resource management, innovative financing of energy related programs. Includes energy management and conservation programs in industry, commercial, governmental, and residential.</p>							
<p><u>Public Transit Branch Manager</u>--Directs the activities and supervises the professional staff responsible for the state's public transit programs including, Section 18 and Section 16 (b)(2) programs.</p>							
<p><u>Ports, Waterways and Railroad Branch Manager</u>-Directs the activities of the state's ports, waterways and railroad transportation programs including but not limited to analysis, policy, planning and implementation.</p>							

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<p><u>Transportation Specialist</u>--Provides professional and technical assistance to the Transportation Division Director in the development, assessment, coordination and implementation of the states multi-modal transportation plan including but not limited to public transit, ports, waterways, and railroad transportation.</p>							
<p><u>Nuclear Waste Specialist</u>--Provides professional and technical assistance in analyzing, planning, organizing and coordinating the state's high level nuclear waste program, especially as concerns site selection and characterization.</p>							
<p><u>Public Transit Specialist</u>--Provides professional assistance in the development, assessment, coordination and monitoring of the state's urban and rural mass public transportation program including the elderly and handicapped programs.</p>							
<p><u>Energy Program Specialist Senior</u>--Provides professional, administrative and supervisory duties covering a wide range of programs, projects, conferences, and other related responsibilities essential to the maintaining effective, efficient energy program operations including directing, administering and monitoring these programs on a state-wide basis.</p>							
<p><u>Data and Program Services Coordinator</u>--Provides technical computer assistance )</p>							

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Donna

DEPARTMENT OF ENERGY & TRANSPORTATION

Watkins Building, 510 George Street  
Jackson, Mississippi 39202-3096  
601/961-4733

April 15, 1985

JOAN H.  
QEB GET SAME LTR. COULD  
YOU HAVE WHOEVER GET TICKET  
INDICATE THAT RESPONSE IS COVERING  
ALL DOWN STATE THAT RCU'S LTR.  
THANKS. John J.

Mr. John Linehan  
Salt Project Section Leader  
U. S. NRC  
Washington, D. C 20555

Dear Mr. Linehan:

The Department of Energy and Transportation is a state agency that receives its mandate from the legislature and is responsible to a board of directors, for three main program areas:

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*Donna*

*JCS  
I think  
this would  
be appropriate  
for you  
to handle.  
Any  
problems?  
Bus*

**DEPARTMENT OF ENERGY & TRANSPORTATION**

Watkins Building, 510 George Street

Jackson, Mississippi 39202-3096

601/961-4733

April 15, 1985

Mr. Hub Miller, Director  
Repository Projects Branch  
U. S. NRC  
Washington, D. C. 20555

Dear Mr. Miller:

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