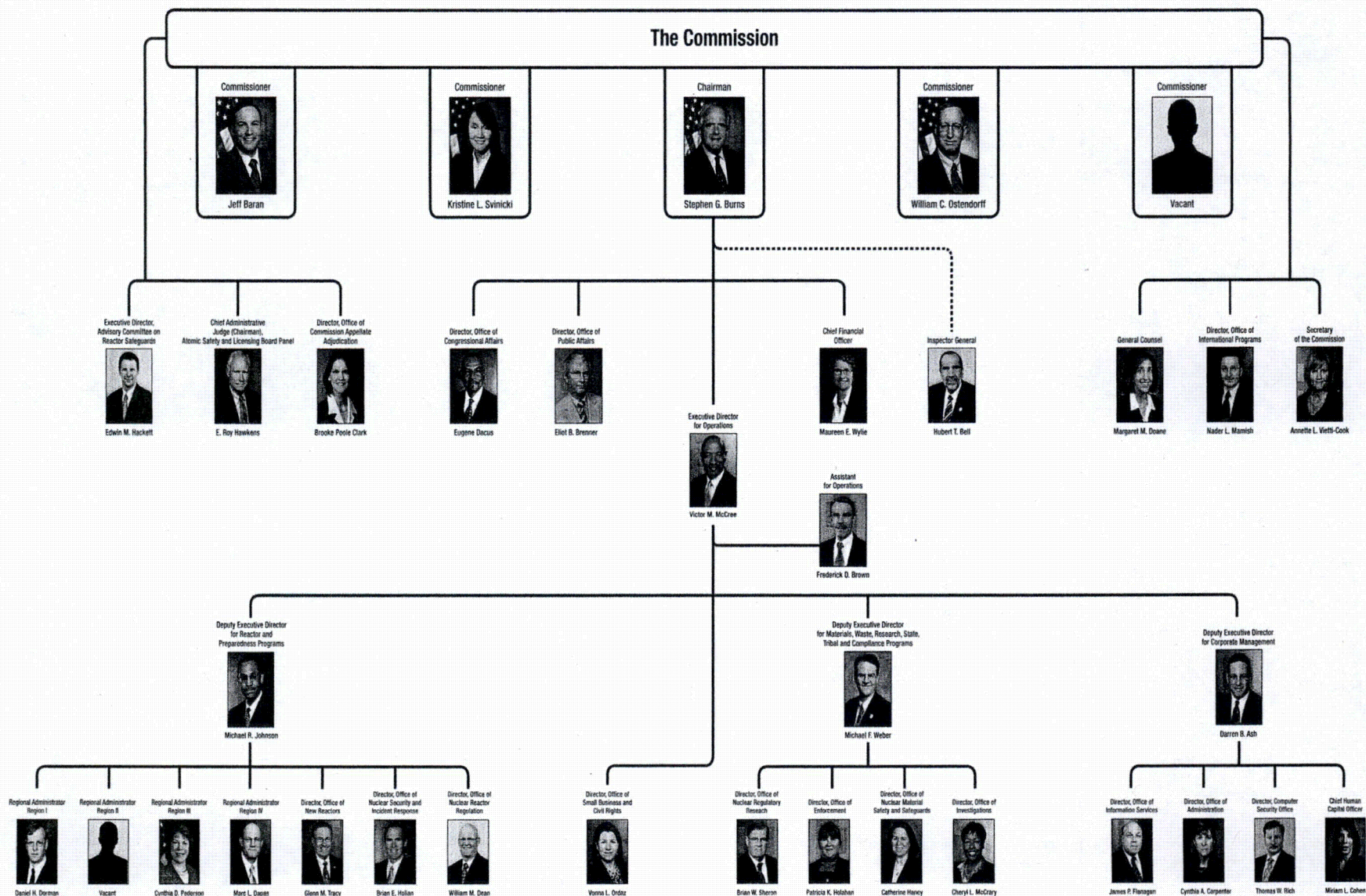


U.S. Nuclear Regulatory Commission



Director
Office of Enforcement
SES General

PURPOSE OF POSITION

The Director, Office of Enforcement provides programmatic leadership, and oversees, manages, and directs the development and implementation of policies and programs for enforcement of NRC requirements. Responsible for the development of NRC policy regarding the management of allegations from sources external to NRC. Provides oversight of the agency's allegations management programs. Oversees the NRC allegations review process and provides policy and program guidance regarding the process across agency lines of authority. Responsible for external safety culture policy matters. Coordinates with the Office of Investigations (OI) on issues involving discrimination and wrongdoing associated with allegations from sources external to NRC.

EXECUTIVE CORE QUALIFICATIONS

Leading Change: Ability to bring about strategic change, both within and outside the organization, to meet organizational goals. Inherent to this ECQ is the ability to establish an organizational vision and to implement it in a continuously changing environment.
Competencies: Creativity and Innovation, External Awareness, Flexibility, Resilience, Strategic Thinking, Vision

Leading People: Ability to lead people toward meeting the organization's vision, mission, and goals. Inherent to this ECQ is the ability to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts. **Competencies:** Conflict Management, Leveraging Diversity, Developing Others, Team Building

Results Driven: Ability to meet organizational goals and customer expectations. Inherent to this ECQ is the ability to make decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks. **Competencies:** Accountability, Customer Service, Decisiveness, Entrepreneurship, Problem Solving, Technical Credibility

Business Acumen: Ability to manage human, financial, and information resources strategically. **Competencies:** Financial Management, Human Capital Management, Technology Management

Building Coalitions: Ability to build coalitions internally and with other Federal agencies, State and local governments, nonprofit and private sector organizations, foreign governments, or international organizations to achieve common goals. **Competencies:** Partnering, Political Savvy, Influencing/Negotiating.

PROFESSIONAL/TECHNICAL QUALIFICATIONS

Management skill sufficient to direct an organization with technically complex responsibilities and overlapping interest with Federal, state, and private organizations in the fields of environmental protection and public health and safety.

Demonstrated ability to understand scientific and technical principles sufficient to evaluate legal requirements against technical findings from inspections and investigations in order to

determine appropriate safety significance of violations and to develop, approve, and manage enforcement actions against the nuclear industry.

Knowledge of the Atomic Energy Act of 1954, as amended, the Energy Reorganization Act of 1974, and other legal authorities bearing on the enforcement activities.

Knowledge of NRC's responsibilities in protecting public health and safety, and the environment, and with the nuclear regulatory process including the relationships between NRC and licensees, permittees, applicants, and their contractors and vendors.

ADMINISTRATION

Provides programmatic leadership, and oversees, manages, and directs the development and implementation of policies and programs for enforcement of NRC requirements. Provides programmatic and implementation direction to Regional and Headquarters offices conducting or involved in enforcement activities.

Assures that Regional enforcement programs are adequately carried out. Assesses regional implementation of Office of Enforcement programs to determine what degree program requirements are being met. Assesses the effectiveness of each established program and determines whether the regions are implementing the programs in a technically adequate and consistent manner.

Develops and administers programs and policies for enforcement actions, including preparing and issuing notices of violations, proposed civil penalties orders, and orders to revoke, suspend, or modify a license.

Develops NRC policy regarding the management of allegations from sources external to NRC.

Provides oversight of the agency's allegations management programs.

Oversees the NRC allegations review process and provides policy and program guidance regarding the process across agency lines of authority.

Responsible for external safety culture policy matters.

Coordinates with the Office of Investigations (OI) on issues involving discrimination and wrongdoing associated with allegations from sources external to NRC.

Recommends and develops policy options for Commission consideration on matters within delegated authority.

Implements corporate management strategies consistent with the Agency's Strategic Plan.

Develops and implements recruitment, development and retention strategies to achieve a high quality diverse workforce with the skills needed to accomplish program goals and objectives. Identifies critical skill and training needs of the organization and identifies and implements human capital strategies to close critical skill gaps. Staff recruitment, development and retention strategies promote workforce diversity and diversity management.

Requests and utilizes financial resources effectively and efficiently to accomplish agency mission and goals.

Ensures that staff performance is managed effectively and performance plans identify key performance priorities and appraisal results indicate meaningful distinctions are made in staff performance assessments.

Assigns and directs work within the organization, evaluating staff and organizational effectiveness in accomplishing assigned tasks, and trouble-shooting problems that arise in accomplishing the goals and objectives of the organization. Develops and implements more efficient and streamlined methods and procedures to accomplish the goals and objectives of the organization.

CONTACTS

Ongoing contact with the Commission, Executive Director for Operations, Deputy Executive Directors, Office Directors and Regional Administrators, senior industry officials, and representatives of Federal and state agencies who possess a joint interest in the matters that are under the jurisdiction of the Office of Enforcement.

Contacts and interactions frequently involve communication issues and strategies that have significant impact on major agency programs.

COMMITMENTS

Reports to the Deputy Executive Director for Materials, Waste, Research, State, Tribal, and Compliance Programs (SES), Office of the Executive Director for Operations.

The incumbent has full authority and responsibility to take action required to fulfill assigned responsibilities and is expected to exercise independent judgment and authority on assignments. Performance is reviewed in terms of accomplishments of policy and program objectives.

Develops and implements an organizational vision which integrates key program goals, priorities, values, and other factors. Balances change and continuity. Continually strives to improve internal and external customer service and organizational performance within the basic agency framework. Creates a work environment that encourages creative thinking.

Designs and implements strategies which maximize employee potential and fosters high ethical standards in meeting the agency's vision, mission, and goals.

Stresses to employees the importance of accountability and continuous improvement, timely and effective decision making, and production of results through strategic planning and the implementation and evaluation of programs and policies.

Acquires and administers human, financial, material, and information resources in a manner that instills public trust and accomplishes the organization's goals, and uses new technology to enhance decision making.

Explains, advocates, and expresses facts and ideas in a convincing manner. Develops an expansive network with other organizations by establishing and maintaining working

relationships with other program and staff support offices, and by developing and enhancing alliances with external groups.

FUNCTIONAL STATEMENT

Serves as a staff member for issues involving the oversight and assessment of the Baseline Inspection Program (BIP) and security and safeguards licensing, policies and procedures, relating to the security of operating commercial power reactors, decommissioning facilities, and spent fuel storage facilities. Develops policies and procedures for the BIP, and advises the Branch Chief and other NRC management on the need for new or revised security and safeguards policies, procedures and inspection program activities. Provide technical support to security and safeguards licensing and inspection programs for NRC headquarters staff and NRC regional offices. Assess the need for regulatory changes to ensure consistency with NRC policies and inspection for protecting public health, safety, and the environment and ensuring the common defense and security; to reduce unnecessary regulatory burden, and to improve efficiency and effectiveness.

REGULAR DUTIES

Identifies policy, programmatic, and regulatory issues associated with the operating commercial power reactors, decommissioning facilities, and spent fuel storage facilities reactor security and inspection programs. Advise the Team Leader and Branch Chief of policy issues relating to licensing, inspection, and performance assessment of licensees' security programs to include Fitness-for-Duty (FFD) and Access Authorization (AA) programs for power reactors.

Identify and resolve programmatic issues involving licensing, including the review of commitments made in licensees' physical security plans and procedures. When necessary, direct staff effort to review regulatory requirements including FFD and AA against licensee commitments and to distinguish between the levels of assurance provided by the requirements and that provided by the licensees' commitments.

Assists the Branch Chief in program development and maintenance (i.e., budget, staffing plans, and inspection program policies). Recommends allocation of resources within the branch based on workload and priorities. Ensures plans and schedules are maintained (i.e. inspection schedules, inspection report timeliness). Recommends appropriate action to take in response to actions and activities within the Branch's scope of responsibility.

Identify and resolve policy-related issues involving inspection activities for NRC licensed facility security inspection programs including FFD and AA. Reviews include an assessment of changes

necessary based on changing policies, and must be informed by the NRC's BIP.

Advises the Team Leader and Branch Chief on regulatory issues involving power reactor security programs (i.e. FFD and AA) and procedures, including the need to revise regulatory requirements based on a changing threat environment. Recommendations include consideration of information from the intelligence community and long and short-term demands on licensee resources.

Interfaces with management of other government agencies, security organizations, and industrial organizations engaged in safeguards technology to keep abreast of the latest concepts, theories, and developments. Assesses the relative importance of such data with respect to the scope and content of existing or proposed security and safeguards programs.

Participate, as assigned, in special NRC panels, task forces, and special projects.

Develops technical assistance requirements and needs, and formulates procurement requests to meet these requirements. Monitors and controls technical aspects of technical assistance contracts.

Represent the Office of Nuclear Security and Incident Response in meetings with industry, Federal, State, and local government agencies.

Presents staff positions to the Advisory Committee on Reactor Safeguards, the Office of the Executive Director for Operations (EDO), EDO staff, and the Commissioners on security and safeguards policy, programs, BIP, and regulatory issues.

Mentors junior staff in applying security and safeguards policy, programs, and regulations; in developing written work products; and in effectively communicating with licensees, NRC management, the Commission, and external stakeholders.

BASIC SKILLS

Expert knowledge of and experience in physical and information protection systems to perform complex analyses of the interaction between these systems and other facility systems.

Knowledge of safeguards technology and measures and the Commission's security and safeguards policies and programs for commercial power reactors, decommissioning facilities, and spent fuel storage facilities.

Knowledge of FFD and AA programs for power reactors.

Ability to direct the safeguards licensing and inspection efforts for commercial power reactors, decommissioning facilities, and spent fuel storage facilities. Ability should include extensive

experience with commercial power reactors, decommissioning facilities, spent fuel storage facilities activities security regulations and associated licensees' security plans.

Ability to effectively communicate orally and in writing to support agency security policies and inspection programs for the physical security of NRC licensed facilities.

Ability to participate and coordinate efforts within a team of security specialists engaged in evaluations of licensee's security programs and to act as the NRC spokesperson in interactions with senior licensee facility and corporate management.

CONTACTS

Daily contacts with NRC management at the Team Leader, Branch Chief and the technical staff levels in the program offices to develop, discuss, and review technical analyses of security and inspection issues.

Frequent contact with Division and Office Directors to discuss and provide recommendations for proposed and new technical positions related to policy and inspection program security issues.

Frequent contact with top managers of outside vendors and other security organizations to discuss and explain new technical and policy positions in physical security at NRC licensed facilities.

Frequent contact with NRC regional staff to discuss and explain technical and policy positions, for both generic and site-specific security and inspection issues.

Frequent contact with NRC contractors to provide technical guidance and project oversight for contracts being overseen.

Occasional contact with senior licensee facility and corporate management to present potentially controversial performance assessment findings and to explain security program regulatory requirements.

Occasional contact with the Advisory Committee on Reactor Safeguards, the EDO, EDO staff, the Commissioners and their staff to explain new technical and policy positions related to security licensing and inspection programs at NRC licensed facilities.

Occasional contact with Members of Congress, Congressional members' and committees' staffs, and General Accounting Office and Congressional Research Service staffs, to discuss the results of security licensing and inspection evaluation efforts and the adequacy of current security and safeguards policies, programs, and regulations.

Occasional contact, as with the Office of Homeland Security, Department of Energy, Department of Transportation, Department of State, and Department of Defense personnel to discuss and coordinate security and safeguards issues.

RESPONSIBILITY FOR DECISIONS

Supervision Received

Branch Chief, GG-15

General Supervision "A"

Within a framework of priorities, funding and overall project objectives (e.g., cost reduction, improved effectiveness and efficiency, better workload distribution, or implementation of new work methods), the employee and supervisor develop a mutually acceptable project plan which typically includes identification of the work to be done, the scope of the project, and deadlines for its completion.

Within the parameters of the approved project plan, the employee informs the supervisor of potentially controversial findings, issues, or problems with widespread impact.

Completed projects, evaluations, reports, or recommendations are reviewed by the supervisor for compatibility with organizational goals, guidelines, and effectiveness in achieving intended objectives. Completed work is also reviewed critically outside the employee's immediate office by staff and line management officials whose programs and employees would be affected by implementation of the recommendations.

Guidelines include NRC regulations, other Federal laws and regulations, and the NRC Management Directives.

Independent Action

Provides determinations on the extent to which new security technologies will affect overall security system integrity at power reactor facilities, decommissioning facilities, and spent fuel storage facilities.

Recommends and supports agency technical and policy and inspection positions for security programs associated with power reactor facilities, decommissioning facilities, and spent fuel storage facilities

Prepares security licensing and policy input to safety evaluation reports for power reactor facilities, decommissioning facilities, and spent fuel storage facilities.

Develops technical assistance requirements and needs, and formulates procurement requests to meet these requirements. Monitors and controls technical aspects of technical assistance contracts.

SUPERVISION EXERCISED

None.

WORKING CONDITIONS

Normal office conditions.

Occasional U.S. travel, often involving visits to power reactor facilities, decommissioning facilities, and spent fuel storage facilities, where regular exposure can occur to usual plant industrial and radiological hazards, inclement weather outside the plant, extreme heat in some areas of reactors and extreme cold temperatures in others.

EFFORT

Moderate physical exertion in the form of climbing, stooping, crawling and walking throughout extremely large power reactor facilities, decommissioning facilities, and spent fuel storage facilities may be necessary.

Updated 7/14/2011