



## MISSISSIPPI STATE DEPARTMENT OF HEALTH

5 November 2010

Duncan White, Branch Chief,  
State Agreements and Industrial Safety Branch, DMSSA, FSME  
MS: 8E24  
U.S. NRC  
Washington, DC 20555-0001

Dear Mr. White:

I am sending you this letter to share some wonderful news related to the Mississippi Radiological Health Program!

You may recall that following our last IMPEP review of 20-24 April 2009, the Mississippi Radiological Health Program was found to be adequate and compatible with the U.S. Nuclear Regulatory Commission (NRC) to protect public health and safety in Mississippi. As part of the review, the program had a finding related to staff turnover. Based on new approvals provided by the Mississippi State Personnel Board (MSPB), which addresses this finding, I am submitting this letter as an additional response to our last review.

Specifically, this response is designed to address the findings that *"The review team recommends that the State take additional actions, such as increasing salary and benefits, to stabilize staffing and ensure continued program implementation. (Section 3.1 of the 2005 IMPEP Report)"* The State responded, "based on our exit conference from the recent IMPEP inspection, that we would resubmit our request for salary realignments through the Mississippi State Personnel Board. We plan to include with our updated requests, the facts that the Mississippi State Department of Health is the only agency with these position classifications and the fact that the radiological health program is not funded through general state funding. Based on these facts we are hopeful that our request will find favor."

After updating a review of salaries and benefits of other state Radiological Health Programs we submitted a new salary proposal to the MSPB for consideration. I was asked to defend our proposal on 26 August 2010 at the MSPB and I am very pleased to report that our proposal was approved unanimously. (Copy enclosed) The new salary proposal will increase salaries by approximately 17% to 31%. It will also allow flexibility not previously had for the six (6) Health Physicist positions from the HP Trainee level to HP Advanced. (Copy enclosed)

We wish to thank NRC for their recommendations and assistance with this matter. It was noted that the letter of 8 September 2009 (to the late Dr. Ed Thompson, State Health Officer by Mr. Martin J. Virgilio, Deputy Director for Materials, Waste, Research, State, Tribal, and Compliance Programs) identifying the Division's ability to continue to protect public health and safety - as well as provide adequate recruiting and retention of technical staff - was a big asset in achieving this goal.

If you need additional information or further clarification, please do not hesitate to contact B. J. Smith, Director, Radiological Health, or myself at 601-987-6893, or via email at [bjsmith@msdh.state.ms.us](mailto:bjsmith@msdh.state.ms.us).

With kindest regards,



Jim Craig, Director  
Office of Health Protection  
Mississippi State Department of Health

Cc: Rachel Browder  
U.S. NRC  
612 E. Lamar Blvd., Suite 400  
Arlington, TX 76011-4125

B.J. Smith, Director  
Mississippi Radiological Health

File – NRC (IMPEP)

Attachments: Copy of the approved minutes of the 26 August 2010, Mississippi State Personnel Board meeting

Copy of the new Radiological Health job classifications as approved by the Mississippi State Personnel Board

Rad Health Starting Salary Comparison							
<u>Title</u>	<u>Current Salary</u>	<u>Proposed Salary</u>	<u>Difference</u>	<u>% Δ</u>	<u>Educ &amp; Experience Requirements</u>	<u>Prof Development Requirements</u>	
PH-Health Physicist Trainee	\$26,236.84	\$30,632.97	\$4,396.13	16.76%	Bachelors Degree	None	
PH-Health Physicist I	\$29,571.72	\$33,696.27	\$4,124.55	13.95%	Masters Degree	None	
					Bachelors Degree + 1	None	
PH-Health Physicist II	N/A	\$37,065.90	New	New	Masters Degree + 3	Completion of all Group I	
					Bachelors Degree + 4	Requirements	
PH-Health Physicist III	\$31,889.67	\$40,772.49	\$8,882.82	27.85%	Masters Degree + 6	Completion of all Group II	
					Bachelors Degree + 7	Requirements	
PH-Health Physicist IV	N/A	\$44,849.74	New	New	Masters Degree + 9	Completion of all Group III	
					Bachelors Degree + 10	Requirements	
PH-Health Physicist Advanced	N/A	\$49,334.71	New	New	Masters Degree + 12	Completion of all Group IV	
					Bachelors Degree + 13	Requirements	
PH-Health Physicist Administrative	\$41,254.98	\$54,268.18	\$13,013.20	31.54%	Masters Degree + 5	Completion of all Group	
					Bachelors Degree + 6	I-IV Requirements	
PH-Director, Radiological Health	\$48,962.52	\$59,695.00	\$10,732.48	21.92%	Doctoral Degree + 4	Completion of all Group	
					Masters Degree + 6	I-IV Requirements	
					Bachelors Degree + 7		
Above proposed salaries and job classes for new career ladder for Radiological Health Organization.							

# PROPOSED HP TRAINING-SALARY PROGRAM

## Average Salaries of Alabama, Tennessee, Louisiana, and Arkansas

Health Physicist Trainee (new hire)	\$30,541.00
Health Physicist I (at least 1 year experience)	\$33,964.00
Health Physicist II (at least 2 to 3 years experience)	\$36,000.00 ( <i>Proposed</i> )
Health Physicist III (at least 3 years experience)	\$38,797.00
Health Physicist Administrative	\$46,474.00

\*\*\* Currently we have four steps of progression. It would benefit us if we had a five step career ladder - Health Physicist trainee I, II, and III. \*\*\*

In addition, most of the other states allow steps for training. Of the states that I talked to, Arkansas seemed to have the best training plan developed. It includes training that we already receive. By allowing benchmarks for training, it would reward the health physicists that get all the training they can.

# PROPOSED HP TRAINING-SALARY PROGRAM

## GROUP I REQUIREMENTS

3% of Annual Salary

The Group I Criteria for the Health Physicist Salary Training Program requires the completion of the following:

- ☐ The completion of at least two (2) years of continuous service within the Radiation Health program
- ☐ Radiological Emergency Response Operations (one (1) week course) conducted by the Federal Emergency Management Agency

AND

- ☐ Applied Health Physics Course (one (1) week conducted by a recognized institution approved by the Director of Radiological Health.

Examples are:

H-117 -- Introductory Health Physics;

MQSA (1) – Radiation Physics (two (2) Weeks);

FDA ONLINE X-RAY FIELD TESTING TRAINING  
Module 1 – Introduction to Radiological Physics;

FDA ONLINE X-RAY FIELD TESTING TRAINING  
Module 2 – Above Table Radiographic X-ray Systems;

OR

- ☐ Applied Health Physics (Five (5) Weeks) – Oak Ridge, TN

# **PROPOSED HP TRAINING-SALARY PROGRAM**

## **GROUP II REQUIREMENTS**

**3% of Annual Salary**

The Group II Criteria for the Health Physicist Salary Training Program requires:

- ☐ The completion of at least three (3) years of continuous service within the Radiological Health program.
- ☐ The completion of two (2) of following:
  - (1) Licensing Practices and Procedures (One (1) Week) - NRC
  - (2) Inspection Procedures (One (1) Week) - NRC
  - (3) Radiological Accident Assessment (One (1) Week) - FEMA
  - (4) Advanced Radiological Incident Operations (One (1) Week) - FEMA
  - (5) MQSA (2) – Inspection Techniques Procedures (Two (2) Weeks) - FDA
  - (6) MQSA (3) – MQSA Rules/Regulations (Two (2) Weeks) - FDA
  - (7) Health Physics in Radiation Accidents - REAC/TS
  - (8) Medical X-ray Survey Techniques Course - U.S. Army Medical Department C & S
  - (9) FDA ONLINE X-RAY FIELD TESTING TRAINING  
Module 2 – Above Table Radiographic X-ray Systems;

# PROPOSED HP TRAINING-SALARY PROGRAM

## GROUP III REQUIREMENTS

## 4% of Annual Salary

Group III requires the completion of four (4) radiological or emergency management technical training courses. The specific requirements are as follows:

- ☐ The completion of at least four (4) years of continuous service within the Radiological Health program;
- ☐ Where feasible, each course must be at least a minimum of three (3) days in length. In unique situations, approved shorter courses may be given fractional course credit, i.e., an one (1) day course may be considered as an 1/3 credit and a two (2) day course may be considered as an 2/3 credit.
- ☐ Each course must be relevant to the Section's technical and/or radiological emergency management responsibilities.
- ☐ Each course application must be approved by the Director of Radiological Health.
- ☐ Each course must be sponsored or conducted by a recognized federal or state agency, professional or technical organization or accredited school. Group II listed courses, not previously completed, are eligible.

Reference may be made to the following course listing:

- (1) Technical training coordinated by the Nuclear Regulatory Commission:
- (2) Licensing Practices and Procedures (One (1) Week) – NRC
- (3) Inspection Procedures (One (1) Week) – NRC
- (4) Inspection for Performance Materials Version
- (5) Environmental Monitoring for Radioactivity
- (6) Air Sampling for Radioactive Materials
- (7) Radiological Surveys in Support of Decommissioning
- (8) Diagnostic and Therapeutic Nuclear Medicine

Reference may be made to the following course listing:

Technical training coordinated by the Nuclear Regulatory Commission:

- (1) Safety Aspects of Industrial Radiography
- (2) Transportation of Radioactive Materials

# **PROPOSED HP TRAINING-SALARY PROGRAM**

- (3) Internal Dosimetry and Whole Body Counting
- (4) Teletherapy and Brachytherapy
- (5) Safety Aspects of Well Logging

Technical training sponsored by the Federal Emergency Management Agency:

- (1) Radiological Accident Assessment (One (1) Week)
- (2) Advanced Radiological Incident Operations (One (1) Week)
- (3) Radiological Exercise Evaluation
- (4) Radiological Planning Workshop
- (5) Exercise Development Course
- (6) WMD Technical Emergency Response Training (TERT) Course

Technical training coordinated by the Food & Drug Administration

- (1) MQSA (2) – Inspection Techniques Procedures (Two (2) Weeks)
- (2) MQSA (3) – MQSA Rules/Regulations (Two (2) Weeks)

Technical training coordinated by Department of Energy

- (1) Domestic Nuclear Detection Office's REACHBACK Course



# PROPOSED HP TRAINING-SALARY PROGRAM

## GROUP IV Requirements

## 5% of Annual Salary

- ☐ The completion of at least five (5) years of continuous service within the Radiological Health program;
- ☐ Where feasible, each Advanced Course must be at least four (4) days in length.
- ☐ Each Advanced Course must be relevant to:
  - a. The Section's technical and/or radiological emergency management responsibilities, and.
  - b. The applicant's technical and/or radiological emergency management responsibilities.
- ☐ Each Advanced Course must be sponsored or conducted by recognized federal or state agency, professional or technical organization, or an accredited school.
- ☐ Each course application must be approved by the Director of Radiological Health.
- ☐ The Group IV Criteria for the Health Physicist Salary Training Program requires the completion of four (4) of the following:

Technical training coordinated by the Nuclear Regulatory Commission:

- (1) Health Physics Technology (H-201)
- (2) Irradiator Technology (H-315)
- (3) MARISSM Investigation Manual Course (H-121)
- (4) NRC Security Systems & Principles Course
- (5) Root Cause/Incident Investigation Workshop (G-205)
- (6) RESRAD-Offsite Workshop (H-410)

Technical training sponsored by the Federal Emergency Management Agency:

- (1) Radiological Accident Assessment Concepts (RAAC) Course (#E341)

# PROPOSED HP TRAINING-SALARY PROGRAM

Technical training coordinated by the Food & Drug Administration:

(1) Advanced Radiological Health – FDA

## OTHER

Advanced Technical Radiological Training Courses determined by the Director of Radiological Health to be appropriate to meet the criteria and intent of the Level IV Training Requirements.

## MISSISSIPPI STATE PERSONNEL BOARD MINUTES

August 26, 2010 10:00 a.m.

Mississippi State Personnel Board Conference Room

Jackson, Mississippi

The public meeting of the Mississippi State Personnel Board (hereinafter referred to as "MSPB") was convened on August 26, 2010 at 10:00 a.m. at the MSPB Conference Room, First Floor, 301 North Lamar Street, Jackson, Mississippi, pursuant to public notice duly given.

### BOARD MEMBERS PRESENT

Donald Brown, Chairman

Tommye Dale Favre (Via Telephonic  
Conference)

Robert Jones, Vice Chairman

L. H. Gibson (Via Telephonic Conference)

### LEGISLATIVE ADVISORS PRESENT

Senator Perry Lee

### MSPB STAFF PRESENT

Lynn Fitch

Mary McDonald

Gene Evans

Cheryl Lunsford

Gretchen Kimble

Ryan Beard

Vickie Jackson

Jim Nelson

Jim Beaugez

Faye James

Jesse Graham

### GUESTS PRESENT

Ron Davis, MS State Dept of Health

Mark Haley, MS State Dept of Health

Jim Craig, MS State Dept of Health

Katie Storr, MS State Hospital

Katie Womack, DFA/MMRS

Jenny Bearss, DFA/MMRS

Chad Allen, PEER

## I. CALL TO ORDER AND INITIAL MATTERS

**A. Chairman Donald Brown called the meeting to order at approximately 10:00 a.m.**

**B. Consideration of the minutes for the July 22, 2010 board meeting**

- A motion was made by Ms. Favre to approve the July 22, 2010 minutes as presented. The motion was seconded by Mr. Jones and unanimously approved by all members present.

### **C. Consideration of the Per Diem**

- A motion was made by Mr. Jones to approve the July 22, 2010 Per Diem. The motion was seconded by Ms. Favre and unanimously approved by all members present.

## **II. OFFICE OF HUMAN CAPITAL CORE PROCESSES**

### **A. Request from the Mississippi State Department of Health for Job Classification Series Establishment "PH-Health Physicist" and Job Classification Establishment for "PH-Director, Radiological Health"**

Ryan Beard presented the Board with a request from the Mississippi State Department of Health for approval of its new job classification series "PH-Health Physicist" and for approval of the new job classification "PH-Director, Radiological Health." The Department of Health also requested re-classification authority for levels Trainee through IV of the PH-Health Physicist job class series.

- After brief discussion, a motion was made by Ms. Favre to accept the MSPB staff recommendation to approve the Department of Health's new job classification series "PH-Health Physicist," new job classification "PH-Director, Radiological Health" and re-classification authority for levels Trainee through IV of the PH-Health Physicist job class series. The motion was seconded by Mr. Gibson and unanimously approved by all members present through roll call method. The request as presented to the Board is appended hereto as attachment **A** to the minutes.

### **B. Request from the MSPB Executive Director for Information Technology Professional Development Committee Nominations**

Ryan Beard presented the Board with a request from the MSPB Executive Director to approve certain nominations to the Information Technology Professional Development Committee (ITPDC)

- After brief discussion, a motion was made by Ms. Favre to approve the appointments of Linda Chase, Becky Thompson and Rita Rutland to the ITPDC. The motion was seconded by Mr. Jones and unanimously approved by all members present through roll call method. The request as presented to the Board is appended hereto as attachment **B** to the minutes.

### **C. Request from Mississippi Department of Mental Health-Mississippi State Hospital for Recruitment Flexibility**

Ryan Beard presented the Board with a request from the Mississippi State Hospital, a sub-agency of the Mississippi Department of Mental Health, for Recruitment Flexibility in the amount of 20% for the Medical Technologist, Senior job classification.

- After brief discussion, a motion was made by Mr. Jones to approve the MSPB staff recommendation to award 20% Recruitment Flexibility for the Medical Technologist, Senior job classification. The motion was seconded by Mr. Gibson and unanimously approved by all members present through roll call method. The request as presented to the Board is appended hereto as attachment **C** to the minutes.

### **III. OFFICE OF GENERAL COUNSEL**

#### **A. Mississippi Real Estate Commission Legal Services Contract Approval Request**

- Gretchen Kimble presented the Board with a request to approve a legal services contract between John Maxey, II of Maxey Wann, PLLC and the Mississippi Real Estate Commission in the amount of \$110,000.00 for legal services in Fiscal Year 2011. After brief discussion, a motion was made by Mr. Jones to approve the presented legal services contract. The motion was seconded by Ms. Favre and unanimously approved by all members present through roll call method. The request as presented to the Board is appended hereto as attachment **D** to the minutes.

### **IV. UPDATES AND REPORTS**

#### **A. Executive Director's Report**

- Fiscal Year 2012 Budget
  - a. Overview / MSPB Budget hearing scheduled for September 20, 2010 at 1:45 p.m.
- MSPB Board Retreat has been postponed because of conflicting board member schedules in October
- MSPB Board meeting scheduled for Thursday, October 21, 2010 will proceed on the Coast
  - a. Dinner Wednesday Evening
  - b. Meeting Thursday Morning at 9:00 a.m.
- Videotaping of Executive Director Lynn Fitch and Testimonials from Training Graduates to promote Workforce Development programs
- MSPB Instructor Meeting held on August 5, 2010
- Executive Director Lynn Fitch attended the Mississippi College Law School Professionalism Program August 11, 2010
- All MSPB staff completed Birkman Sessions on August 12 and 13, 2010
- MSPB submitted its Five Year Strategic Plan to the Legislative Budget Office on August 16, 2010
- Partnership meeting between MSPB and the Department of Revenue held on August 23, 2010

## **B. Personal Services Contract Review Board**

- Faye James presented the Board with a summary of the activities of the Personal Services Contract Review Board for the month of July 2010. A copy of the information provided to the Board is appended hereto as Attachment **E** to the minutes.

## **C. Legal Services Contracts**

- Gretchen Kimble briefed the Board on the Legal Services Contracts approved by the Mississippi Attorney General's Office and the MSPB Executive Director since the July 2010 Board Meeting. A copy of the information provided to the Board is appended hereto as Attachment **F** to the minutes.

## **V. EXECUTIVE SESSION**

- A.** Mr. Jones moved that the meeting be closed to consider going into executive session to discuss the Joint Committee on Performance Evaluation and Expenditure Review ("PEER Committee") requests for information. The motion was seconded by Mr. Gibson and unanimously approved by all members present through roll call method.
- B.** The Chairman then closed the meeting and excused the public from the room. Mr. Jones then moved that the Board go into executive session in accordance with the Mississippi Open Meeting Act to conduct a strategy session with respect to prospective litigation involving PEER Committee requests for information submitted to MSPB. The motion was seconded by Ms. Favre and unanimously approved by all members present through roll call method.
- C.** The public was then invited to return to the room. The Chairman announced that the Board voted to enter into executive session to conduct a strategy session with respect to prospective litigation involving PEER Committee requests for information submitted to MSPB and excused the public from the board room.
- D.** The Board then discussed the matter but no action was taken in executive session. At the conclusion of this discussion, Mr. Jones moved that the Board return to regular session. The motion was seconded by Ms. Favre and unanimously approved by all members present through roll call method.
- E.** The Chairman then opened the meeting, invited the public back into the room and announced that the Board conducted a strategy session with respect to prospective litigation involving PEER Committee requests for information submitted to MSPB and that no action regarding the matter was taken in executive session.

## **VI. GENERAL ANNOUNCEMENTS**

- A.** None

## **VII. OTHER BUSINESS**

- A.** The next MSPB Board Meeting will be held on September 16, 2010.

### **VIII. ADJOURNMENT**

- A. A motion was made by Mr. Jones, seconded by Ms. Favre and unanimously approved by all members present through roll call method to adjourn the August 26, 2010 meeting.

These minutes of the Mississippi State Personnel Board were approved as presented to the members on the \_\_\_\_\_ day of \_\_\_\_\_, 2010.

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Chairman Donald Brown  
Mississippi State Personnel Board