

POSITION ACTION AND EVALUATION

Office of Administration
Acquisition Management Division (AMD)
Acquisition Policy and Systems Branch
Sr. Information Technology System Analyst, GG-2210-14

FUNCTIONAL STATEMENT

Analyzes, plans, directs, manages, coordinates, reviews, monitors, tests and is otherwise responsible for the Strategic Acquisition System (STAQS) operations and maintenance. Serves as an authoritative expert and consultant for assessing project and program requirements in support of STAQS changes, development, and testing to include the STAQS interface with the NRC's Financial Accounting system. Manages the STAQS Change Control Board (CCB). Recommends or determines scope and level of effort to be undertaken in relation to STAQS upgrades, releases, and patches, including interfaces. Serves as the primary or alternate System Administrator or Information Systems Security Officer (ISSO). Performs contract oversight for Interagency Agreements and commercial contracts, and performs Contract Officer Representative responsibilities. Responsible for maintaining the STAQS OMB 300 and making presentations to the IT Capital Planning & Investment Council (CPIC). Responsible for budget planning and execution for STAQS in collaboration with the Office of the Chief Financial Officer (OCFO) and the Program Management, Policy Development and Analysis Branch (PMDA).

REGULAR DUTIES

Provides oversight and review of STAQS Hosting, Operations and Maintenance, including system interfaces. Ensures that all necessary interfaces are thoroughly tested and that data exchange is synchronized between associated application databases. Ensures that data transmission is successful and that data sent and received are correlated with sender and receiver.

Leads the management of the oversight and maintenance of STAQS and its interfaces and technical design. Monitors and improves business processes and procedures to monitor the performance, effectiveness, efficiency and productivity of the system.

Functions as an organizational representative and liaison to resolve substantive technical issues and to achieve cooperation and consensus among parties engaged in joint or parallel efforts regarding technical interfaces and design.

Keeps abreast of new infrastructure technology, evaluates its usefulness and provides recommendations to management regarding system impacts and/or advantages/disadvantages.

Provides oversight, strategic support and continuity to STAQS information technology interface projects to ensure proper transfer of data to and from the sending and receiving systems.

Develops and maintains all files and documents required to review and approve all interface upgrades, releases, patches, designs, development and testing. Maintains all data structures and associated interface control documents for all STAQS interfaces.

Maintains the STAQS OMB Exhibit 300 and prepares CPIC presentations to support budget requests for STAQS.

Reviews and provides recommendations related to contract cost via an appropriate change management tool. Reviews and provides input to schedule, staffing, and technical performance of information technology tasks related to STAQS and its interfaces. Maintains a continual awareness of the status of the current releases, upgrades,

POSITION ACTION AND EVALUATION (Continued)

patches and associated project and contract tasks, in particular to guarantee the necessary responsiveness to highly critical requirements, and ensure that organizational units are immediately informed of any problems which could yield unsatisfactory results.

Provides management of contract cost, schedule, and technical performance of information technology tasks related to STAQS and its interfaces with NRC's Financial Accounting & Integrated Management Information System (FAIMIS) and other federal systems.

~~Develops statements of work, supporting documentation, and analysis for complex IT procurements, including~~ requirements and feasibility studies, alternative and cost/benefit studies, development of specifications, evaluation criteria and acceptance for STAQS and its interfaces, operations and maintenance, IV&V, testing.

Participates as needed in various contractual source evaluation panels to acquire IT contracts for large scale, technically complex IT projects related to STAQS and its interfaces and plays an active role in negotiating these contracts.

POSITION ACTION AND EVALUATION

Senior Nuclear Engineer, GG-0840-15
Division of Safety Systems
Office of Nuclear Reactor Regulation

FUNCTIONAL STATEMENT

Serves as reviewer in the area of nuclear power plant technology which includes reactor systems, reactor core or fuel design, nuclear methods and evaluations of operating performance. Performs and supports reviews and evaluations of the reactor core, fuel and systems design, process design parameters, nuclear methods and performance of operating reactor and new reactor designs for which the Branch has responsibility to assure public health and safety and protection of the environment. Leads the resolution of complex technical issues and licensing problems; provides expert technical assistance and authoritative advice relating to the safety aspects of the reactor core and systems design.

REGULAR DUTIES

Performs exceptionally complex reviews and evaluations of design, process design parameters, and performance of reactor thermal-hydraulic systems for operating reactor designs and for new reactor designs, with an emphasis on improving the knowledge of key safety and risk aspects related to reactor licensing activities.

Performs exceptionally complex reviews and evaluations of nuclear and thermal-hydraulic aspects of the reactor core under steady-state, transient, and accident conditions, including issues pertaining to core physics, fuel behavior, and reactivity control system and control rod design.

Performs and coordinates reactor systems analyses using advanced computer simulation for licensing review, including independent calculations and engineering analyses to confirm or verify the applicants' or licensees' predictions of systems and component performance, including fuel and core performance, under postulated transient and accident conditions.

Leads the resolution of highly complex technical problems such as emergency core cooling systems performance, containment systems performance, balance of plant systems performance, equipment qualification, uncertainty qualification, and verification and validation of methods.

In performing design certification, combined license, license amendment or topical report reviews, coordinates with other review branches as may be needed to draft questions and positions or request meetings with the applicant, licensee, or vendor through the Project Manager to obtain additional or clarifying information, and to resolve inconsistencies in interpretation of safety criteria.

Provides expert technical assistance and advice to the Regions and other NRC Offices on matters which fall into the branch's area of responsibility or employee's area of technical cognizance.

Evaluates topical reports of new and original or exceptionally complex technical subjects submitted by reactor vendors and major components manufacturers on safety-related subjects in the Branch's areas of review.

In performing design certification, combined license, license amendment or topical report reviews, leads audits and develops audit plans and audit reports.

Provides mentorship to junior staff.

Prepares reports of highly complex technical evaluations and recommended actions for inclusion in the Safety Evaluation Report by the Project Manager. Prepare a larger number of routine safety evaluations and/or perform more complex reviews than lower GG levels or their equivalent.

Performs studies of highly complex technical issues and problems within the employee's areas of review and considers potential generic safety implications. Prepares reports containing technical bases and recommendations for resolution and presents them to upper management and the ACRS, where appropriate. Develops these reports

POSITION ACTION AND EVALUATION (Continued)

into technical positions with supporting regulatory analyses which will be incorporated into the Standard Review Plan or may later be used as bases for regulatory guides and Commission regulations.

Identifies and evaluates confirmatory research to be performed by the Office of Nuclear Regulatory Research; participates on research review groups to provide licensing input and monitor in the progress of research programs; and recommends research or changes in research programs necessary to meet licensing needs. Interprets results of such programs for use by the Branch.

Recognizes issues in employee's areas of review that require expertise beyond that normally available within the branch. Determines the type of evaluation or assistance needed; for example, assistance from another division or from a contractor and obtains these resources on his/her own initiative, or where required by office procedures, recommends action to his/her immediate supervisor.

May be required to manage contracts with the National Laboratories (Department of Energy), other Government agencies, academic institutions, and private contractors in support of licensing reviews.

Reviews and provides comments and recommendations on Regulatory Guides, Industry Standards, and Commission regulations developed by or forwarded from the Office of Nuclear Regulatory Research.

Provides expert testimony at public hearings to describe and support technical analyses, evaluations, and positions developed in licensing cases. In some instances, such testimony relates to new, original, and controversial technical and licensing matters, or complex new reactor reviews.

Prepares correspondence and reports in response to inquiries received from members of Congress, other Federal agencies, State and local governments, and from the public.

Performs or participates in inspections or investigations performed in response to requests, allegations, operational events, and potential generic problems in the Branch's area of responsibility.

Reviews operating experience/operational problems to assure that precursors to potential generic safety concerns are identified, properly corrected, and incorporated into the review process for application to other operating and new reactors as appropriate.

Prepares responses and makes presentations to the Advisory Committee on Reactor Safeguards, the Commission, upper management, and outside groups on technical issues, concerns or positions developed.

Provides guidance and support to other members of the Branch, including peer review and developing concurrence recommendations for the branch chief and division management as needed.

Gives presentations on technical topics within the Branch's area of responsibility and within the employee's area of technical expertise to Branch members and similar groups.

Coordinates and provides technical leadership to working groups when assigned.

May be required to act as Branch Chief in the absence of the supervisor.

Serves as a member of rulemaking working groups. Prepares rulemaking plans and new and revised regulations and supporting documents (e.g., statements of consideration, CRGR packages, and backfit analyses per 10 CFR 50.109), as well as new and revised supporting guidance documents (e.g., regulatory guides and standard review plans). Reviews and dispositions public comments on proposed rules and guidance documents.

Receives and documents allegations. When specialized expertise is needed, provides technical support to Office of Investigation activities and other NRC branches to understand and resolve allegations

Supports Freedom of Information Act (FOIA) requests by conducting searched of files and reviews documents as needed under the Freedom of Information Act.

Performs such administrative duties as entering time and attendance information and hours spent on work assignments into appropriate tracking systems. Collects and provides data in support of operating plan

POSITION ACTION AND EVALUATION (Continued)

development, implementation, and monitoring.

Occasionally, serves on rating panels for competitive selections and recruiting.

Occasionally, serves on differing professional review and differing professional opinion review panels.

POSITION DESCRIPTION

PD Tracking Number 275109
Series, Title and Grade 0819 Environmental Engineer GG-14
Department Office of Nuclear Regulatory Research
Functional Code 42 - Regulatory enforcement and licensing

Functional Statement

The incumbent serves as a senior environmental engineer and provides expert technical advice and guidance on environmental engineering issues such as environmental geochemistry, environmental geology, hydrogeology, hydrology and related natural processes important to environmental radionuclide fate and transport or facility safety that arise within NRC offices. Responsible for planning, recommending and coordinating research projects for improving capability to model (predict and assess) impacts on the biosphere from groundwater or surface water interaction with radioactive materials released from NRC licensed activities and impacts on nuclear facilities from extreme storm events. Contributes to the development of NRC research program to develop and validate geochemical, geologic, hydrogeologic and/or hydrologic data used in long term performance assessment calculations.

Regular Duties

Plans and develops research projects that will provide technical information responsive to needs of NRC functional offices. Identifies and evaluates uncertainties and potential problems involving environmental engineering issues, including environmental geochemistry, environmental geology, hydrogeology, hydrology, and climatic effects that can significantly affect the safety of nuclear facilities and the migration of radioactive materials through the environment.

Develops, coordinates and provides technical management of projects which will generate information and models that are needed to develop criteria and standards to provide technical bases for licensing decisions for siting, operating, monitoring and decommissioning NRC licensed facilities and the disposal of radioactive wastes.

Designs and coordinates research projects in environmental engineering issues such as hydrogeology, hydrology, or hydrometeorology which are undertaken to meet the regulatory needs of the NRC functional offices. Identifies, plans, and recommends specific research projects which anticipate problem areas relating to the environmental migration of radionuclides from waste storage, disposal, and fuel reprocessing facilities and unplanned releases from nuclear power plants. Evaluates research results for their validity and usefulness and communicates research results to users. Prepares research summaries of significant research products.

Evaluates and coordinates review of technical proposals relating to research needs. On the basis of these reviews, establishes the validity and technical merit of proposed methodology for research. Develops standards, regulatory guides and criteria for evaluating license applications.

Functions as an advisor and technical expert in the environmental engineering fields of environmental geochemistry, environmental geology, hydrogeology, hydrology, for research tasks within the Division of Risk Analysis.

Develops and reviews standards and guides in the area of groundwater and surface water modeling, monitoring, and environmental radionuclide transport.

Organizes and leads technical reviews of contracted research. Maintains close scrutiny of operational and equipment costs of assigned research contracts and approves costing. Represents the office in meetings with other technical managers of NRC, other Federal and state agencies, the engineering/scientific community, and industrial organizations in the area of environmental transport and performance assessment.

Keeps abreast of current and planned research in the environmental engineering fields of environmental geochemistry, environmental geology, hydrogeology, hydrology, and participates in professional

meetings, seminars, workshops, and conferences.

Provides training to engineering and non-engineering staff.

May participate as a representative of the Office of Nuclear Regulatory Research on NRC, national, and international committees relating to research on environmental geochemistry, environmental geology, hydrogeology, hydrology, and the environmental transport of radioactive materials.

COR duties:

Prepares work statements, developing independent government estimates (IGEs), performing cost analysis and market study and performing technical research. Serves as the Contracting Officer's Representative (COR) for contracts related to the Office of ADM. This includes attending meetings, giving presentations, meeting with outside contractors, developing statements of work and other facilities related duties. Completes the necessary training and obtains and maintains certification as an NRC COR. As a condition of employment this position requires the incumbent to obtain and maintain COR Certification Level I or higher.

Performs other duties as assigned.

Senior Reactor Inspector, GG-801-14
Division of Reactor Safety
Region II

FUNCTIONAL STATEMENT

Serves as a region-based senior inspector to lead, plan, conduct, report, and integrate findings associated with inspections of light-water reactors, in accordance with the NRC Inspection Manual.

REGULAR DUTIES

1. Performs a wide variety of lead duties, generally diverse and multi-disciplinary, associated with the inspection of power reactors.
 - a. Leads team inspections. Plans and coordinates the inspection schedule, assigns areas of inspection to team members, leads entrance and exit interviews with licensee management, coordinates the preparation of the inspection reports, provides technical advice and guidance to team members, monitors and evaluates the progress of the team inspection effort.
 - b. Leads and participates in the key activities associated with follow up of events and the investigation of incidents, abnormal conditions, or allegations involving nuclear facilities.
 - c. Provides a lead role in resolving the most complex, exceptionally difficult, generic or significant safety issues. Maintains technical contact with regional and appropriate NRR technical staff regarding such issues. Performs surveys and evaluations associated with the issues, including proposed generic communications (e.g., Information Notices).
 - d. Provides oversight and guidance for contractors associated with inspections, including appropriate consideration of conflict of interest and the presentation of NRC findings and positions.
2. Independently plans, schedules, and determines the scope of inspections to be performed personally or by a team (normally 4-6 inspectors).
 - a. Keeps abreast of current reactor technology and participates in the improvement of inspection techniques and standards.
 - b. Reads appropriate documents, such as inspection reports, plant issues matrix, licensee event reports, problem reports, allegations files, and deficiency reports in order to develop a perspective of recent licensee performance and to develop performance-based targets for more in-depth review.
 - c. Performs an initial review of inspection procedures, inspection activities, and functional areas applicable to the inspection procedure to be used in order to become aware of inspection objectives, requirements, and guidance, and to prepare an initial selection of the sample set to be reviewed.

3. As a lead inspector or team member, performs routine and most complex or exceptionally difficult inspections, including allegations.
 - a. Conducts and/or leads inspections at operating reactor facilities focused in certain baseline inspection areas.
 - b. Evaluates licensee management policies and practices. Determines licensee performance, identifies trends, areas of safety concern and non-compliance, and discusses inspection findings with licensee management and staff.
 - c. Reviews allegation referral responses.
4. Prepares individual reports and coordinates team reports of inspection findings to document whether the facility is being operated safely, the licensee's management control program is effective, and regulatory requirements are being satisfied.
 - a. Gathers necessary technical information from team members and from personal notes and observations.
 - b. Makes technical judgments and conclusions regarding licensee performance.
 - c. Assesses the performance of independent licensee organizations in appraising events and issues, their root cause, and corrective actions taken. Determines the effectiveness of the licensee's response in addressing the recommendations made by the independent organization.
 - d. Informs the Branch Chief and other NRC staff, as appropriate, of the findings, observations, and conclusions of the inspection, including recommendations relative to additional inspection activities and/or enforcement sanctions.
 - e. Ensures inspection documentation details personal or team observations, findings, and conclusions of the inspection, in accordance with established NRC procedures to establish a formal written and legal record of the inspection that will form the basis for NRC performance and safety assessment efforts.
 - f. Drafts closeout documentation for allegations. Prepares draft responses to individuals providing safety concerns. Reviews associated allegation correspondence and files to determine if the NRC has adequately addressed the concern.
 - g. Originates recommendations for inspection program change.

5. Integrates inspection findings into overall licensee assessment.
 - a. Responsible and accountable for the inspection program status at assigned sites. Also serves as the lead DRS representative for assigned sites, maintaining status of all NRC-related activities at that site.
 - b. Consults with team members and other inspectors to ensure that observations and findings are properly considered. Reconciles differences to produce complete and accurate assessments.
 - c. Integrates all available performance data (i.e., inspection findings, licensee event reports, operating reports, performance indicators, etc.) into a comprehensive understanding of plant performance in the inspected area as well as a broader overall plant performance.
 - d. Prepares input to support periodic assessments of licensee performance (e.g., End-of-Cycle and Mid-Cycle reviews), in conformance to NRC procedures, practices, and policies. Makes oral presentations relative to performance assessment.
6. Performs miscellaneous duties in support of the region-based inspection program.
 - a. Identifies issues that require enforcement decisions. Independently proposes appropriate enforcement action, develops draft notices of violation, and coordinates an appropriate enforcement approach with the Branch Chief and the appropriate personnel in DRP, NRR, and Office of Enforcement (OE). Takes the lead for presenting findings and approaches in enforcement briefings, panels, and conferences.
 - b. Maintains effective working relationships with DRP staff, NRC headquarters staff, OE, and Office of Investigations (OI).
 - c. Responds to events and emergent conditions or situations, and assertions of improper performance (allegations) as necessary to effect review, monitoring, and inspection of licensee performance.
 - d. Participates in emergency preparedness drills and exercises as a participant or evaluator in order to maintain the emergency preparedness effectiveness of the agency and to ascertain the licensee's ability to effectively manage and control emergency response.
 - e. Provides support to the Office of the Regional Administrator (ORA) relative to public affairs, enforcement and allegation processing and handling, and state liaison proceedings by being responsive to needs and requirements so as to develop and communicate accurate and complete information relative to the functional area for the specific facility.
 - f. Acts as a representative of the NRC while associating with licensees, media, and the public.

- g. Serves as a mentor and coach in the development of new inspectors. Provides guidance to new inspectors in qualification.
- h. Performs a project management function, including overseeing and coordinating issues in various technical areas of expertise.

OCCASIONAL DUTIES

Generates meeting notices, comments upon press releases, and determines (within policy guides) what information can be given to the public.

Drafts task interface agreements to seek technical assistance as appropriate from program office. Maintains contact with key technical staff, resolves questions, and is cognizant of status towards resolution of the issue.

Acts, as assigned, as Branch Chief.

Performs other duties as assigned.

FUNCTIONAL STATEMENT

As a Senior Licensing Officer, the incumbent is responsible for formulating, assessing, developing and implementing policies and procedures, concerning all aspects of the NRC's export and import licensing program, including inspection and enforcement. The incumbent has extensive international experience, strong project management skills and expert knowledge of U.S. nuclear trade, non-proliferation and global security matters. The incumbent analyzes complex technical and policy issues and communicates effectively with internal and external parties including NRC Program Offices, Executive Branch agencies, applicants/licensees, foreign government personnel and representatives of multilateral organizations such as the International Atomic Energy Agency (IAEA). The individual is also responsible for coordinating with and mentoring staff in support of NRC export and import license application evaluations. In addition, the incumbent is responsible for keeping abreast of all significant activities in the Office of International Programs (OIP) in a manner sufficient to enable carrying out the office's principal functions in the absence of the Branch Chief or the Deputy Director, OIP. This position requires minimal supervision to act within the framework of the functional statement.

REGULAR DUTIES

Formulates, reviews, and assesses Commission policies and policy inputs to other U. S. Government agencies on nuclear export/import controls, non-proliferation policy matters and IAEA Code of Conduct issues, including policy aspects of applications to NRC for export or import licenses and of nuclear export control cases under the jurisdiction of other agencies.

As the Senior Licensing Officer, discusses policy issues, their implications, and related intergovernmental procedures with senior officials of other NRC offices and other Federal agencies having responsibilities for nuclear export/import policy, nuclear export/import licensing, non-proliferation policy and IAEA Code of Conduct issues.

Provides expert advice and explains NRC policies and export/import activities, including licensing regulations, to senior staff level interagency contacts and at meetings and international meetings. Provides guidance to other senior OIP staff and management on resolution of issues and process improvements.

Formulates and develops recommendations on export and import licensing policies and on nuclear export/import control cases, non-proliferation matters and IAEA Code of Conduct issues.

Prepares, formulates, and develops staff analyses, Commission papers, correspondence to other agencies, foreign government representatives and Congress in the areas of nuclear export and import control and non-proliferation matters.

Serves as principal assistant to the ECIO Branch Chief, OIP Director and Deputy Director, with respect to managing and carrying out OIP's export and import licensing functions.

**Senior Licensing Officer, GG-301-15
Office of International Programs (OIP)**

Develops Commission program plans and related long- and short- range policy development efforts and analyses concerning nuclear export/import control and non-proliferation matters.

Lead OIP liaison with OGC, NSIR NMSS, FSME and other offices with responsibilities for export/import controls. Advises OIP management and OCFO in the administration of fees assessed to applicants prior to the initiation of license reviews and contributes to the biennial fee reviews.

Lead OIP liaison with the Departments of State, Energy, Commerce and Defense, and with other Federal agencies, such as the Department of Homeland Security Customs and Border Patrol and General Accounting Office, which review and comment on exports/import of nuclear related material and equipment.

POSITION ACTION AND EVALUATION

Senior Nuclear Engineer, GG-0840-15
Division of Safety Systems
Office of Nuclear Reactor Regulation

FUNCTIONAL STATEMENT

Serves as reviewer in the area of nuclear power plant technology which includes reactor systems, reactor core or fuel design, nuclear methods and evaluations of operating performance. Performs and supports reviews and evaluations of the reactor core, fuel and systems design, process design parameters, nuclear methods and performance of operating reactor and new reactor designs for which the Branch has responsibility to assure public health and safety and protection of the environment. Leads the resolution of complex technical issues and licensing problems; provides expert technical assistance and authoritative advice relating to the safety aspects of the reactor core and systems design.

REGULAR DUTIES

Performs exceptionally complex reviews and evaluations of design, process design parameters, and performance of reactor thermal-hydraulic systems for operating reactor designs and for new reactor designs, with an emphasis on improving the knowledge of key safety and risk aspects related to reactor licensing activities.

Performs exceptionally complex reviews and evaluations of nuclear and thermal-hydraulic aspects of the reactor core under steady-state, transient, and accident conditions, including issues pertaining to core physics, fuel behavior, and reactivity control system and control rod design.

Performs and coordinates reactor systems analyses using advanced computer simulation for licensing review, including independent calculations and engineering analyses to confirm or verify the applicants' or licensees' predictions of systems and component performance, including fuel and core performance, under postulated transient and accident conditions.

Leads the resolution of highly complex technical problems such as emergency core cooling systems performance, containment systems performance, balance of plant systems performance, equipment qualification, uncertainty qualification, and verification and validation of methods.

In performing design certification, combined license, license amendment or topical report reviews, coordinates with other review branches as may be needed to draft questions and positions or request meetings with the applicant, licensee, or vendor through the Project Manager to obtain additional or clarifying information, and to resolve inconsistencies in interpretation of safety criteria.

Provides expert technical assistance and advice to the Regions and other NRC Offices on matters which fall into the branch's area of responsibility or employee's area of technical cognizance.

Evaluates topical reports of new and original or exceptionally complex technical subjects submitted by reactor vendors and major components manufacturers on safety-related subjects in the Branch's areas of review.

In performing design certification, combined license, license amendment or topical report reviews, leads audits and develops audit plans and audit reports.

Provides mentorship to junior staff.

Prepares reports of highly complex technical evaluations and recommended actions for inclusion in the Safety Evaluation Report by the Project Manager. Prepare a larger number of routine safety evaluations and/or perform more complex reviews than lower GG levels or their equivalent.

Performs studies of highly complex technical issues and problems within the employee's areas of review and considers potential generic safety implications. Prepares reports containing technical bases and recommendations for resolution and presents them to upper management and the ACRS, where appropriate. Develops these reports

POSITION ACTION AND EVALUATION (Continued)

into technical positions with supporting regulatory analyses which will be incorporated into the Standard Review Plan or may later be used as bases for regulatory guides and Commission regulations.

Identifies and evaluates confirmatory research to be performed by the Office of Nuclear Regulatory Research; participates on research review groups to provide licensing input and monitor in the progress of research programs; and recommends research or changes in research programs necessary to meet licensing needs. Interprets results of such programs for use by the Branch.

Recognizes issues in employee's areas of review that require expertise beyond that normally available within the branch. Determines the type of evaluation or assistance needed; for example, assistance from another division or from a contractor and obtains these resources on his/her own initiative, or where required by office procedures, recommends action to his/her immediate supervisor.

May be required to manage contracts with the National Laboratories (Department of Energy), other Government agencies, academic institutions, and private contractors in support of licensing reviews.

Reviews and provides comments and recommendations on Regulatory Guides, Industry Standards, and Commission regulations developed by or forwarded from the Office of Nuclear Regulatory Research.

Provides expert testimony at public hearings to describe and support technical analyses, evaluations, and positions developed in licensing cases. In some instances, such testimony relates to new, original, and controversial technical and licensing matters, or complex new reactor reviews.

Prepares correspondence and reports in response to inquiries received from members of Congress, other Federal agencies, State and local governments, and from the public.

Performs or participates in inspections or investigations performed in response to requests, allegations, operational events, and potential generic problems in the Branch's area of responsibility.

Reviews operating experience/operational problems to assure that precursors to potential generic safety concerns are identified, properly corrected, and incorporated into the review process for application to other operating and new reactors as appropriate.

Prepares responses and makes presentations to the Advisory Committee on Reactor Safeguards, the Commission, upper management, and outside groups on technical issues, concerns or positions developed.

Provides guidance and support to other members of the Branch, including peer review and developing concurrence recommendations for the branch chief and division management as needed.

Gives presentations on technical topics within the Branch's area of responsibility and within the employee's area of technical expertise to Branch members and similar groups.

Coordinates and provides technical leadership to working groups when assigned.

May be required to act as Branch Chief in the absence of the supervisor.

Serves as a member of rulemaking working groups. Prepares rulemaking plans and new and revised regulations and supporting documents (e.g., statements of consideration, CRGR packages, and backfit analyses per 10 CFR 50.109), as well as new and revised supporting guidance documents (e.g., regulatory guides and standard review plans). Reviews and dispositions public comments on proposed rules and guidance documents.

Receives and documents allegations. When specialized expertise is needed, provides technical support to Office of Investigation activities and other NRC branches to understand and resolve allegations

Supports Freedom of Information Act (FOIA) requests by conducting searched of files and reviews documents as needed under the Freedom of Information Act.

Performs such administrative duties as entering time and attendance information and hours spent on work assignments into appropriate tracking systems. Collects and provides data in support of operating plan

POSITION ACTION AND EVALUATION (Continued)

development, implementation, and monitoring.

Occasionally, serves on rating panels for competitive selections and recruiting.

Occasionally, serves on differing professional review and differing professional opinion review panels.

POSITION DESCRIPTION

PD Tracking Number 318103
Series, Title and Grade 0301 Allegations & Enforcement Specialist GG-13
Department Region I - Office of the Regional Administrator

Functional Statement

Serves as an Allegations and Enforcement Specialist for NRC's Region I Office of the Regional Administrator in the Enforcement, Allegations & Government Liaison (EAGL) Team. The incumbent is responsible for providing a variety of administrative analysis and advisory services in support of the regional office in the administration of the NRC allegations and enforcement programs established by the NRC for NRC licensed facilities, materials, and activities.

Regular Duties

Assists the Senior Allegation Coordinator (SAC) in implementing the regional allegation management program. Assesses information, facts, and circumstances regarding allegations; promptly notifies the Senior Allegations Coordinator SAC and responsible technical personnel of allegations received and their significance, including immediate notification on matters of high safety significance; documents allegations received on an Allegation Receipt Report. Organizes concerns into the appropriate categories and programs (e.g., materials, reactors, security, etc.); and discusses the concerns and potential NRC resolution strategy with the cognizant regional staff in developing branch recommendations for resolution brought to the Allegation Review Board (ARB) for consideration. Assists the SAC in developing and providing a briefing package to panel members prior to the ARB. Practical knowledge of applying NRC regulatory requirements and standards to the allegation process. Assists the SAC in providing guidance and training to the regional staff in the proper handling of allegations, in accordance with NRC Management Directive 8.8 (Management of Allegations) and Region 1 Office Policy Guide 0858, "Management of Allegations." Participates in briefings to Regional Administrator, Deputy Regional Administrator, Division Directors, Deputy Division Directors, and the Agency Allegations Advisor (AAA) on sensitive or major allegation cases.

Conducts interviews with alлегers, by telephone or in person, as needed, to obtain appropriate allegation receipt information. During interviews, develops sufficient details concerning the allegations, including events, relevant plant systems, procedures, etc., that are the focus of an alлегer's concerns to prepare a concise statement of concerns and assessment of safety significance. Maintains effective communications with alлегers and reflects a sensitivity and awareness to ensure the alлегer recognizes a genuine commitment by the NRC to resolving the alлегer's concerns. Prepares letters to alлегers acknowledging receipt, and to provide periodic status of the NRC's review of their concerns. Documents interview results in a complete and factual manner and in a form suitable for follow-up by the technical staff, as well as for use as evidentiary information in a potential administrative or legal proceeding. Recognizes and develops information during interviews which indicate possible wrongdoing or criminality for subsequent coordination with or referral to the Office of Investigations (OI) or the Office of the Inspector General (OIG).

Supports the processing of allegation close out actions. Obtains technical staff allegation closure information and ensures close-out actions adequately address concerns raised by alлегers; identifies, in a timely manner, nonconforming aspects of review of allegations; and notifies the SAC or Regional management of issues identified and proposed resolutions. Maintains effective communications with alлегers and supports the SAC to assure that all substantive concerns are adequately captured and addressed through the allegation process. Prepares close-out actions for signature.

Interfaces with OI to assess and evaluate allegations and inspection findings and to identify issues potentially warranting investigation. Assists the technical staff in developing recommendations for OI investigations. Promptly notifies management of any matter identified during allegation reviews that might warrant a referral to the OIG. Coordinates with the staff on staff suspected wrongdoing matters and assures OI is apprised of such issues.

Assists the Senior Enforcement Specialist (SES) with processing escalated enforcement actions requiring the concurrence of the Office of Enforcement for actions involving civil penalties, orders, Severity Level I, II, or III violations, and White, Yellow, or Red Reactor Oversight Process (ROP) findings. Reviews relevant background information for assigned cases, including inspection reports, Licensee Event Reports, OI Reports, DOL decisions and reports, and relevant regulatory requirements. Evaluates the case with respect to the enforcement policy, previous cases, licensee's enforcement history, licensee's responsiveness, and overall safety significance. Keeps the team leader, the SES, and other staff informed of case evaluations at briefings prior to and after enforcement panels, conferences, and caucuses, and/or during frequent less formal discussions with regional staff. Prepares draft enforcement documents for those assigned escalated cases, including those requiring OE concurrence, and assists in processing the case through the region's concurrence chain. Assists the SES to ensure enforcement documents provide the region's rationale, and includes a transmittal letter to the licensee, and the Notice of Violation and/or proposed Civil Penalty for the signature of Regional Administrator. Coordinates with the regional and OE staff to obtain necessary concurrences for assigned actions. Reviews and evaluates comments from OE and others concerning assigned actions and coordinates regional evaluation of such comments.

Attends and participates in Predecisional Enforcement Conferences and Regulatory Conferences for assigned cases. Attends and participates in enforcement panels and pre and post conference briefings with regional management. At the enforcement caucus, assists with the interpretation of the enforcement policy.

Assists with the overall implementation of the NRC's enforcement program, both with respect to escalated and non-escalated enforcement actions, by performing miscellaneous duties in support of the enforcement program to ensure consistency with policies, guidance, and procedures of the NRC, program offices, and the region. Supports the SES maintaining current status of regional enforcement actions in both EATS and the regional tracking systems. Assists with the conduct of self-assessments of the enforcement program, including reviews of the region's handling of non-escalated enforcement actions. Assists in updating or developing regional enforcement procedures and in reviewing revisions to the enforcement policy, procedures, and practices. Assists with the preparation of training sessions to regional staff whenever policy changes, headquarters directives, or performance deficiencies warrant such training. Provides day to day guidance to technical staff regarding the implementation of the enforcement program. Keeps informed regarding significant escalated enforcement actions concerning other regions.

Participates in special inspections or inquiries assigned by the Senior Enforcement Specialist or Regional Administrator.

Supports the processing of contested enforcement actions.

Performs other duties as assigned.

POSITION ACTION AND EVALUATION

FUNCTIONAL STATEMENT

As an Enforcement Specialist in the Office of Enforcement (OE) assists with management of the Alternate Dispute Resolution (ADR) program and assists in evaluating and improving the effectiveness of Enforcement Programs.

REGULAR DUTIES

Assists with the coordination and management of the Office of Enforcement ADR program. Serve as a point of contact for internal and external stakeholders on issues related to the ADR program. Develops policy trending data to enhance program elements. Engages public stakeholders as needed.

Serves as the Contracting Officer Representative (COR) for the ADR services contracted used to obtain mediation services.

Resolves differences among internal stakeholders on ADR related matters.

Supports the Director of Enforcement on ADR strategy sessions or various elements of the ADR program

Drafts responses to public stakeholders, e.g. allegers, regarding employee protection related allegations.

Supports the Agency Allegation Advisor on matters related to the discrimination, ADR and allegation programs.

Conducts internal training on NRC Employee protection regulations, including case studies and presentations on updates of recent DOL case law.

Prepares or reviews and processes escalated enforcement actions to ensure their technical adequacy and conformance with established policy and NRC criteria. Coordinates appraisal of regional implementation of the NRC Enforcement Program and prepares and reviews OE directives and guidance to the regions. Represents OE in meetings on task forces and committees as assigned.

Conducts special studies and analyses of the Enforcement Program and its implementation by the regions. Identifies problems and issues for such studies. Provides recommendations for OE management consideration.

Reviews the enforcement policy statement and other enforcement guidance, including the preparation of reports and presentations to the Commissioners. Prepares and coordinates guidance from OE to the regions and develops implementation plans and procedures where necessary. Reviews the OE Manual for currency, consistency, and effectiveness.

With minimal supervision, reviews proposed escalated enforcement actions for technical accuracy and for conformance to NRC policy and criteria. Develops enforcement packages normally from proposals by Regional Offices or discrimination cases

Evaluates enforcement history for feedback to the program and for improvement of licensee performance. Reviews and appraises regional enforcement actions for uniformity and effectiveness of enforcement criteria. Coordinates and standardizes OE appraisal for regional implementation of the enforcement program and suggests improvements in technical adequacy, timeliness, and effectiveness based on practical experience and program needs.

Assists management regarding proposed regulations, legislation, and federal court decisions with enforcement program implications.

Maintains systems for controlling and following up on enforcement actions, including maintaining current status, establishes systems for processing of various types of enforcement actions, and expedites the completion of

POSITION ACTION AND EVALUATION (Continued)

enforcement actions.

Uses Enforcement Action Tracking System and monitors the accuracy and effectiveness of the system for OE users. Evaluates and approves improvements to the system.

POSITION DESCRIPTION

PD Tracking Number 10022

Series, Title and Grade 0801 Reliability and Risk Analyst (or Reliability and Risk Engineer) GG-15

Department Office of Nuclear Regulatory Research

Functional Code 42 - Regulatory enforcement and licensing

Functional Statement

Performs technical analyses, reviews technical studies, and manages research projects, in the fields of system reliability analysis (for internally and externally initiated accidents, including fire initiated accidents), accident physical process analysis, human reliability analysis, and/or offsite consequence analysis associated with probabilistic risk analyses of nuclear reactors, other portions of the nuclear fuel cycle, or other facilities or devices using nuclear material. Interprets these results and provides risk based perspectives for use in NRC's decision-making process.

Regular Duties

As a Senior Reliability and Risk Analyst, incumbent carries out highly complex technical duties with respect to the quantitative, probabilistic analyses of issues in nuclear safety and initiates appropriate actions to obtain solutions to problems which arise in fulfilling assignments.

Performs risk analyses

Evaluates the design and functional capability of nuclear facilities and/or devices to withstand accident conditions, with a focus on estimating the frequencies of accidents and their consequences. Specifically, the following types of reliability and risk analyses are performed, either in the context of a specific issue or a more broad analysis of facility or device risk:

Analysis of the types of events which can initiate accidents in nuclear facilities or devices, and the frequency of such events.

Development and application of event and fault trees, or other similar types of models, to logically structure the combinations of system failures needed to result in accidents and the specific failure mechanisms of systems designed to cope with such accidents, as well as to quantify the probabilities in such trees, including analysis of common-cause failure mechanisms.

Development and application of models to assess the reliability of humans both before and during an accident, and to quantify the associated probabilities.

Development and application of accident progression event trees, or other similar models, to identify potential radioactive release pathways and quantify the probabilities of these pathways.

Analysis of the public health and economic consequences, and the overall public risk, of such accidents.

Provides technical reports and discussions of methods, data, and results as well as other assistance, to other technical staff that need this information in the conduct of their work.

Prepares technical reports and makes presentations to the Advisory Committee on Reactor Safeguards, the Commission, senior management, and outside groups on technical issues, concerns, or positions developed on regulatory issues related to analyses performed.

Performs reviews of risk analyses

Reviews risk analyses of an issue in a nuclear facility or device, or a more broad study of an entire facility or device, submitted by NRC licensees or other organizations.

Provides technical reports and discussions of methods, data, and results with respect to the areas

described above, as well as other assistance, to technical reviewers in other branches who need this information in the conduct of their reviews.

Prepares technical reports and makes presentations to NRC senior management, the Advisory Committee on Reactor Safeguards, the Commission, and outside groups on technical issues, concerns, or positions developed on regulatory issues related to such reviews.

Manages contractor projects in risk analysis methods development or applications.

Identifies the need for research projects which can be obtained under contract, and develops appropriate work scope.

Serves as project manager on research programs in support of the staff regulatory activities under contract with Department of Energy laboratories, other government agencies, academic institutions, and private contractors to provide technical guidance and to assure compliance with contract requirements.

Identifies and evaluates research and other technical studies, relevant to the project, being performed elsewhere in the Office of Nuclear Regulatory Research or by other organizations, and recommends research or changes in research programs to meet regulatory needs.

Provides written and oral reports to staff and management on the technical approach and results of projects, as well as on the administrative (financial, scheduler, etc.) aspects of the project.

Drafts correspondence and reports in response to inquiries received from members of Congress, other federal agencies, state and local governments, and from the general public.

Operations Engineer, GG-840-13
Division of Reactor Safety
Various Regions

FUNCTIONAL STATEMENT

Serves as a region-based inspector to plan, conduct, report, and coordinate findings associated with inspections of light-water reactors, in accordance with the NRC Inspection Manual. Develops, prepares, and administers examinations to applicants for operators' and senior operators' licenses for nuclear reactors.

REGULAR DUTIES

1. Prepares, approves, and administers written and practical examinations for operator license applicants.
 - a. Conducts initial examinations of licensed reactor operators.
 - b. Evaluates exam results and recommends operator license issuance or denial.
 - c. Evaluates license denial issues of other examiners during applicant appeals and hearings.
 - d. Reviews operator initial and renewal license actions, including applications, amendments, and waiver requests. Compares these actions against regulations and guidance, uses Part 55 docket files to support these reviews, and recommends licensing actions to supervision.
 - e. Identifies possible problems with established NRC operator license and exam guidance, and proposes resolutions to regional and headquarters management via Reports of Interaction (ROIs). Issues final reports.
 2. Independently plans and prepares for the scope of an assigned inspection to obtain sufficient information through direct observation and verification of licensee activities, including licensed operators requalification.
 - a. Reads appropriate documents, such as inspection reports, plant issues matrix, licensee event reports, problem reports, allegations files, and deficiency reports in order to develop a perspective of recent licensee performance and to develop performance-based targets for more in-depth review.
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Operations Engineer, GG-840-13

- b. Performs an initial review of inspection procedures, core inspection activities, and functional areas applicable to the inspection procedures to be used in order to become aware of inspection objectives, requirements, and guidance, and to prepare an initial selection of the sample set to be reviewed.
 - c. Participates in or recommends improvement to and application of inspection techniques and standards.
 - d. Coordinates with headquarters program office staff to obtain technical guidance, consult on technical problems, and to maintain technical proficiency.
- 3. Performs routine and complex inspections, allegations inspections, regional initiative inspections, or area of emphasis inspections of reactor facilities to observe and assure conformance to NRC rules and regulations, inspection procedures, and orders.
 - a. Performs as the principal inspector for one or more assigned operating reactor facilities.
 - b. Evaluates licensee management policies and practices. Determines licensee performance. Identifies trends, areas of safety concern and non-compliance, and discusses inspection findings with licensee management and staff.
 - c. Reviews allegation referral responses.
- 4. Writes a report of inspection findings to ascertain whether the facility is being operated safely, the licensee's management control program is effective, and regulatory requirements are being satisfied.
 - a. Gathers necessary technical information from personal notes and observations.
 - b. Makes technical judgements and conclusions regarding licensee performance.
 - c. Assesses the performance of independent licensee organizations in appraising events and issues, their root cause, and corrective actions taken. Determines the effectiveness of the licensee's response in addressing the recommendations made by the independent organization.
 - d. Informs the Branch Chief and other NRC staff, as appropriate, of the findings, observations, and conclusions of the inspection, including recommendations relative to additional inspection activities and/or enforcement sanctions.
 - e. Consults with peer inspectors and senior inspectors to ensure that observations and findings are properly considered. Reconciles differences to produce complete and accurate assessment.

- f. Ensures inspection documentation details the observations, findings, and conclusions of the inspection, in accordance with established NRC procedures to establish a formal written and legal record of the inspection that will form the basis for NRC performance and safety assessment efforts.
 - g. Prepares feeder reports for higher level review to support periodic assessments of licensee performance (e.g., Plant Performance Reviews (PPR), and Senior Management Meetings (SMM)) in conformance to NRC procedures, practices, and policies.
 - h. Prepares or assists with the development of meeting notices and press releases and in the determination (within policy guides) of information that can be released to the public.
 - i. Drafts closeout documentation for allegations. Prepares draft responses to individuals providing safety concerns. Reviews associated allegation correspondence and files to determine if the NRC has adequately addressed the concern.
 - j. May recommend inspection program changes.
5. Coordinates inspection findings into overall licensee assessment.
- a. Consults with peer inspectors and senior inspectors to ensure that observations and findings properly considered. Reconciles differences to produce complete and accurate assessments.
 - b. Prepares input for higher level review to support periodic assessments of licensee performance (e.g., Plant Performance Reviews (PPR), and Senior Management Meetings (SMM)) in conformance to NRC procedures, practices, and policies. As assigned, makes oral presentations relative to performance assessment.
6. Performs miscellaneous duties in support of the region-based inspection program.
- a. Participates in enforcement activities by preparing enforcement related proposals in accordance with established NRC enforcement guidance and procedures.
 - b. Maintains awareness and proficiency in current and changing operator examination techniques and requirements by maintaining examiner certification and frequent contact with regional examiners. Attends professional meetings with regional facility training departments and management at the regional offices.

- c. Maintains effective working relationships with DRP staff, NRC headquarters staff, OE, and Office of Investigations (OI).
- d. Responds to events and emergent conditions or situations, and assertions of improper performance (allegations) as necessary to effect review, monitoring, and inspection of licensee performance.
- e. Participates in emergency preparedness drills and exercises as a participant or evaluator in order to maintain the emergency preparedness effectiveness of the agency and ascertain the licensee's ability to effectively manage and control emergency response.
- f. Provides support to the Office of the Regional Administrator (ORA) relative to public affairs, enforcement and allegation processing and handling, and state liaison proceedings by being responsive to needs and requirements so as to develop and communicate accurate and complete information relative to the functional area for the specific facility.
- g. Acts as a representative of the NRC while associating with licensees, media, and the public.

OCCASIONAL DUTIES

Occasionally, or in a developmental capacity, leads a small team (2 or 3) of inspectors or performs as chief examiner on smaller, simpler examinations. Plans and coordinates the examination/inspection schedule, assigns areas of inspection to team members, coordinates and leads entrance and exit interviews with licensee management, coordinates the preparation of the inspection/examination report, provides technical advice and guidance to team members, monitors and evaluates the progress of team inspection/examination efforts.

Performs other duties as assigned.

POSITION DESCRIPTION

PD Tracking Number 164088
Series, Title and Grade 0840 Reactor Engineer (Examiner Qualified) GG-13
Department Div of Reactor Oversight
Functional Code 42 - Regulatory enforcement and licensing

Functional Statement

Develops, prepares and administers examinations to applicants for operators' and senior operators' licenses for nuclear reactors, including new reactors; evaluates the results and assists in supervision of the administration and evaluation of the examination; reviews and processes the final action, as specifically delegated, on applications for and communications concerning license applications submitted pursuant to 10 CFR Part 55. Audits the development, preparation and administration of examinations by regional examiners. Evaluates licensee initial and requalification training program implementation.

Regular Duties

Conducts reviews and audits of operator licensing regional functions to assure examinations performed by regional personnel are administered in accordance with the Examiner Standards and that consistency and standardization of the examination process is maintained across the regions. Prepares reports on all regional audits performed to document the extent and findings of each regional review.

Reviews and evaluates examinations prepared and graded by regional examiners. Reviews, observes, audits and reports on newly certified examiners and other regional examiners performance and Examination Results Reports and their evaluations of an applicant's performance during oral, simulator or operating tests to assure consistency amongst the individual NRC examiners. Performs independent reviews of applicant examination results as part of the informal appeal process. Reports to the Branch Chief on the evaluation and comments on any apparent non-conformance with operator licensing branch standards, policies or procedures.

Develops and administers, in cooperation with the regional offices, written and oral practical examinations for Reactor Operator and Senior Reactor Operator candidates for licenses. The written examinations are to test the applicant's knowledge of reactor technology and theory, facility design, operating characteristics, instrumentation, procedures and license conditions. The practical examinations are to test their ability to actually operate the reactor, their knowledge of control and instrumentation behavior and the significance of such control and instrumentation behavior to the operator of the reactor and for senior operators, their ability to direct activities. Reviews the results and recommends final action to the applicable region on the applications.

Participates with the Office of Nuclear Reactor Regulation in the review and preparation of standards and guides related to operator licensing and training programs at reactor facilities.

Reviews Commission standards and guides to determine applicability to the Operator Licensing Program.

Performs the duties of Technical Manager for branch contracts, to support regional and program office needs. Plans, initiates, controls and recommends modification of contract work orders in accordance with the approved project objectives. Initiates, monitors, and directs contractor work and approves the acceptance of the contractual work order product.

Performs technical evaluation of contract work and provides guidance to the performing organization to resolve technical problems.

Participates with the Office of Nuclear Reactor Regulation in the review and preparation of standards and guides related to operator licensing and training programs at reactor facilities.

Drafts and reviews guidance developed to establish explicit and uniform acceptance criteria for subjects required to be addressed in license applications relating to qualifications and training necessary for eligibility for licensing.

Reviews Commission standards and guides to determine applicability to the Operator Licensing Program.

OCCASIONAL DUTIES

Develops and administers, in cooperation with the regional offices, written and oral practical examinations for Reactor Operator and Senior Reactor Operator candidates for licenses. The written examinations are to test the applicants' knowledge of reactor technology and theory, facility design,

operating characteristics, instrumentation, procedures and license conditions. The practical examinations are to test their ability to actually operate the reactor, their knowledge of control and instrumentation behavior and the significance of such control and instrumentation behavior to the operator of the reactor and for senior operators, their ability to direct activities. Reviews the results and recommends final action to the applicable region on the applications. Performs other duties as assigned.

POSITION ACTION AND EVALUATION

U.S. Nuclear Regulatory Commission
Office of Nuclear Reactor Regulation (NRR)
Interdisciplinary: See note below

NOTE: This position is classified as interdisciplinary and can be classified as: General Engineer, GG-0801-14, or Physical Scientist, GG-1301-14, depending upon the qualifications of the individual selected to fill the position.

Approved Organizational Titles: Project Manager (Operating Reactor Licensing), GG-0801-14 or Project Manager (Operating Reactor Licensing), GG-1301-14.

FUNCTIONAL STATEMENT

Serves as a Project Manager for the processing and review of all matters associated with licensing project management of operating nuclear power plants and as the headquarters focal point for oversight of the operation of assigned nuclear reactors.

Relies on the DORL Handbook, management directives, office instructions, rules, regulations, and procedures in carrying out assigned duties.

Ensures that the goals of safety and security are considered in all efforts.

Performs activities in the areas of licensing actions, interfaces, and regulatory improvements.

REGULAR DUTIES

Typically assigned as the Project Manager for one or two sites (single or multi-unit) of average or above-average complexity. The site is characterized by at least one of the following:

An occasional unusual and/or highly complex technical problem.

A normal amount of public interest and scrutiny and some intervenor involvement.

Routine interfaces with other government agencies (Federal, State, or local).

An above-average level of managerial, political, and/or public interest, as demonstrated by occasional public meetings, above-average ticketed correspondence and occasional 10 *Code of Federal Regulations* (CFR) 2.206, "Requests for actions under this subpart", petitions.

The site licensing workload includes some complex and precedent-setting tasks.

In response to requests from licensees, manages, coordinates, and routinely performs safety and environmental reviews of applications for amendments to operating licenses and changes to the technical specifications (TSs).

Evaluates responses to Commission generic communications, processes relief requests, license transfers, and exemptions from regulations, and evaluates decommissioning plans for the assigned site(s).

Prepares safety evaluations, environmental assessments, public notices, routine correspondence, etc., for final

POSITION ACTION AND EVALUATION (Continued)

processing by clerical staff.

Maintains an awareness of regulatory issues affecting licensing project management.

Maintains cognizance of the current Office and division priorities and focus areas relative to assigned activities. Processes licensee submittals in accordance with office and division policy (e.g., Office Instruction LIC-101, "License Amendment Review Procedures," for licensing amendments). Maintains a sound understanding of the assigned site's licensing basis and ensures updated safety analysis report (UFSAR) and 10 CFR 50.59, "changes, tests and experiments," reviews are conducted periodically. Performs acceptance reviews, screens licensee submittals for technical adequacy, assigns priority, enters tracking information in databases, and plans and schedules work activities based on workload planning metrics. Develops and maintains review schedules for assigned project(s) by coordinating with the assigned NRC review personnel and with key licensee staff and keeps the status of the projects updated in appropriate databases. Does technical reviews within areas of expertise and when precedents exist. Ensures that actions are completed within prescribed time periods in accordance with office goals and objectives.

Develops independently, or with input from the technical staff, requests for additional information and sends them to the licensee in accordance with office procedures. Prepares work requests and integrates technical inputs into a single safety evaluation. Ensures that actions are completed within prescribed time periods in accordance with office goals and objectives. Resolves inconsistencies and differences of opinion among staff technical organizations and between the staff and the licensee.

Prepares the agenda and coordinates preparation for discussions with licensees on technical issues. Resolves inconsistencies and differences of opinion among staff technical organizations and between the staff and the licensee.

Applies work planning guidance (e.g., Office Instruction LIC-101) to review of work assigned, including licensee submittals.

May be assigned one or more of the following duties:

Serves as Lead Project Manager for an owners group or a vendor.

Serves as Lead Project Manager for a number of plants and sites operated by a large utility, such as Exelon or Entergy. Manages the review of submittals that are generic to the plants operated by the utility and prepare generic correspondence packages.

Evaluates significant operational events related to assigned site(s). Supports the staffing of the headquarters or regional incident response center as required in response to events at assigned site(s).

Prepares briefing packages for drop-in visits by utility officials with Commissioners and senior NRC management and provides input to regional briefing packages for site visits by Commissioners and senior NRC management, when necessary. Briefs Commissioners and senior management before these visits, as requested. Prepares weekly director's highlights to inform upper management about significant events or management changes.

Serves as a mentor and coach to the staff. Interacts with multiple audiences, especially junior and less experienced staff, to transfer professional experience and knowledge of the organization's mission.

Helps maintain an NRR copy of the UFSAR, the technical specifications (TSs), and the operating license for assigned

POSITION ACTION AND EVALUATION (Continued)

site(s). Reviews and evaluates routine revisions to the UFSAR pursuant to 10 CFR 50.71(e) and the periodic summary reports of 10 CFR 50.59 evaluations and documents the reviews as appropriate. Reviews selected plant changes made under 10 CFR 50.59. This may include auditing licensee's 10 CFR 50.59 files at the site and writing input to an inspection report.

Controls sensitive information in accordance with agency procedures. Sensitive information includes predecisional documents, proprietary information, allegation material, investigation reports, and safeguards information.

Receives and evaluates requests for notices of enforcement discretion. Processes associated license amendments in accordance with office policy.

Receives and handles allegations in accordance with applicable procedures. Develops and documents a proposed course of resolution for assigned allegation issues and presents and defends the resolution at Allegation Review Board (ARB) meetings. Completes actions assigned by the ARB.

Responds to requests from regional staff for technical assistance for assigned plant(s).

Manages the evaluation of petitions submitted pursuant to 10 CFR 2.206, recommends option(s) for disposition, and responds to questions raised during subsequent staff review.

Supports discussions with potential interveners in hearings on assigned site(s) and arranges meetings with them to discuss their contentions. Prepares the agenda and coordinates preparation for technical issues.

Maintains liaison, and controls the flow of information, between the licensee's representatives and staff technical organizations. Periodically visits assigned site(s), maintains routine communication with Resident Inspector and Regional Branch Chiefs, and participates in enforcement related activities. Maintains the necessary training and certification for unescorted site access to assigned site(s).

Schedules, participates in, and chairs meetings with the licensee and its representatives, the NRC staff, representatives of other government offices, and the public. Coordinates and/or presents briefings on significant design, licensing, and operation issues to staff review groups, NRC upper management, the Advisory Committee on Reactor Safeguards (ACRS), and the Commission.

Serves as an NRR spokesperson at regional evaluations of licensee performance. Coordinates with NRR technical divisions, the Resident Inspector, and the Region to develop an NRR perspective on licensee performance in appropriate areas for assigned site. The input includes critiques of the quality and timeliness of license amendment applications and other requests for regulatory actions.

Maintains databases for assigned plant(s). Reviews periodic license fee reports for accuracy and validity. Identifies and resolves apparent technical staff overcharges or invalid charges to specific project billing codes. Approves resource charges to be made to the licensee.

Work products reflect the use of risk insights and a risk-informed and performance-based philosophy, as appropriate. Is familiar with pertinent elements of risk-informed and performance-based regulation and uses risk information and risk insights to enhance decision-making without undue delay.

POSITION ACTION AND EVALUATION (Continued)

OCCASIONAL DUTIES

Prepares responses to principal correspondence for assigned site(s), including communications from Congressional sources, government heads, State and local officials, the general public, foreign officials, and various industrial and civic organizations. Attends and participates in technical conferences and seminars sponsored by the NRC and/or professional societies. Prepares minutes or summary documents and develops action item lists, as appropriate. May prepare policy and Commission papers on issues in general area of responsibility.

Serves as a Lead Project Manager for multi-plant actions (MPAs), when assigned. Normally is assigned MPAs of above-average complexity. Supports development of generic communications and reviews of licensee responses. Develops guidance for MPA review and closeout and updates the status of MPAs in appropriate databases. Performs and/or coordinates special technical evaluations of topical reports (including reports prepared by owner's groups and similar industry groups) on nuclear power plant generic issues.

Supports the development of regulatory products by other NRC Offices, as needed. Performs nonroutine, special licensing evaluations or preapplication reviews. Supports the development of policy documents, as assigned. Serves as a member of ad-hoc committees and task forces composed of members from other NRC groups for the purpose of performing a specific study or resolving an emerging or generic safety issue.

Evaluates the licensee's request for proprietary handling of information submitted in accordance with 10 CFR 2.390, "Public Inspections, exemptions, request for withholding" and prepares an evaluation letter in accordance with Office Instruction LIC- 204, "Handling Requests to Withhold Proprietary Information from Public Disclosure". Searches files and reviews documents for copying to help the Office of Administration's Records and Freedom of Information Act (FOIA)/Privacy Services Branch complete requests under the FOIA.

Serves as acting Branch Chief when Branch Chief is unavailable. As authorized, when acting, represents the branch at meetings with senior managers, and concurs and signs out licensing documents.

Participates as an expert witness at NRC and other public hearings with authority to state NRC policy relative to safety and environmental reviews of nuclear power plants.

Occasional part-time supervision of Nuclear Safety Professional Development Program participants and newly hired Project Managers.

POSITION DESCRIPTION

PD Tracking Number 8012
Series, Title and Grade 0840 Nuclear Engineer GG-14
Department Office of Nuclear Reactor Regulation
Functional Code 42 - Regulatory enforcement and licensing

Functional Statement

Serves as reviewer in the area of nuclear power plant technology which includes reactor systems, reactor core or fuel design, nuclear methods and evaluations of operating performance. Performs and supports reviews and evaluations of the reactor core, fuel and systems design, process design parameters, nuclear methods, and performance of operating reactor and new reactor designs for which the Branch has responsibility to assure public health and safety and protection of the environment. Supports the project leader in the resolution of complex technical issues and licensing problems; provides in-depth technical assistance and authoritative advice relating to the safety aspects of the reactor core and systems design.

Regular Duties

Performs complex reviews and evaluations of design, process design parameters, and performance of reactor thermal-hydraulic systems for operating reactor designs and for new reactor designs, with an emphasis on improving the knowledge of key safety and risk aspects related to reactor licensing activities.

Performs complex reviews and evaluations of nuclear and thermal-hydraulic aspects of the reactor core under steady-state, transient, and accident conditions, including issues pertaining to core physics, fuel behavior, and reactivity control system and control rod design.

May perform reactor systems analyses using advanced computer simulation for licensing review, including independent calculations and engineering analyses to confirm or verify the applicants' or licensees' predictions of systems and component performance, including fuel and core performance, under postulated transient and accident conditions.

Supports the project leader in the resolution of highly complex technical problems such as emergency core cooling systems performance, containment systems performance, balance of plant systems performance, equipment qualification, uncertainty qualification, and verification and validation of methods.

In performing design certification, combined license, license amendment or topical report reviews, coordinates with other review branches as may be needed to draft questions and positions or request meetings with the applicant, licensee, or vendor through the Project Manager to obtain additional or clarifying information, and to resolve inconsistencies in interpretation of safety criteria.

Provides in-depth technical assistance and advice to the Regions and other NRC Offices on matters which fall into the branch's area of responsibility or employee's area of technical cognizance.

Evaluates topical reports of new and original or complex technical subjects submitted by reactor vendors and major components manufacturers on safety-related subjects in the Branch's areas of review.

In performing design certification, combined license, license amendment or topical report reviews, supports and leads audits and develops audit plans and audit reports.

Prepares reports of technical evaluations and recommended actions for inclusion in the Safety Evaluation Report by the Project Manager. Prepare a larger number of routine safety evaluations and/or perform more complex reviews than lower GG levels or their equivalent.

Performs studies of technical issues and problems within the employee's areas of review and considers potential generic safety implications. Prepares reports containing technical bases and recommendations for resolution and presents them to upper management and the ACRS, where appropriate. Develops these reports into technical positions with supporting regulatory analyses which will be incorporated into the Standard Review Plan or may later be used as bases for regulatory guides and Commission regulations.

Identifies and evaluates confirmatory research to be performed by the Office of Nuclear Regulatory Research; participates on research review groups to provide licensing input and monitor in the progress of research programs; and recommends research or changes in research programs necessary to meet licensing needs. Interprets results of such programs for use by the Branch.

Recognizes issues in employee's areas of review that require expertise beyond that normally available within the branch. Recommends to management the type of evaluation or assistance needed; for example, assistance from another division or from a contractor.

May be required to manage contracts with the National Laboratories (Department of Energy), other Government agencies, academic institutions, and private contractors in support of licensing reviews.

Reviews and provides comments and recommendations on Regulatory Guides, Industry Standards, and Commission regulations developed by or forwarded from the Office of Nuclear Regulatory Research.

Provides expert testimony at public hearings to describe and support technical analyses, evaluations, and positions developed in licensing cases. In some instances, such testimony relates to new, original, and controversial technical and licensing matters, or new reactor reviews.

Prepares correspondence and reports in response to inquiries received from members of Congress, other Federal agencies, State and local governments, and from the public.

Performs or participates in inspections or investigations performed in response to requests, allegations, operational events, and potential generic problems in the Branch's area of responsibility.

Reviews operating experience/operational problems to assure that precursors to potential generic safety concerns are identified, properly corrected, and incorporated into the review process for application to other operating and new reactors as appropriate.

Prepares responses and makes presentations to the Advisory Committee on Reactor Safeguards, the Commission, upper management, and outside groups on technical issues, concerns or positions developed.

Provides guidance and support to other members of the Branch, including peer review and developing concurrence recommendations for the branch chief and division management as needed.

Gives presentations on technical topics within the Branch's area of responsibility and within the employee's area of technical expertise to Branch members and similar groups.

Serves as a member of rulemaking working groups. Prepares rulemaking plans and new and revised regulations and supporting documents (e.g., statements of consideration, CRGR packages, and backfit analyses per 10 CFR 50.109), as well as new and revised supporting guidance documents (e.g., regulatory guides and standard review plans). Reviews and dispositions public comments on proposed rules and guidance documents.

Receives and documents allegations. When specialized expertise is needed, provides technical support to Office of Investigation activities and other NRC branches to understand and resolve allegations

Work products reflect the use of risk insights and a risk-informed and performance-based philosophy, as appropriate. Is familiar with pertinent elements of risk-informed and performance-based regulation and uses risk information and risk insights to enhance decision-making without undue delay.

Supports Freedom of Information Act (FOIA) requests by conducting searched of files and reviews documents as needed under the Freedom of Information Act.

Performs such administrative duties as entering time and attendance information and hours spent on work assignments into appropriate tracking systems. Collects and provides data in support of operating plan development, implementation, and monitoring.

Occasionally, serves on rating panels for competitive selections and recruiting.

Occasionally, serves on differing professional review and differing professional opinion review panels.

secure resolution of highly complex and controversial technical issues and licensing problems.

Knowledge of current relevant research and development programs and theoretical and practical developments in the field; ability to formulate the need for and evaluate the results of varied and complex research programs and proposals that will support licensing needs in the Branch's area of responsibility.

Demonstrated ability to write clearly and to make sound and logical oral presentations of highly complex technical issues, recommendations, or positions to the ACRS, Commission, upper management, hearing boards and to outside groups.

Uses risk-informed decision-making (RIDM) and risk developed insights, as appropriate, in establishing the depth and breadth of the technical evaluation to be undertaken for safety reviews.

Ability to serve as a technical monitor for technical assistance contracts. Ability to develop contract requirements and documents, to evaluate technical and cost proposals, and to administer technical assistance contracts to assure optimal use of contracting resources and compliance with government and NRC contracting regulations, policies, and procedures.

Reactor Systems Engineer, GG-801-14
Technical Specifications Section
Reactor Operations Branch
Division of Inspection Program Management
Office of Nuclear Reactor Regulation

FUNCTIONAL STATEMENT

Serves as a staff member that coordinates: (1) the development of Standard Technical Specifications (STS) for nuclear power plants, including changes and improvements, (2) the interpretation of plant-specific Technical Specifications (TS), and (3) the review and evaluation of plant-specific TS. Provides project management for technical specification activities.

The Technical Specifications Section is responsible for the development, interpretation, and implementation of plant TS, which are an essential element in assuring that plants are operated in a manner that provides adequate protection of the public health and safety. This means ensuring that the regulatory approaches to plant licensing embodied in the (STS) (e.g., resolution of generic issues, standards, conventions, precedents, and guidelines) are appropriately applied to plant TS, including consideration of plant-specific licensing bases and the requirements of 10 CFR 50.36, "Technical Specifications."

REGULAR DUTIES

Participates in ongoing efforts to further develop and improve specifications. Reviews and evaluates operating experience information and analyses from other NRR Divisions, NRC regional offices, and other organizational units.

Develops changes which are applicable to one or more reactor vendors. Such changes may be the result of operational developments and experience, including human factor considerations, at operating facilities.

Arranges and conducts meetings with industry representatives and owners groups to identify problems and resolve technical differences in developing and implementing specification improvements, and with applicants, licensees, and NSSS vendors, in conjunction with Project Managers, to identify problems and resolve technical differences in developing and implementing standards for operating power reactors.

Proposes interpretations of requirements to ensure consistent application in relation to intent and philosophy of the standards, and resolves inconsistencies and differing opinions.

Develops changes and creates supporting documentation for submission to the Committee for the Review of Generic Requirements (CRGR),

Participates in CRGR presentations.

Performs major technical studies of complex and varied safety issues and licensing problems, to include the following:

1. Develops and recommends plans to clarify proposed licensing requirements and/or positions.

Reactor Systems Engineer, GG-0801-14

2. Obtains additional information and coordinates with other technical review branches as needed, for the completion of revisions.
3. Coordinates the efforts of technical staff personnel, to achieve timely and complete resolution to the licensing requirements or positions.
4. Interprets and consolidates complex and diverse technical data. Develops portions of the technical standards from technical data, views, recommendations and opinions.

Prepares reports, Commission Papers, Federal Register Notices, value impact statements, and recommended NRC positions.

Provides technical assistance and advice to the Regions and other NRC Offices on matters which fall into the section's area of responsibility or employee's area of technical cognizance; serves on ad hoc committees and task forces, when requested, to provide technical expertise.

Reviews and evaluates proposed amendments to operating licenses. Provides guidance to Project Managers and technical reviewers to ensure that approved changes are consistent with applicable criteria.

Prepares Safety Evaluation Reports to support approved changes.

OCCASIONAL DUTIES

Acts as lead engineer for the preparation of plant-specific specification for issuance in power reactor operating licenses and for operating power reactors converting to STS, taking into consideration the unique design differences associated with individual facilities.

Occasionally serves as a Technical Monitor on technical assistance programs under contract with the National Laboratories (Department of Energy); other government agencies, academic institutions, and private contractors to provide technical guidance and to assure contractor compliance with contract requirements.

Prepares specification responses to NRC Executive correspondence, including inquiries received from members of Congress, other federal agencies, state and local governments, the public, and industry regarding Commission.

As requested, reviews and provides comments on Regulatory Guides, industry codes, standards, and regulations related to the design, construction, and operation of nuclear reactor facilities.

As requested, serves on various professional or industrial society standards committees, subcommittees and panels to express opinions and views based on experience in the field and knowledge of the interests of NRC.

Recommends technical assistance contracts, special development, or research work that the NRC should sponsor to enhance the safety of nuclear reactor facilities, confirm safety requirements, and support development and implementation of specifications.

Acts as lead engineer in developing specifications to implement staff positions regarding

Reactor Systems Engineer, GG-0801-14
generic safety issues.

Serves as Acting Section Chief when designated.

POSITION DESCRIPTION

PD Tracking Number 8003
Series, Title and Grade 0303 Licensing Assistant GG-11
Department Office of Nuclear Reactor Regulation

Functional Statement

Provides administrative support to the assigned branch within the Office of Nuclear Reactor Regulation (NRR) in managing all procedural and administrative aspects associated with the safety and environmental review of assigned projects. Initiates, coordinates, reviews, and/or processes to final action, nontechnical aspects of applications for, and communications concerning, activities within the branch.

Regular Duties

When assigned, serves as a mentor to less experienced licensing assistants and licensing assistants in training to share accurate and concise knowledge on critical skills and training and qualification plans and is responsive to mentored licensing assistant's needs.

Reviews licensing actions and assigned activities to ensure nontechnical safety and environmental data submitted by applicants/licensees are present and conform to applicable NRC regulations and guides. Reviews correspondence from applicants/licensees and advises the project manager of additional information required, as necessary.

Reviews licensing actions, assigned correspondence, memoranda, controlled correspondence, director's decisions (under Title 10 of the Code of Federal Regulations (10 CFR), Section 2.206), and allegation responses and documents to ensure compliance with applicable editorial and correspondence standards. Processes preliminary environmental assessments and completes noticing actions to allow issuance of exemptions and other licensing actions within scheduled deadlines. Maintains records of branch licensing actions, correspondence, communications, and the plant-specific Listserv distribution. Maintains any databases/tracking systems necessary for the branch. Occasionally originates correspondence to licensees and to Federal, State, or local officials.

Evaluates license and/or Technical Specifications (TS) changes against (1) existing license and/or TSs (authority file), (2) amendment request, and (3) proposed changes to identify potential inconsistencies. Discusses revisions/ issues of pages being revised with the project manager and/or licensee contact. Provides independent quality assurance check to ensure uniformity, consistency, and the integrity of NRC practices are maintained. Consults with subject matter experts, the Office of the General Counsel (OGC), lead reviewers, project managers, supervisors, and other NRC personnel to resolve various administrative issues that arise.

Reviews revisions to the Commission's rules, regulations, and procedures to determine impacts on the licensing process and to develop administrative methods of implementing new requirements. Serves as a focal point in the assigned branch as the most knowledgeable person on administrative aspects of NRC rules, regulations, and procedures applicable to the licensing process.

Assists in preparing license amendments, orders modifying licenses, license renewals, and indemnity agreements and processes them to completion. Assists project managers in reviewing and editing input submitted by technical reviewers. Occasionally originates notices for biweekly or individual publication in the Federal Register of all proposed licensing actions that may involve a No Significant Hazards Consideration and reviews Federal Register notices and letters to applicants and licensees.

Coordinates various administrative items to assure consistent and timely action for all branches within the division. Consults with OGC and other NRC personnel, as well as licensees, to resolve administrative issues that arise.

Prepares memoranda, letters, and reports regarding project review status.

Provides instructions to branch personnel on procedural and organizational requirements, conditions, and limitations imposed by Commission regulations and policy that are applicable to the licensing process.

May serve as an NRC Technical Monitor overseeing the activities of contractors in support of the NRR mission. The contracts may involve logistical and administrative support for public meetings.

Assist PMs in the preparation and execution of public meetings. Attend public meetings, hearings, and briefings as necessary to provide administrative assistance.

Occasionally participates in conference calls with licensees to explain the administrative aspects of the licensing process. Occasionally attends public hearings and NRC Commission briefings to provide administrative assistance to the project manager or Branch Chief.

Responsible for prioritizing/scheduling reviews of amendments so that the reviews will coincide with the project manager's schedule for issuance.

Performs searches of files and reviews documents for copying to provide information to the Office of the Chief Information Officer to complete requests under the Freedom of Information Act (FOIA).

Assists with preparation of hearing case records and indices for the Atomic Safety and Licensing Board Panel (ASLBP) and other parties involved in public hearings. Responsible for searching official NRC records to locate documents associated with issues to be covered in hearings and discovery proceedings, retrieving copies of located documents, and arranging for shipment of documents to the appropriate hearing site.

POSITION DESCRIPTION

PD Tracking Number 25044
Series, Title and Grade 1701 Reactor Technology Instructor GG-13
Department Assoc Dir for HR Training & Development

Functional Statement

Supports the design, development, implementation, and maintenance of training modules and associated materials within designated reactor vendor design(s), regulatory programs, and associated technical areas to initially provide and continually maintain regional and program office inspection and staff personnel with the level of technical and regulatory knowledge necessary to perform their assigned job functions. Provides support to reactor technology program owners for the development of new courses and curriculum areas and major modifications to assigned technology area(s). Provides instruction in classroom, workshop, and simulator environments. Assists in the development, technical review, and administration of examinations to evaluate the level of understanding of attendees upon completion of specified phases of the training programs. Provides highly skilled technical assistance to NRC staff in the areas of nuclear power plant (NPP) design, instrumentation, control, and operations.

Regular Duties

Serves as an expert Reactor Technology Instructor (RTI) whose major function is implementation and execution of the training and development mission of the Human Resources Training and Development (HRTD) division in the Office of the Chief Human Capital Officer (OCHCO.) As a qualified RTI, completes tasks supporting all facets of the Systematic Approach to Training (SAT) process (i.e. analysis, design, development, implementation, and evaluation) as designated by Senior RTI Program leads for reactor designs they are assigned to by their designated branch chief. Attains qualification to instruct in multiple reactor designs, administratively manages a reactor program, and serves as a Level 1 Contracting Officer's Representative.

Completes the HRTD Technical Training Center (TTC) Reactor Technology Instructor (RTI) formal staff qualification process in areas as assigned. Qualification areas may include but are not limited to the following reactor programs: General Electric (GE) Boiling Water Reactor (BWR) Technology; Westinghouse Pressurized Water Reactor (PWR) Technology; Combustion Engineering PWR Technology; Babcock & Wilcox PWR Technology; AP-1000 PWR Technology; and New Reactor Design Technologies as curricula are developed.

Attains and maintains proficiency in the use of agency information resources including document management and retrieval systems, Web-based systems, and other IT systems.

Reviews technical and regulatory information to maintain currency with NRC policies and procedures and industry technical and operational information. Supports reactor technology program owners in evaluating current information, reviewing recommendations regarding updates to assigned training programs and updating the programs as appropriate. Examples of information evaluated include: NUREGs; Licensee Event Reports; Daily Event Reports; Bulletins; Vendor Topical Reports; INPO Documents; and NEI Documents.

Evaluates training standards and programs developed by other government agencies and commercial firms for possible utilization in the technical training curriculum and recommends updates to program owners for assigned programs as appropriate.

Conducts classroom and simulator presentations utilizing appropriate techniques such as formal lectures, workshops, demonstrations, seminars, and role playing. Where appropriate, utilizes technology aids such as video displays, computers, training and presentation software, video conferencing, etc.

Develops technology curriculum elements, either individually or as part of a team, including lesson objectives, instructor lesson plans, student materials (i.e. course manual chapters and handouts), examination questions, and graphics (as directed by program owners.)

Develops simulator scenarios including lesson objectives, instructor lesson plans, and student materials (as directed by program owners.)

Provides advice and consultation for developing course outlines, selecting instructional techniques and methodologies, and designing graphics, instructional materials, and self-study components. Assists program owners in application of the instructional systems development (ISD) process for developing and validating training materials including those delivered through nontraditional delivery systems (e.g., computer-based instruction, video cassettes, interactive multimedia, distance-learning technology, etc.).

Assists the reactor technology program owners in the design, development, implementation and maintenance of a technical training program (at the technology level) to initially provide and continually maintain NRC staff with the knowledge, skills, and attitudes (KSAs) necessary to perform its assigned job functions. This coordination requires oversight, research, preparation, revision, incorporation of technical and regulatory information into the training program, and technical quality control for assigned curriculum areas. It also involves development of course and module learning objectives, use of hardware training aids, and incorporation of computer, electronic, and video training resources.

Assists program owners in the preparation, implementation, and review of classroom and simulator examinations to evaluate the level of knowledge and understanding of course attendees.

Coordinates the day-to-day activities of courses when performing the duties of Course Director, including scheduling individual modules to HRTD staff assigned by management, schedule adjustments, addition of special material, and resolution of individual or multiple student problems during the course.

Acts as a technical advisor for and evaluates the knowledge, skills, and attitudes of HRTD staff that are completing the instructor qualification process. This evaluation may be accomplished through one-on-one checkouts, monitoring classroom or simulator presentations, and serving as a member or chairperson of an oral qualification board.

Completes, as assigned, the necessary training for, obtains, and maintains certification as an NRC Contracting Officer's Representative (COR). Assists, as assigned, Senior Reactor Technology Instructors in contract management as an alternate COR.

Aids program owners in the conduct of program assessments. These include assessing NRC regional and program office training program implementation and effectiveness and assessing the utility of HRTD programs delivered to regional and program office personnel.

Provides highly skilled technical assistance to other agency components in the areas of NPP design, instrumentation, control, and operations.

Provides highly skilled technical assistance in interoffice conferences to screen, review, and evaluate reportable events and operational occurrences.

Provides highly skilled technical assistance in the reactor plant operations area for agency activities such as Incident Investigation Teams, Augmented Inspection Teams, special inspections, and emergency drills.

Accompanies and assists regional, resident, or NRC team inspections or investigation efforts as assigned.

Supports program owners in the implementation of a program to maintain technical quality control and consistency for graphics used in course materials for assigned courses. This requires continual interface with other HRTD staff assigned responsibility for similar courses.

Supports program owners in the implementation of a program to develop and maintain a computerized examination bank of questions for courses associated with the assigned technology.

Supports program owners in monitoring and resolving TTC simulator action requests (SARs) to address simulator performance issues and desired simulator changes. This includes documenting deficiencies and desired changes; conducting and coordinating research to determine the validity of reported deficiencies; coordinating of modifications with the simulator engineering staff; prioritization of the SAR list; and testing and validation of completed modifications.

Assists program owners in the implementation of a program to analyze differences in BWR and PWR product lines or PWR vendor designs. This may involve comparing the design and operation of BWR NPPs of different product lines, PWR NPPs of different product lines from each of the PWR vendors, or between the PWR vendor designs.

Evaluates training standards and programs developed by other Government agencies and commercial firms and makes recommendations to program owners for possible utilization into the curriculum of the designated reactor vendor design(s).

POSITION DESCRIPTION

PD Tracking Number 57047
Series, Title and Grade 0850 Electrical Engineer GG-14
Department (RES) Div of Engineering
Functional Code 42 - Regulatory enforcement and licensing

Functional Statement

This position is established to perform a variety of computer science/engineering duties to develop, plan, organize, manage and coordinate research activities dealing with technical issues associated with cyber (i.e., computer system or network-related) threats, vulnerabilities, exploits, and risks or system configuration, hardware, and software states involving digital components in safety-related, important-to-safety, security, emergency preparedness, and material control and accounting systems at NRC-licensed facilities. Assignments include applying computer science and engineering theories, principles and practices to power reactors, fuel cycle facilities, independent spent fuel storage installations, byproduct materials licensees, non-power reactors, and decommissioning facilities. Carries out independent research to resolve user needs from program offices.

Regular Duties

Computer Science/Engineering Duties

Serves as a professional computer scientist/engineer responsible for managing projects involving research on automated digital components and systems and the safety/security implications for the use of those systems and components for nuclear regulatory applications. Studies facility specific critical systems and critical digital assets to include, determining adverse impacts including propagating effects from cyber compromise or due to digital instrumentation and controls (DI&C) software errors and considering unique design differences associated with a variety of individual facilities of different licensee types. Reviews integrated system operations and functions and determines potential adverse impacts due to mal-operation or failure of digital systems on safety, security, emergency preparedness, and material control or accounting systems.

Provides computer science/engineering expertise in the development of cyber security and DI&C requirements and associated regulatory guidance. Reviews and evaluates analyses and assessments from other NRC Divisions (e.g., Office of Nuclear Reactor Regulation, Office of Nuclear Security and Incident Response, Office of Nuclear Materials Safety and Safeguards) as well as technical divisions within the Office of Nuclear Regulatory Research, and other organizational units. Gathers and interprets complex and diverse technical data; analyzes the data and forms recommendations for agency positions related to cyber security and DI&C technology, and develops technical bases for agency positions related to computer hardware and software solutions for cyber security and DI&C.

Computer Science/Engineering Consulting Duties

Recommends computer science- and/or engineering-related technical assistance contracts or research work that the NRC should sponsor to enhance the cyber security and safe use of DI&C in NRC-licensed facilities; develops or confirms requirements and supports development and implementation of cyber security-related and/or DI&C safety- related/important to safety contracts. Prepares responses to inquiries received from members of Congress, other Federal agencies, Industry, and other members of the public regarding Commission activities in the area of cyber security and DI&C. Acts as contract project officer and directs contractors in working to support agency cyber security regulatory programs. This involves developing statements of work; researching and validating merit of produced documentation; project plans and schedules; monitoring of projects to ensure that they are staying on schedule and within budget; dynamically prioritizing and approving project and schedule adjustments due to new requirements and/or changing priorities and reporting issues to management.

Staff Coordination and Communication Duties

Communicates with international regulatory agencies to share programs, processes and lessons learned, including participating in IAEA guidance development. Support agency efforts regarding cyber security or DI&C risk analyses and reviews, and maintains regulatory security or safety documentation, procedures, and other technical documents. Provides responses as requested to technical inquiries from internal and external authorities. Works effectively with individuals of all levels both within and outside the organization to achieve cooperation and consensus among parties engaged in joint or parallel levels.

Recommends computer science- and/or engineering-related technical assistance contracts or research work that the NRC should sponsor to enhance the cyber security and safe use of DI&C in NRC-licensed facilities; develops or confirms requirements and supports development and implementation of cyber security-related and/or DI&C safety- related/important to safety contracts. Prepares responses to inquiries received from members of Congress, other Federal agencies, Industry, and other members of the public regarding Commission activities in the area of cyber security and DI&C. Acts as contract project officer and directs contractors in working to support agency cyber security regulatory programs. This involves developing statements of work; researching and validating merit of produced documentation; project plans and schedules; monitoring of projects to ensure that they are staying on schedule and within budget; dynamically prioritizing and approving project and schedule adjustments due to new requirements and/or changing priorities and reporting issues to management.

information of a technical and/or policy nature to colleagues, peers, senior management officials, and

POSITION ACTION AND EVALUATION

U.S. Nuclear Regulatory Commission
Office of Nuclear Regulatory Research
Division of Risk Analysis
Reliability and Risk Analyst (or Reliability and Risk Engineer)* GG-0801/1301-14**

FUNCTIONAL STATEMENT

Performs technical analyses, reviews technical studies, and manages research projects, in the fields of system reliability analysis (for internally and externally initiated accidents, including fire-initiated accidents), accident physical process analysis, human reliability analysis, and/or offsite consequence analysis associated with probabilistic risk analyses of nuclear reactors, other portions of the nuclear fuel cycle, or other facilities or devices using nuclear material. Interprets these results and provides risk-based perspectives for use in NRC's decision-making process.

REGULAR DUTIES

As a Reliability and Risk Analyst, incumbent carries out technical duties with respect to the quantitative, probabilistic, analyses of issues in nuclear safety and initiates appropriate actions to obtain solutions to problems which arise in fulfilling assignments. Specific duties include the following:

Performs risk analyses and evaluates the design and functional capability of nuclear facilities and/or devices to withstand accident conditions, with a focus on estimating the frequencies of accidents and their consequences. Specifically, the following types of reliability and risk analyses are performed, either in the context of a specific issue or a broader analysis of facility or device risk:

Analyses the types of events which can initiate accidents in nuclear facilities or devices, and the frequency of such events.

Provides development and application of event and fault trees, or other similar types of models, to logically structure the combinations of system failures needed to result in accidents and the specific failure mechanisms of systems designed to cope with such accidents, as well as to quantify the probabilities in such trees, including analysis of common-cause failure mechanisms.

Provides development and application of models to assess the reliability of humans both before and during an accident, and to quantify the associated probabilities.

Provides development and application of accident progression event trees, or other similar models, to identify potential radioactive release pathways and quantify the probabilities of these pathways.

Conducts analyses of the public health and economic consequences, and the overall public risk, of such accidents.

Leads discussions of methods, data, and results in the areas described above to other technical staff that need this information in the conduct of their work.

Drafts technical reports and makes presentations to the Advisory Committee on Reactor Safeguards, the Commission, upper management, and outside groups on technical issues, concerns, or positions developed on regulatory issues related to analyses performed.

Reviews risk analyses of an issue in a nuclear facility or device, or a broader study of an entire facility or device, submitted by NRC licensees or other organizations, in one or more of the technical areas.

POSITION ACTION AND EVALUATION (Continued)

Provides technical reports and discussions of methods, data, and results with respect to the as well as other assistance, to technical reviewers in other branches who need this information in the conduct of their reviews.

Makes presentations to NRC management, the Advisory Committee on Reactor Safeguards, the Commission, and outside groups on technical issues, concerns, or positions developed on regulatory issues related to such reviews.

Manages contractor projects in risk analysis methods development or applications and identifies the need for research projects which can be obtained under contract and develops appropriate work scope.

Serves as project manager on research programs in support of the staff regulatory activities under contract with Department of Energy laboratories, other government agencies, academic institutions, and private contractors to provide technical guidance and to assure compliance with contract requirements.

Identifies and evaluates research and other technical studies, relevant to the project, being performed elsewhere in the Office of Nuclear Regulatory Research or by other organizations and recommends research or changes in research programs to meet regulatory needs.

Provides written and oral reports to staff and management on the technical approach and results of projects, as well as on the administrative (financial, scheduler) aspects of the project.

Drafts correspondence and reports in response to inquiries received from members of Congress, other federal agencies, state and local governments, and from the general public.

U.S. Nuclear Regulatory Commission
Office of Nuclear Material Safety and Safeguards
All Divisions
See note below:

NOTE: This position is classified as interdisciplinary and can be classified as: Senior General Engineer, GG-0801-15, Senior Nuclear Engineer, GG-0840-15, Senior Physical Scientist, GG-1301-15, Senior Mechanical Engineer, GG-0830-15, Senior Materials Engineer, GG-0806-15, Senior Environmental Engineer, GG-0819-15, Senior Geologist, GG-1350-15, or Senior Health Physicist, GG-1306-1r, depending upon the qualifications of the individual selected to fill the position.

Approved Organizational Titles: Senior Project Manager, GG-0801-15, Senior Project Manager, GG-0840-15, Senior Project Manager, GG-1301-15, Senior Project Manager, GG-0830-15, Senior Project Manager, GG-0806-15, Senior Project Manager, GG-0819-15, Senior Project Manager, GG-1350-15, or Senior Project Manager, GG-1306-15.

Functional Statement

The incumbent plans, coordinates, directs, and leads major projects for development of regulations, policies, requirements, and guidance for fuel cycle facilities, materials safety, security, and protection of the environment. He/she is responsible for managing projects and resolving highly complex, critical, or controversial program policy and licensing issues.

Regular Duties

Originates, reviews, modifies, coordinates, formulates, and assesses NMSS positions on policies and emerging issues related to fuel cycle facilities and licensees. Leads major licensing reviews and identifies need for technical assistance to support review of all applications. Coordinates activities for conduct of important review needs, reviews findings, and formulates agency positions concerning them. Identifies need for development of new and revised acquisition policies and to reflect technical assistance need and studies for safety and environmental reviews, new and emerging threats to security of nuclear fuel cycle facilities, materials, and concerns of stakeholders.

Identifies work scope, resources, products and schedules for assigned policy development and rulemaking activities to enhance safety and protection of the environment. Coordinates and provides advice related to preparation of policies and of rulemaking documents, including regulatory analyses, statements of consideration, environmental assessments, information collection requirements, reviews for consistency with other policies, consistency with research findings and technological developments, legal reviews, and input from other agencies. Manages the resolution and closure of petitions for rulemaking.

Manages, coordinates, and performs safety and environmental reviews of applications for fuel cycle facilities and amendments. Determines requirements for additional information, studies, reviews and documentation. Recommends agency action for applications consistent with NRC Safety Evaluation Reports, Environmental Reports, and other documentation.

Initiates and manages contract support for assigned tasks and project activities. Identifies qualifications needed, statements of work, schedules, and deliverable products. Provides guidance and direction to national laboratories and commercial firms performing work under contract, monitors performance, and reviews draft products.

Represents the Office at internal NRC meetings to facilitate resolution of issues, and formulates Office positions concerning them. Schedules, coordinates, chairs and participates in public meetings with representatives of the public, nuclear industry, NRC staff, States and local governments, and other Federal agencies to address technical or policy matters related to the overall program or to specific licensing actions.

Represents the NRC at international forums related to fuel cycle facility issues

Occasional Duties

Serves on rating panels; provides direction to support staff; acts for supervisor.

Performs other duties, as assigned or required.

Health Physicist, GG-1306-13
Division of Reactor Safety
Various Regions

FUNCTIONAL STATEMENT

Serves as a region-based inspector to plan and conduct inspections, report and integrate findings associated with radiation protection inspections of light-water reactors, in accordance with the NRC Inspection Manual.

REGULAR DUTIES

1. Independently plans and prepares for the scope of an assigned inspection to obtain sufficient information through direct observation and verification of licensee activities
 - a. Reads appropriate documents, such as inspection reports, plant issues matrix, licensee event reports, problem reports, allegations files, and deficiency reports in order to develop a perspective of recent licensee performance and to develop performance-based targets for more in-depth review.
 - b. Performs an initial review of inspection procedures, inspection activities, and functional areas applicable to the inspection procedure to be used in order to become aware of inspection objectives, requirements, and guidance, and to prepare an initial selection of the sample set to be reviewed.
 - c. Participates in or recommends improvement to an application of inspection techniques and standards.
 - d. Coordinates with headquarters program office staff to obtain technical guidance, consult on technical problems, and to maintain technical proficiency.
2. Performs routine and complex inspections, allegations inspections, regional initiative inspections, or area of emphasis inspections of reactor facilities to observe and assure conformance to NRC rules and regulations, inspection procedures, and orders.
 - a. Performs as the principal inspector for one or more assigned operating reactor facilities.

- b. Evaluates licensee management policies and practices. Determines licensee performance, identifies trends, areas of safety concern and non-compliance, and discusses inspection findings with licensee management and staff.
 - c. Reviews allegation referral responses.
3. Writes a report of inspection findings to ascertain whether the facility is being operated safely, the licensee's management control program is effective, and regulatory requirements are being satisfied.
- a. Gathers necessary technical information from personal notes and observations.
 - b. Makes technical judgements and conclusions regarding licensee performance.
 - c. Assesses the performance of independent licensee organizations in appraising events and issues, their root cause, and corrective actions taken. Determines the effectiveness of the licensee's response in addressing the recommendations made by the independent organization.
 - d. Informs the Branch Chief and other NRC staff, as appropriate, of the findings, observations, and conclusions of the inspection, including recommendations relative to additional inspection activities and/or enforcement sanctions.
 - e. Ensures inspection documentation details the observations, findings, and conclusions of the inspection, in accordance with established NRC procedures to establish a formal written and legal record of the inspection that will form the basis for NRC performance and safety assessment efforts.
 - f. Prepares feeder reports for higher level review to support periodic assessments of licensee performance (e.g., Plant Performance Reviews (PPR), and Senior Management Meetings (SMM)) in conformance to NRC procedures, practices, and policies.
 - g. Prepares or assists with the development of meeting notices and press releases and in the determination (within policy guides) of information that can be released to the public.
 - h. Drafts closeout documentation for allegations. Prepares draft responses to individuals providing safety concerns. Reviews associated allegation correspondence and files to determine if the NRC has adequately addressed the concern.
 - i. May recommend inspection program changes.

Health Physicist, GG-1306-13

- 4. Writes a report of inspection findings to ascertain whether the facility is being operated safely, the licensee's management control program is effective, and regulatory requirements are being satisfied.**
 - a. Consults with peer inspectors and senior inspectors to ensure that observations and findings are properly considered. Reconciles differences to produce complete and accurate assessments.**
 - b. Prepares input for higher level review to support periodic assessments of licensee performance (e.g., Plant Performance Reviews (PPR), and Senior Management Meetings (SMM)) in conformance to NRC procedures, practices, and policies. As assigned, makes oral presentations relative to performance assessment.**
- 5. Performs miscellaneous duties in support of the region-based inspection program.**
 - a. Participates in enforcement activities by preparing enforcement related proposals in accordance with established NRC enforcement guidance and procedures. May present findings in enforcement briefings, panels, and conferences.**
 - b. Maintains effective working relationships with DRP staff, NRC headquarters staff, OE, and Office of Investigations (OI).**
 - c. Responds to events and emergent conditions or situations, and assertions of improper performance (allegations) as necessary to effect review, monitoring, and inspection of licensee performance.**
 - d. Participates in emergency preparedness drills and exercises as a participant or evaluator in order to maintain the emergency preparedness effectiveness of the agency and ascertain the licensee's ability to effectively manage and control emergency response.**
 - e. Provides support to the Office of the Regional Administrator (ORA) relative to public affairs, enforcement and allegation processing and handling, and state liaison proceedings by being responsive to needs and requirements so as to develop and communicate accurate and complete information relative to the functional area for the specific facility.**
 - f. Acts as a representative of the NRC while associating with licensees, media, and the public.**

OCCASIONAL DUTIES

Occasionally, or in a developmental capacity, leads a small (2 or 3) team of inspectors. Plans and coordinates the inspection scheouie, assigns areas of inspection to team members, coordinates and leads entrance and exit interviews with licensee management, coordinates the preparation of the inspection report, provides technical advice and guidance to team members, monitors and evaluates the progress of team inspection efforts.

Performs other duties as assigned.

POSITION DESCRIPTION

PD Tracking Number 357120
Series, Title and Grade 0343 Management and Program Analyst GG-13
Department Region II - Office of the Regional Administrator

Functional Statement

Performs analytical and evaluative work related to Region II programs, management systems and processes impacting various technical and administrative areas of the Region. Analyzes manpower utilization/program completion data and other information for regional performance and cost management reporting. Monitors the execution of the budget for all Region II programs, operations and activities. Provides expert technical guidance in the preparation of the Regional budgets and financial plans and coordinates budget and program information with the Office of the Chief Financial Officer (OCFO) and business line and product line owners.

Develops, recommends and implements policies and procedures for new planning initiatives. Serves as Level I Contracting Officer's Representative (COR). May serve as funds control officer.

Regular Duties

Develops and maintains budgeted staffing resource tables, including programmatic and organizational crosswalks. Integrates all programmatic data into a consolidated report. Provides expert advice and oversight for the Region II performance management and internal control programs. Analyzes regional performance monitoring information needs, develops methods to identify sources of the information, and develops methods of collecting the data. Interfaces with all programs in the Region to understand and provide oversight of Regional performance and mandatory activities in the assigned program area, as well as supporting the other program areas. Develops and improves methods, techniques and standards to be used in the Cost Management reports.

Coordinates and oversees the development of the input to Business Line Performance and Internal Control Plans. Develops, coordinates and implements regional performance measures, goals and objectives, both near term and long range through the Performance Management Working Group. Develops and coordinates quarterly performance reports and updates.

Maintains Region II's performance measures and other operating information on NRC's Performance Management information SharePoint site as well as the regional information SharePoint site. Coordinates with assigned program manager in preparation of monthly and quarterly reports to track inspection and other program performance.

Performs management analyses of regional resource utilization against budget and performance plans. Develops audit reports and analyzes data to provide improved methods for handling the technical and administrative aspects of day-to-day activities for the Region.

Performs trending analysis. Creates ad hoc queries and performs reviews of program elements as needed to provide insight on performance in areas of particular interest. Develops reports designed to provide feedback on performance against NRC program initiatives and their impact on the Region II staffing and financial position. Performs special assignments involving the analysis of resource utilization. Performs audits of Region II procedures, processes and activities to assess compliance with program requirements, identifies areas for performance improvement, and recommends solutions for areas requiring improved internal controls.

Consolidates and verifies Reasonable Assurance documentation.

Provides advice and assistance to regional management in planning and implementing the power reactor licenses inspection program (including auditing the Reactor Oversight Program [ROP]), and/or byproduct materials licenses inspection program. Recommends reallocation of discretionary resources based on licensee performance, and identifies any significant deviations between planned and actual inspection resource allocations.

Oversees budget execution and funds control processes for all Region II operations. Develops requests to be submitted to the OCFO for allowance of funds in assigned program areas.

Reviews proposed budget execution or financial plans to assure that proposed expenditures are consistent with the budget as approved; that rate of expenditure does not exceed the apportionment of funds; that appropriate reserves are established when programs have been curtailed or postponed; and that proposed expenditures are reasonable in terms of prior cost experience. Develops and implements the Region II Spend Plan reports. During budget formulation, provides analysis of regional budget information of OCFO, as needed, to support determination/projection and justification of resource needs. Ensures that OCFO is informed of changes in resource needs and projected workload.

Utilizing a broad knowledge and understanding of the functions and work processes of the Region and its programs, evaluates and provides input on the information and data needs of Region II. Collaborates with regional staff and management to determine specific information needs, and recommends approaches to automation of information needs.

Develops and updates divisional instructions and regional procedures for new and existing systems and processes including documentation of internal controls as required. Proposes, authors and implements changes to guidance or policy as appropriate.

Serves as a Level I Contracting Officer's Representative (COR) for a variety of more complex procurements for commodities and services. Requires annual certification and practical knowledge of both Federal and Nuclear Regulatory Commission Acquisition Regulations (FAR & NRCAR) and use of the agencies Strategic Acquisition platform (STAQ's). Duties include preparing scopes of work (SOW) and independent government cost estimates (IGCE).

Coordinates with headquarters and regional procurement staff, and agency technical representatives to negotiate with vendors on scope and pricing issues.

Procures a wide variety of supplies, services, materials and equipment, ranging from moderately complex office supply replenishment to complex open-market procurement of services and equipment utilizing GSA, other federal sources and open-market procedures via a Purchase Card or the agency's acquisition management system. Incumbent may serve as a Regional Contracting Officer, assures purchasing actions are carried out in accordance with NRC policies, small business and other socio-economic policies, and Federal Acquisition Regulations. Procurement files are adequately documented and organized.

Provides back-up or collateral assignment support to regional Information Management Program areas including but not limited to Freedom of Information Act requests, Records Management Program, Site Access Program, HSPD-12/Regional Badging Program, and Mailroom Operations, etc. as requested.

Performs other duties as assigned.

Senior Emergency Response Coordinator, GG-0801-1301-14
Security, Emergency Preparedness and Incident Response
Division of Radiological Safety and Security
Region III

FUNCTIONAL STATEMENT

Develops, evaluates, and coordinates a program to address topics and problems associated with the NRC assessment of measures taken in response to a nuclear emergency in Region III. Coordinates and conducts the training and other support provided to the NRC Regional emergency response organization. Responds to emergent requests for information regarding emergency preparedness and incident response activities from high level external stakeholders including state officials and congressional representatives.

REGULAR DUTIES

Evaluates technical merits of existing or proposed programs in support of the NRC Regional emergency response effort.

Recommends solutions to identified problems with the NRC response to actual or simulated accident conditions for NRC licensed activities. Prepares various documents concerning the technical aspects of emergency response, as assigned. Makes recommendations to management for establishing objectives and goals, and for the implementation, coordination, and control of the NRC emergency response program related to protective measures analyses for Region III. Drafts and reviews guidance developed to implement policy, regulations, or requirements pertaining to emergency response.

Develops drill and exercise programs to achieve and maintain the requirements and proficiency of the response teams. Coordinates, develops, and implements a program to identify and address the information and analytical needs of the response teams. Serves on the response team, as directed.

Develops and implements programs to improve the functional performance of response teams. Assures procedures, training, and facility needs of teams are considered. Provides training to the Region III employees assigned to the various collateral emergency response positions, or arranges for the training to be conducted. Ensures personnel are trained and assigned, including Regional Duty Officers, to implement the Regional incident response plan. Observes and assesses drills and exercises involving NRC emergency response personnel.

Coordinates and conducts outreach activities with external stakeholders to enhance the effectiveness of NRC incident response programs and activities. Responds to and develops responses (oral and written) to emergent requests for information from high level state officials and congressional representatives regarding emergency preparedness and incident response activities. Coordinates proposed responses to these requests through all appropriate NRC offices to ensure that each response is consistent with and reflects Agency policy.

Maintains an expert knowledge of concepts, theories, and findings of other government agencies and industrial organizations engaged in emergency preparedness programs. Reviews and assesses the relative importance of such information with respect to the NRC response program in Region III.

Represents the NRC, Region III office on various emergency preparedness and response committees, subcommittees, panels, and task forces.

OCCASIONAL DUTIES

Performs a wide variety of lead duties, generally diverse and multi-disciplinary, associated with the inspection of power reactors. Independently plans, schedules, and determines the scope of inspections to be performed personally or by a team (normally 4-6 inspectors). Performs routine and most complex or exceptionally difficult inspections, including those related to allegations. Prepares individual reports and coordinates team reports of inspection findings to document whether the facility is being operated safely, the licensee's management control program is effective, and regulatory requirements are being satisfied. Integrates inspection findings into the overall assessment of licensee performance. Performs miscellaneous duties in support of the region-based inspection program.

Performs other duties as assigned.

U.S. Nuclear Regulatory Commission
Office of the Regional Administrator
Response Coordination Branch (RCB)
NRC Region IV
IT Specialist (INFOSEC), GG-2210-13

FUNCTIONAL STATEMENT

Serves as an authoritative technical expert in the area of computer local area network systems administration, operations, and computer network security for NRC Region IV. Responsible for a full range of network systems administration, network operations, and network security functions dealing with the secure configuration, operations and day-to-day maintenance of classified networks that are processing classified, safeguards, and sensitive unclassified data. Performs information technology support services for NRC Region IV incident response program and associated facilities. This includes real-time support for open and secure data systems, secure local area networks, equipment installation, configuration, troubleshooting, and maintenance, customer assistance, and training and orientation on secure computer and communication systems used to support incident response functions in Region IV. Provides input to planning, procuring, installing, operating, maintaining, testing, and troubleshooting of equipment, circuits, and systems involved in providing for secure voice, data and video telecommunications for RCB.

REGULAR DUTIES

As an authoritative specialist in network computer security, takes a lead role in planning and directing the secure operation of Region IV's classified networks and information systems, including the interface(s) with NRC Headquarters, other regional offices, other government agencies, contractors and licensees to ensure the integrity of automated information systems processing, storing, or transmitting classified or sensitive unclassified information. Provides expert advice and authoritative recommendations regarding voice and video telecommunication and network systems operations and security.

Monitors and evaluates industry and Federal security standards for applicability to the NRC environment and develops and recommends appropriate modifications to security policies and procedures.

Maintains cognizance of incident response and secure host computers and all network related functions. Provides installation and user support at workstations (including troubleshooting problems). Diagnoses and resolves the more complex problems in response to user reported incidents. Identifies problematic trends and repair patterns. Researches problems, evaluates solutions and provides feedback and recommendations to management. Implements agreed upon solutions.

Provides consultation to staff members who are developing, modifying, or running applications on the RCB managed open and secure/classified networks or related systems. This includes explanations and advice concerning job control language, programming languages, and techniques for efficient computer usage.

Provides technical expertise on matters pertaining to secure telecommunications systems and equipment for Region IV employees, including nationwide data and voice networks and local area networks, using various components such as broadband cabling, twisted wire, fiber optics, modems, multiplexors, concentrators, encryption devices, and other components and equipment.

Provides NRC representation and authoritative advice on REC computer network security activities at interagency meetings, as assigned. Develops and presents briefings when requested.

Serves as the primary COMSEC custodian for the Region IV COMSEC account.

Assists in the conduct or coordination of periodic reviews of RCB/Region IV computer network security activities. These reviews include FISMA/GISRA program reviews and security audits and various internal control assessments of RCB computer network security program activities for Region IV.

Assists in the liaison for external (Inspector General, General Services Administration, General Accounting Office) reviews and in the coordination of response to oversight reports.

POSITION DESCRIPTION

PD Tracking Number 5014
Series, Title and Grade 1102 Contract Specialist GG-14
Department Acquisition Management Division

Functional Statement

Meets or exceeds all Office of Personnel Management (OPM) qualification standards for GS-1102-13 and above. Possesses and maintains Federal Acquisition Certification in Contracting (FAC-C) Level III certification. Performs highly challenging negotiation and administration functions for a wide range of complex acquisitions. Serves as a Contracting Officer on behalf of the Nuclear Regulatory Commission.

Regular Duties

Negotiates and administers acquisition (including contracts, grants and interagency agreements) terms and conditions for requirements that are varied, complex, often unique and may involve a myriad of contract types. Acquisitions are typically negotiated, awarded, and administered for electronic and information technology services, equipment, and software; specialized research projects; technical assistance projects; administrative services; or management-oriented projects.

Provides acquisition-related advice, assistance and assessments on a routine basis to NRC program and administrative offices regarding the character and extent of procurement cycles appropriate to implement a variety of acquisitions. These assessments must frequently be made on an immediate basis for factoring into the program planning function. Participates with program office personnel in project planning to assure necessary procurement information regarding the impact on programs of procurement policies, standards, regulations, and interpretations.

Attends high-level policy meetings to develop major acquisition strategies and milestones. Acts as primary consultant and resource person to high-level operating officials in the development and implementation of such strategies. In coordination with program office personnel, prepares staff papers, memoranda and necessary backup material for proposed actions required to be presented to the Strategic Sourcing Group for review and approval.

Awards for which incumbent bears primary responsibility for procurement planning, negotiation, and administration may involve obligations of \$10,000,000 or more.

As required, assists program and administrative offices in the preparation of procurement planning documents. Takes the lead in convincing requiring offices of the necessity for early identification of contract requirements. Assists in the preparation of requisitions as requested by requiring offices.

Advises and/or consults with requiring offices in planning for, defining requirements of, or developing the approach for acquisitions.

Reviews requisitions in detail with emphasis on the overall business aspects of the proposed acquisition and compliance with law, regulation and NRC policy. Consults with affected office personnel as necessary to resolve questions and to clearly understand any peculiarities of the requirement, including the justification of the need and other specific information.

Determines adequacy of documentation, records and other supporting material, in relation to the standards set forth in governing regulations.

Acts as an advisor to Source Evaluation Panel in accordance with Management Directive 11.1.

Prepares proposed acquisition-related documents and other staff papers for approval at levels higher than Contracting Officer, negotiation records, Determinations and Findings, required reports and other supporting

Monitors contractor's performance of the work by reviewing monthly progress or other periodic reports. Takes action with NRC Contracting Officer's Representative (COR) in the project office to ensure that contractor schedules are adhered to and that technical direction is consistent with, and does not exceed, the Contracting Officer's delegation. Determines whether the contractor is performing in accordance with the terms and conditions of the contract instrument, specifically and particularly that goods and services are provided as contracted and that the statement of work is fulfilled in all respects. This activity involves constant, systematic monitoring of contract efforts, including site visits, review of contract submissions, and discussions with the COR and other on-site personnel. Ensures that performance issues are brought to contractor's attention and that required corrective action is addressed in a timely manner.

Plans, directs, controls, and acts as Contracting Officer. Assumes functional cognizance of administration action performed by junior contract specialists and others, as appropriate. Provides advice and guidance to junior contract specialists and others, as appropriate when difficult and complex issues with a sensitive nature arise on audits, claims, technical evaluations, terminations, settlements, and other acquisition-related actions.

Monitors the progress of the work by regular contacts involving correspondence or personal contacts with contractors, cognizant audit agencies, including DCAA, the Department of Health and Human Services, the Department of Education, NRC program offices, other requisitioning and consignee activities and other interested personnel to correct deficiencies and ensure satisfactory contractor progress.

Reviews and determines whether approval is appropriate for payments of invoices and vouchers after analyzing costs to ensure the allowability, reasonableness, and allocability of costs under the acquisition, and, if applicable, to ensure that payments are commensurate with the effort exerted.

Coordinates the procedures for control of Government property. Recommends action to be taken in case of loss, damage or destruction of Government property, as well as, delay in delivery or completion of performance under acquisitions.

Monitors contractor costs to anticipate problems, including cost overruns. As applicable, reviews monthly financial statements from contractors to determine whether cost experience is in line with approved budget and annual projection of expenditures. Where significant variances exist, determines from contractor the reason for the variation and whether such represents a programmatic shift, work scope problem or otherwise jeopardizes contractor performance. Takes immediate action to remedy these situations through own efforts or, if necessary, advises Branch Chief and/or other stakeholders.

Prepares and recommends resolutions concerning disputes and appeals involving contractors. Such function demands a working knowledge of contract principles and policies derived from legislation, court decisions, GAO findings and agency board of contract appeals.

Handles contract administration problems as they arise, such as constructive changes, accelerated delivery schedules, arbitration of contractor-subcontractor disputes and contractor nonperformance. Handles termination of contracts and agreements using the applicable authority. Negotiates all termination settlements, as well as all claims arising thereunder.

For non-competitive actions (sole source, unsolicited proposals), develops sufficient justification for such contracts based upon facts and information provided by program offices. This activity usually requires several conversations

with various levels in the program offices to develop a fact pattern which could be reflected in a persuasive Determinations and Findings document justifying the action. In circumstances where an appropriate fact pattern does not exist, notifies program office officials after consultation with the Branch

Chief, as appropriate.

Makes creative recommendations regarding procurement policies and procedures which would result in a more effective and economical contract negotiation function.

Serve as acting Branch Chief in the absence of the regular branch chief (such as for leave or training). Possesses contracting officer warrant commensurate with years of experience and Contracting Officer Certification level and complexity of procurement actions.

Senior Cyber Security Coordinator, GG-0080-15
U.S. Nuclear Regulatory Commission
Office of Nuclear Security and Incident Response
Cyber Security Directorate

FUNCTIONAL STATEMENT

Serves as a senior staff member for issues involving cyber security policies, procedures, rulemaking, licensing and inspection activities. Liaises with and coordinates NRC interactions with other Federal agencies regarding cyber security issues. Develops policies and procedures in cyber security and advises the Deputy Director, Cyber Security Directorate, on the need for new or revised cyber security policies and procedures. Assesses the need for regulatory changes to 1) ensure consistency with U.S. Nuclear Regulatory Commission (NRC) policies for protecting public health, safety, and the environment and ensuring the common defense and security; 2) reduce unnecessary regulatory burden; and 3) improve efficiency and effectiveness.

REGULAR DUTIES

Represents the Cyber Security Directorate in meetings with industry, Federal, State, Tribal, and local government agencies, relative to cyber security matters at power reactors and materials facilities. Interfaces with middle and upper management levels of other government agencies, security organizations, and industry groups engaged in cyber security 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 cyber security and information assurance programs. Identifies and resolves policy, programmatic, and regulatory issues associated with licensee cyber security programs in reactor and materials facilities. Advises the Deputy Director, Cyber Security Directorate, of significant policy issues relating to inspection, and performance assessment of licensees' cyber security programs for reactors and materials facilities in accordance with the Reactor Oversight Process and traditional enforcement criteria. Serves as subject matter expert for the Cyber Security Directorate and other NRC staff on policy, and programmatic, regulatory issues associated with the cyber security program and other related programs (e.g., information assurance). Evaluates the technical merits of research studies on cyber security issues and recommends approval or termination, expansion, or redirection of such research studies.

Identifies and resolves programmatic issues involving cyber security, including the review of commitments made in licensees' cyber security plans and procedures. Directs staff effort to review regulatory requirements against licensee commitments and to distinguish between the levels of assurance provided by the requirements and that provided by the licensees' commitments. Identifies and resolves personnel policy-related issues involving cyber security inspection activities in the power reactor and materials facilities. Such reviews include an assessment of changes necessary based on changing policies, and must be informed by the NRC's baseline inspection program. Develops technical assistance requirements and needs, and formulates procurement requests to meet these requirements. Manages and controls technical and non-technical aspects of technical assistance contracts.

Advises the Deputy Director, Cyber Security Directorate, on cyber security regulatory issues involving NRC-regulated activities, 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.

Develops recommendations on the disposition of decisions on petitions for inspections or enforcement pursuant to Title 10 of the Code of Federal Regulations (10 CFR) Section 2.206 as they relate to cyber security matters. Develops recommendations on enhancement of cyber security baseline inspection program and the Reactor Oversight Process as it pertains to cyber security. Testifies at hearings, as necessary. Participates, as assigned, in special NRC Panels, task forces, and in special projects.

Presents staff positions to the Advisory Committee on Reactor Safeguards, the Committee for Review of Generic Requirements, the Executive Director of Operations (EDO) and EDO staff, and the Commissioners on cyber security policies, programs, and regulatory issues.

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

U.S. Nuclear Regulatory Commission
Office of the Chief Financial Officer
Financial Systems Development Staff
Senior Systems Accountant, GG-0510-14

NOTE: This is a career ladder position. If an incumbent is selected for the lower level position, Systems Accountant, GG-0510-13, he/she can be promoted to this the full performance level position without further competition, once time in grade, satisfactory performance and training requirements are met. This is not a complete job description unless Systems Accountant, GG-0510-13 is attached.

Functional Statement

Serves as a senior staff and lead advisor to management during the analysis of business processes and the development of financial IT systems in order to optimize the changes in agency financial operations and systems workflow. Ensures financial IT systems development efforts are consistent with, and guided by, the OCFO financial systems and the overall NRC systems enterprise architecture. Researches the financial information and reporting needs of the OCFO and other NRC offices in order to define agency-wide financial IT systems requirements. Identifies, evaluates, and recommends alternatives for various NRC financial IT systems. Performs or coordinates the analysis of financial IT systems capability, functionality, and data input/output in order to optimize; the implementation of financial IT systems (especially off-the-shelf systems), the distribution of financial information to NRC offices, and the compilation of NRC financial data for external reporting. Guides contractors as a Functional Lead or Subject Matter Expert in order to meet NRC requirements and achieve desired results. Ensures financial IT projects adhere to the NRC Project Management Methodology (PMM) and the Capital Planning and Investment Control (CPIC) methodologies.

Major Duties

Represents OCFO management in meetings on policy, procedures, and business process improvements with representatives of NRC Headquarters Divisions/Offices and Regional Offices, as well as, with personnel of other Federal agencies.

Leads efforts to define opportunities for new or improved IT business process solutions. Consults with NRC customers of the various financial systems/applications to identify and specify requirements. Maintains liaison on all business process improvement activities between OCFO management and all affected stakeholders.

Defines system development project scope and objectives. Prepares various project management and contract acquisition documents to reflect project specifications, including; statements of work, independent cost estimates, requests for proposal, proposal evaluation criteria, source evaluation panel procedures, negotiation of project terms and conditions, project milestone schedules, and project status and financial tracking documentation.

Leads effort to ensure NRC financial IT systems, processes, data input/output, and reports comply with Federal accounting and reporting standards and requirements. Provides advice to management on the impact that proposed financial transactions will have on the general ledger and the agency's ability to comply with, Office of Management and Budget (OMB) A-136 financial reporting requirements, FASAB accounting standards, and U.S. Treasury Federal reporting requirements. Participates, and may serve as the lead in committees and forums concerning financial IT systems. Advises the Project Manager and management on the status of government-wide initiatives and their affect on financial IT systems.

Participates in, coordinates, and may take the lead during the design, development, configuration, testing, data conversion, documentation, training, and implementation of segments/modules of the financial IT solution.

Establishes and implements procedures for the development, processing, and timely distribution of reports generated by financial IT systems. Ensures that reports are distributed in accordance with agency policies and procedures.

Reviews and evaluates various papers, NRC Management Directives, and other documents to determine their effect on established fee billing policies and procedures. Leads to develop new and/or modify existing processes and reports to improve the efficiency of collecting fee billing data for the formulation of Part 170 and Part 171 license fees and the generation of billing documents.

Leads annual internal control reviews of financial IT systems as required by OMB Directives A-123 and A-127 in order for management to certify the integrity of various systems inputs/outputs.

Assists management with implementing Federal security requirements and providing assurance to Agency Certifying Officials that replacement financial IT systems are operating properly and can be relied upon to process legal, proper, and accurate financial transactions and documents.

Leads the development of policies, standards, and procedures for the operation of financial IT systems and execution of accounting tasks, to include training materials or automated tutorials.

Leads effort to provide post-implementation support for new financial IT systems by coordinating the activities of subordinate NRC and contractor staff and assisting with resolving issues/problems during normal financial transaction processing, querying, and reporting.

Coordinates the response to user requests and the development of; new and ad hoc reports, report modifications, and unique reporting requirements, including those related to the successful production of the NRC financial statements and other internal/external reports.

Reviews and interprets regulations from the, Government Accountability Office (GAO), OMB, U.S. Treasury, and other Federal agencies to determine their effect upon NRC financial management policies and procedures and to ensure compliance in replacement financial IT systems. Ensures all applicable Federal financial system requirements are appropriately factored into the replacement solution.

Evaluates various policy papers, NRC Management Directives revisions, or other documents to determine the effect on the NRC program and/or systems, and adherence to established accounting policies and procedures to provide input to team leader. Reviews and comments on proposed government-wide legislative and policy changes, and systems requirements. Makes recommendations to management on the results of the reviews.

Coordinates the performance of ad hoc systems analysis projects for management, as needed. Prepares analyses and reports as required for OCFO. Evaluates complex problems, policies, and procedures related to various financial activities of the NRC.

Senior Fire Protection Engineer (PRA), GG-804/801-15

Plant Systems Branch

Division of Systems Safety and Analysis

Office of Nuclear Reactor Regulation

FUNCTIONAL STATEMENT

Performs evaluations of fire protection reliability and risk assessment related issues to support applicant or licensee implementation of NRC regulations and requirements and to support changes in existing licenses. Utilizes technical expertise in the area of PRA and fire protection engineering to support development of regulations and regulatory guidance.

REGULAR DUTIES

Utilize PRA and fire protection engineering and regulatory expertise to perform the following activities in order to assure the health and safety of the public and to achieve the NRC's strategic goals.

LICENSING

Review applicant or licensee submittals relative to regulatory requirements and guidance and prepare safety evaluation reports to support design certification, license amendments, requests for relief, and exemptions from the regulations. Review and prepare safety evaluation reports on industry topical reports to support generic licensing actions. Review licensee submittals and prepare safety evaluation reports to support renewal of licenses under 10 CFR Part 54. Review licensee and industry proposals relative to established regulatory guidance and prepare safety evaluation reports to support risk informed and performance based regulatory actions. Review and prepare safety evaluation reports on applicant submittals to support certification of new reactor designs under 10 CFR Part 52. Review safety evaluation reports and licensing documents prepared by other parts of NRR for technical adequacy.

Review operating experience and participate in the response to and resolution of operating events. Review and assess part 21, part 72 and 50.55e reports to determine their safety implications and develop appropriate corrective actions. Based on operating experience reviews prepare appropriate generic communications e.g., information notices, generic letters, bulletins. Review responses to generic communications and prepare appropriate documentation e.g., safety evaluation reports, NUREG report, of the resolution of the generic issue.

Prepare responses to 2.206 petitions, letters of inquiry from the public; state, federal and congressional representatives and other correspondence from outside the agency.

PREPARATION OF RULES AND REGULATORY DOCUMENTS

Prepare new and revised regulations and supporting documentation including statements of consideration, CRGR package, backfit analyses per 50.109, and any supporting regulatory guides.

Review and disposition public comments on proposed rules or regulatory guides.

Senior Fire Protection Engineer (PRA), GG-804/801-15

Prepare standard review plans to support review of licensing submittals.

INSPECTION AND ENFORCEMENT

Perform power reactor and vendor inspections to assure compliance with regulatory requirements and safe plant operation. Assist regions in evaluation and dispositioning of inspection findings. Prepare and update inspection procedures to assure inspection resources are focused on significant compliance and safety issues. Review inspection reports and enforcement actions to support Regional and Office of Enforcement activities and as part of operating experience reviews. Support Office of Enforcement in development of enforcement guidelines. Support other NRC offices in non-power and non-vendor inspection and enforcement related activities when special expertise is required.

ALLEGATIONS

Receive and document allegations. Prepare and present to the allegation review board proposed plans for resolving allegations. Perform interviews, inspections and reviews necessary to understand and resolve allegations. Prepare reports and letters documenting allegation closeout. Provide technical support to Office of Investigation activities to understand and resolve allegations.

ASSESSMENT OF LICENSEE PERFORMANCE

Provide assessments of licensee performance based on licensing reviews, inspections and other interactions with licensees.

COORDINATION WITH OTHER OFFICES

Maintain cognizance of technical and regulatory activities and developments in other NRC Offices related to assigned areas of responsibility. Identify appropriate areas of research or evaluation for other offices e.g., Research or AEOD.. Prepare requests to other Offices to perform research or evaluations in support of NRR activities. Serve on review groups to plan and monitor ongoing research and evaluation activities in other offices. Review and provide comments and recommendations on regulatory guides and regulations prepared in other offices.

Utilize results of research and evaluations from other offices in assigned review and inspection activities.

INDUSTRY CODES AND STANDARDS ACTIVITIES

Maintain cognizance of industry codes and standards related to assigned areas of responsibility. Participate in industry codes and standards activities to assure consideration of NRC perspectives and to optimize use of codes and standards in regulatory activities. Document participation in codes and standards activities for use by other parts of the agency.

Senior Fire Protection Engineer (PRA), GG-804/801-15

INTERNATIONAL ACTIVITIES

Maintain cognizance of foreign experience in assigned areas of responsibility. Review reports of foreign events and operating experience to determine applicability and safety significance to domestic facilities. Identify needs for additional information and coordinate requests for additional information from foreign organizations. Participate in international meetings in order to acquire information that will assist in performing work in assigned areas of responsibility. Document results of participation in international meetings for use by other parts of the organization. Utilize foreign information to enhance safety of domestic facilities.

TECHNICAL MONITOR

Identify need for contractor support to complement existing resources and expertise necessary to accomplish objectives in assigned areas of responsibility. Serve as a Technical Monitor for technical assistance contracts with other government agencies e.g., DOE, academic institutions, and private contractors. Participate in rating panels and develop statements of work and necessary documentation to initiate and terminate contracts. Provide technical guidance and assure compliance with contract requirements.

PRESENTATIONS, BRIEFINGS AND REPORTS

Prepare presentation materials and make presentations on subjects in assigned areas of responsibility. Prepare papers and reports on significant technical and regulatory issues for internal use, presentation at professional conferences or publication. Participate in public meetings and prepare and present testimony in legal hearings.

TECHNICAL COORDINATOR (TC)

Serve as a TC responsible for coordinating activities of staff and contractors assigned to specific licensing activities, special projects or inspections. Develop plans and schedules for activities, instruct assigned staff members on specific tasks and job techniques, advise management on appropriate distribution of work among assigned staff members, monitor progress of work by assigned staff members, track resource expenditures by assigned staff, review and concur on written products produced by the assigned staff to assure technical accuracy and consistency with existing policies and procedures, report to management.

ADMINISTRATIVE DUTIES

Performs administrative duties such as entering time and attendance information and hours spent on work assignments into appropriate tracking systems. Collects and provides data in support of operating plan implementation.

OCCASIONAL DUTIES

Serve on rating panels for recruiting.

Serve as acting Section Chief.

Senior Fire Protection Engineer (PRA), GG-804/801-15

Serve as acting Branch Chief.

Serve as an inspection team leader responsible for planning, organizing, implementing and documenting inspection activities.

POSITION ACTION AND EVALUATION

Office of the General Counsel
Assistant General Counsel for Reactors and Materials Rulemaking
Attorney, GG-905-14

FUNCTIONAL STATEMENT

Serves as an attorney under the Assistant General Counsel and Deputy Assistant General Counsel for Reactors and Materials Rulemaking in the Office of the General Counsel. Advises and provides legal services related to the preparation and review of NRC regulations, amendments, and policy statements; the analysis and interpretation of regulations, policy statements, relevant statutes, and related legal authorities for the NRC staff and the Commission; provides legal assistance related to generic issues in the NRC's reactors and materials licensing programs, and the NRC agreement state program.

REGULAR DUTIES

The attorney has responsibility under the general direction of the Assistant General Counsel or Deputy Assistant General Counsel, or, on occasion, guidance of a senior attorney for reviewing and preparing effective NRC regulations and policy statements; helping to review and prepare NRC staff papers recommending actions for the Commission to take with respect to regulations and policy statements; and appearing before the Commission or NRC advisory committees to support proposed regulations, policy statements, or positions.

The attorney's duties involve both advocacy and counseling in connection with generic issues related to the licensing and regulation of various licensees and facilities including low-level waste disposal facilities, nuclear power plants, nuclear materials facilities, and nuclear materials users, as well as various related statutes and policies. The attorney's duties may also involve dealing with sensitive national policy issues that arise during the course of briefings and that call for the immediate exercise of independent professional judgment.

The following duties are conducted with a high degree of independence:

1. Reviews technical documents to determine their legal sufficiency, performs difficult original legal research, develops solutions to novel and complex legal issues, and provides legal opinions and advice, and identifies and addresses policy matters.
2. Addresses difficult and complex matters related to licensing, regulatory, and policy matters. This involves reviewing rulemaking packages, Commission papers, and various generic licensing documents. When working with NRC staff offices, the attorney makes recommendations to NRC staff as to the positions to be taken by NRC and provides legal opinions regarding proposed courses of action.

In addition, the attorney's duties involve both advocacy and counseling in connection with such matters as generic questions related to the licensing of nuclear power plants, nuclear materials facilities, nuclear materials users, and the national environmental policy act and other relevant environmental statutes and policies.

3. When serving as lead attorney in assigned matters, provides leadership and guidance to assigned

POSITION ACTION AND EVALUATION (Continued)

back-up attorneys, which may include assigning and reviewing and revising documents and written work products connected with assigned matters.

4. Reviews correspondence and other written materials prepared by the NRC staff and Commission offices and makes or recommends revisions when necessary to conform to legal requirements. Also provides oral or written replies to correspondence from NRC staff, other government agencies, members of Congress and Congressional Committees, and members of the public regarding the licensing and regulation of nuclear facilities, materials, and related activities
5. Provides day-to-day advice to members of the NRC staff with respect to matters involving the licensing and regulation of nuclear facilities, materials, and related activities.

OCCASIONAL DUTIES

1. Serves as back-up attorney to other attorneys in the division to provide training, assistance and to assure continuity in NRC staff legal representation.
2. Represents the Office of the General Counsel, when so requested, in nonadjudicatory meetings with the Commission, industrial, international, and public interest groups, officials and representatives of Federal, State, local, foreign and tribal governments.
3. Participates in NRC staff meetings called for the purpose of resolving the more difficult and complex generic licensing and regulation problems.
4. Briefs OGC senior management on significant legal or policy issues in preparing for non-adjudicatory public Commission meetings.
5. Briefs senior NRC staff management, Commissioners and Commission staff on matters related to the division's work.
6. Provides mentoring and day-to-day advice to Honor Law Graduates in the division; provides leadership and guidance to HLGs, including reviewing and revising documents and written work products to help HLGs develop skills.

POSITION ACTION AND EVALUATION

Senior Project Manager, GG-801/1301-15

U.S. Nuclear Regulatory Commission
Office of Nuclear Reactor Regulation (NRR)

FUNCTIONAL STATEMENT

Provides leadership and manages the processing and review of all matters associated with assigned projects and licensing actions. Serves as the headquarters focal point for oversight of assigned industry groups, owner's groups, or vendors. Utilizes and/or develops proposals for changes to management directives, office instructions, rules, regulations, and procedures in carrying out complex projects. Oversee the use and consideration of safety and security goals in all efforts.

Performs technically and policy challenging activities in the areas of regulatory improvements. Requires minimal supervision to act within the framework of the functional statement. Provides senior-level policy, technical, and staff expertise in the areas of licensing actions, interfaces, and regulatory improvements.

REGULAR DUTIES

Serves as project manager for one or multiple projects or liaison relationships involving licensees, one or more industry groups, owner groups, or vendors as well as agency stakeholder. Manages and resolves unusual and/or highly complex policy issues, technical problems and regulatory/licensing related issues that may include complicated and precedent-setting tasks. Intervenes as an NRC representative in matters of policy, public, managerial, and political interest and scrutiny, interest to include those demonstrated by occasional public meetings, average ticketed correspondence, and occasional 10 *Code of Federal Regulations* (CFR) questions. Maintains an awareness of the most up-to-date regulatory issues affecting assignments.

Serves as Lead Project Manager for an owner's group or a vendor. Serves as a divisional expert on NRR licensing procedures, protocol, and policy. Provides assistance and guidance to other project managers in the division or branch on resolution of complex policy and technical issues and process improvements.

Independently manages, coordinates, and performs safety and environmental reviews of licensing actions. Determines requirements for additional information, studies, reviews and documentation. Coordinates the development of generic communications. Recommends agency action for licensing actions consistent with NRC policies and regulations, precedents, safety evaluations, environmental reports, and other documentation. Independently manages resolution of unique, first-of-a-kind policy and technical issues identified in the review.

Performs complex technical reviews within areas of expertise, to include those that are unprecedented. Independently develops, or with input from the technical staff, requests for additional information and coordinates with the industry group, owner's group, or vendor to ensure completeness. Prepares work requests and integrates technical inputs into a single safety evaluation. Ensures that actions are completed within prescribed time periods in accordance with office goals and objectives. Resolves inconsistencies and differences of opinion among NRC organizations and the industry group, owner's group, or vendor.

Independently identifies significant policy issues, develops resolutions, and provides regulatory accurate and technically sound recommendations to senior management for resolution. When necessary, independently crafts needed Commission Papers to present policy issues and recommended resolutions to the Commission for a vote.

Prepares work requests and integrates technical inputs into a single safety evaluation. Ensures that actions are completed within prescribed time periods in accordance with office goals and objectives. Assists in the resolution of inconsistencies and differences of opinion among NRC technical organizations, NRR staff, licensees, and the

POSITION ACTION AND EVALUATION (Continued)

industry group, owner's group, or vendor.

Performs a wide variety of project management administration duties: Processes submittals in accordance with office and division policy (e.g., Office Instruction LIC-500, "Processing Requests for Reviews of Topical Reports," LIC-101, "License Amendment Review Procedures", RNWL-100, "Application Review Process for License Renewal and Subsequent License Renewal"); supports acceptance reviews, screens licensee, industry group, owner's group, or vendor submittals for technical adequacy, assigns priority, enters tracking information in databases, and plans and schedules work activities based on program goals; develops and maintains review schedules for assignments by coordinating with the assigned NRC review personnel and with licensees, industry group, owner's group, or vendor staff, and keeps the status of the projects updated in appropriate databases. Ensures that actions are completed within prescribed time periods in accordance with office goals and objectives. Independently evaluates significant operational events related to assignments to identify proposed resolutions and identify and address any significant policy issues. Supports the staffing of the headquarters or regional incident response center as required in response to events.

Prepares safety evaluations, public notices, routine correspondence, etc., for final processing by administrative staff. In response to requests from licensees, industry groups, owner's groups, or vendors, manages, coordinates, and routinely performs safety reviews of applications for review and endorsement of Topical Reports, Task Interface Agreements, and changes to the technical specifications (TSs).

Prepares briefing packages for drop-in visits by senior management of licensees, industry group, owner's group, or vendor officials with Commissioners and senior NRC management and provides input to regional briefing packages for site visits by Commissioners and senior NRC management. Briefs Commissioners and senior management before these visits, as requested.

Controls sensitive information in accordance with agency procedures. Sensitive information includes pre-decisional documents, proprietary information, allegation material, investigation reports, safeguards information and classified information.

Receives and handles allegations in accordance with applicable procedures. Develops and documents a proposed course of resolution for assigned allegation issues, and presents and defends the resolution at Allegation Review Board (ARB) meetings. Completes actions assigned by the ARB.

Responds to requests from regional staff for technical assistance or Task Interface Agreements (TIAs).

Prepares responses to petitions submitted pursuant to 10 CFR 2.206, recommends option(s) for disposition, and responds to questions raised during subsequent staff review.

Maintains liaison, and controls the flow of information, between licenses, industry groups, owner's groups, or vendors representatives and staff technical organizations. Periodically visits assigned licensees, industry groups, owner's groups, or vendors, and maintains routine communication with assigned licensees, industry groups, owner's groups, or vendors.

Schedules, participates in, and chairs meetings with licensees, industry groups, owner's groups, or vendors, the NRC staff, representatives of other government offices, and agency stakeholders. Prepares the agenda and coordinates preparation for discussions on technical issues. Coordinates and/or presents briefings on design, licensing, operation issues, and unique complex technical issues to staff review groups, NRC upper management, and the Advisory Committee on Reactor Safeguards (ACRS).

Maintains databases for assigned facility, industry groups, owner's groups, or vendors. Reviews periodic fee reports for accuracy and validity. Identifies and resolves apparent technical staff overcharges or invalid charges to specific

POSITION ACTION AND EVALUATION (Continued)

EPID numbers. Approves resource charges to be made to assigned EPID numbers.

Serves as a mentor and coach to the staff. Interacts with multiple audiences, especially junior and less experienced staff, to transfer professional experience and knowledge of the organization's mission.

OCCASIONAL DUTIES

Prepares responses to principal correspondence for assigned areas of responsibility, including communications from Congressional sources, government heads, State and local officials, agency stakeholders, foreign officials, and various industrial and civic organizations. Presents papers on complex and unique regulatory and policy issues at conferences and seminars sponsored by the NRC and/or professional societies. Prepares minutes or summary documents and develops action item lists, as appropriate. May support the preparation of policy and Commission papers on issues in general area of responsibility.

Completes generic communications and reviews of licensee responses. Develops guidance for project review and closeout, and updates the status of projects in appropriate databases. Performs and/or coordinates special technical evaluations of topical reports (including reports prepared by owner's groups and similar industry groups) on generic issues.

Supports the development of regulatory products, including rulemakings and policy positions, by other NRC Offices, as needed. Independently develops policy documents, as assigned. Leads ad-hoc committees and task forces composed of members from other NRC groups for the purpose of performing a specific study or resolving an emerging or generic safety issue.

Evaluates the applicants request for proprietary handling of information submitted in accordance with 10 CFR 2.390, "Public Inspections, exemptions, request for withholding" and prepares an evaluation letter in accordance with Office Instruction LIC- 204, "Handling Requests to Withhold Proprietary Information from Public Disclosure". Searches files and reviews documents for copying to help the Office of Administration's Records and Freedom of Information Act (FOIA)/Privacy Services Branch complete requests under the FOIA.

Participates as an expert witness at NRC and other public hearings with authority to state NRC position relative to safety and environmental reviews of nuclear reactor plants.

Serves as acting Branch Chief when Branch Chief is unavailable. As authorized, when acting, represents the branch at meetings with senior managers, and concurs and signs out documents.

As required, serves a technical monitor for contracts.

POSITION ACTION AND EVALUATION (Continued)

Senior Project Manager, GG-801/1301-15

U.S. Nuclear Regulatory Commission
Office of Nuclear Reactor Regulation (NRR)

FUNCTIONAL STATEMENT

Provides leadership and manages the processing and review of all matters associated with assigned projects and licensing actions. Serves as the headquarters focal point for oversight of assigned industry groups, owner's groups, or vendors. Utilizes and/or develops proposals for changes to management directives, office instructions, rules, regulations, and procedures in carrying out complex projects. Oversee the use and consideration of safety and security goals in all efforts.

Performs technically and policy challenging activities in the areas of regulatory improvements. Requires minimal supervision to act within the framework of the functional statement. Provides senior-level policy, technical, and staff expertise in the areas of licensing actions, interfaces, and regulatory improvements.

REGULAR DUTIES

Serves as project manager for one or multiple projects or liaison relationships involving licensees, one or more industry groups, owner groups, or vendors as well as agency stakeholder. Manages and resolves unusual and/or highly complex policy issues, technical problems and regulatory/licensing related issues that may include complicated and precedent-setting tasks. Intervenes as an NRC representative in matters of policy, public, managerial, and political interest and scrutiny, interest to include those demonstrated by occasional public meetings, average ticketed correspondence, and occasional 10 *Code of Federal Regulations* (CFR) questions. Maintains an awareness of the most up-to-date regulatory issues affecting assignments.

Serves as Lead Project Manager for an owner's group or a vendor. Serves as a divisional expert on NRR licensing procedures, protocol, and policy. Provides assistance and guidance to other project managers in the division or branch on resolution of complex policy and technical issues and process improvements.

Independently manages, coordinates, and performs safety and environmental reviews of licensing actions. Determines requirements for additional information, studies, reviews and documentation. Coordinates the development of generic communications. Recommends agency action for licensing actions consistent with NRC policies and regulations, precedents, safety evaluations, environmental reports, and other documentation. Independently manages resolution of unique, first-of-a-kind policy and technical issues identified in the review.

Performs complex technical reviews within areas of expertise, to include those that are unprecedented. Independently develops, or with input from the technical staff, requests for additional information and coordinates with the industry group, owner's group, or vendor to ensure completeness. Prepares work requests and integrates technical inputs into a single safety evaluation. Ensures that actions are completed within prescribed time periods in accordance with office goals and objectives. Resolves inconsistencies and differences of opinion among NRC organizations and the industry group, owner's group, or vendor.

Independently identifies significant policy issues, develops resolutions, and provides regulatory accurate and technically sound recommendations to senior management for resolution. When necessary, independently crafts needed Commission Papers to present policy issues and recommended resolutions to the Commission for a vote.

Prepares work requests and integrates technical inputs into a single safety evaluation. Ensures that actions are completed within prescribed time periods in accordance with office goals and objectives. Assists in the resolution of inconsistencies and differences of opinion among NRC technical organizations, NRR staff, licensees, and the

POSITION ACTION AND EVALUATION (Continued)

industry group, owner's group, or vendor.

Performs a wide variety of project management administration duties: Processes submittals in accordance with office and division policy (e.g., Office Instruction LIC-500, "Processing Requests for Reviews of Topical Reports," LIC-101, "License Amendment Review Procedures", RNWL-100, "Application Review Process for License Renewal and Subsequent License Renewal"); supports acceptance reviews, screens licensee, industry group, owner's group, or vendor submittals for technical adequacy, assigns priority, enters tracking information in databases, and plans and schedules work activities based on program goals; develops and maintains review schedules for assignments by coordinating with the assigned NRC review personnel and with licensees, industry group, owner's group, or vendor staff, and keeps the status of the projects updated in appropriate databases. Ensures that actions are completed within prescribed time periods in accordance with office goals and objectives. Independently evaluates significant operational events related to assignments to identify proposed resolutions and identify and address any significant policy issues. Supports the staffing of the headquarters or regional incident response center as required in response to events.

Prepares safety evaluations, public notices, routine correspondence, etc., for final processing by administrative staff. In response to requests from licensees, industry groups, owner's groups, or vendors, manages, coordinates, and routinely performs safety reviews of applications for review and endorsement of Topical Reports, Task Interface Agreements, and changes to the technical specifications (TSs).

Prepares briefing packages for drop-in visits by senior management of licensees, industry group, owner's group, or vendor officials with Commissioners and senior NRC management and provides input to regional briefing packages for site visits by Commissioners and senior NRC management. Briefs Commissioners and senior management before these visits, as requested.

Controls sensitive information in accordance with agency procedures. Sensitive information includes pre-decisional documents, proprietary information, allegation material, investigation reports, safeguards information and classified information.

Receives and handles allegations in accordance with applicable procedures. Develops and documents a proposed course of resolution for assigned allegation issues, and presents and defends the resolution at Allegation Review Board (ARB) meetings. Completes actions assigned by the ARB.

Responds to requests from regional staff for technical assistance or Task Interface Agreements (TIAs).

Prepares responses to petitions submitted pursuant to 10 CFR 2.206, recommends option(s) for disposition, and responds to questions raised during subsequent staff review.

Maintains liaison, and controls the flow of information, between licenses, industry groups, owner's groups, or vendors representatives and staff technical organizations. Periodically visits assigned licensees, industry groups, owner's groups, or vendors, and maintains routine communication with assigned licensees, industry groups, owner's groups, or vendors.

Schedules, participates in, and chairs meetings with licensees, industry groups, owner's groups, or vendors, the NRC staff, representatives of other government offices, and agency stakeholders. Prepares the agenda and coordinates preparation for discussions on technical issues. Coordinates and/or presents briefings on design, licensing, operation issues, and unique complex technical issues to staff review groups, NRC upper management, and the Advisory Committee on Reactor Safeguards (ACRS).

Maintains databases for assigned facility, industry groups, owner's groups, or vendors. Reviews periodic fee reports for accuracy and validity. Identifies and resolves apparent technical staff overcharges or invalid charges to specific

POSITION ACTION AND EVALUATION (Continued)

EPID numbers. Approves resource charges to be made to assigned EPID numbers.

Serves as a mentor and coach to the staff. Interacts with multiple audiences, especially junior and less experienced staff, to transfer professional experience and knowledge of the organization's mission.

OCCASIONAL DUTIES

Prepares responses to principal correspondence for assigned areas of responsibility, including communications from Congressional sources, government heads, State and local officials, agency stakeholders, foreign officials, and various industrial and civic organizations. Presents papers on complex and unique regulatory and policy issues at conferences and seminars sponsored by the NRC and/or professional societies. Prepares minutes or summary documents and develops action item lists, as appropriate. May support the preparation of policy and Commission papers on issues in general area of responsibility.

Completes generic communications and reviews of licensee responses. Develops guidance for project review and closeout, and updates the status of projects in appropriate databases. Performs and/or coordinates special technical evaluations of topical reports (including reports prepared by owner's groups and similar industry groups) on generic issues.

Supports the development of regulatory products, including rulemakings and policy positions, by other NRC Offices, as needed. Independently develops policy documents, as assigned. Leads ad-hoc committees and task forces composed of members from other NRC groups for the purpose of performing a specific study or resolving an emerging or generic safety issue.

Evaluates the applicants request for proprietary handling of information submitted in accordance with 10 CFR 2.390, "Public Inspections, exemptions, request for withholding" and prepares an evaluation letter in accordance with Office Instruction LIC- 204, "Handling Requests to Withhold Proprietary Information from Public Disclosure". Searches files and reviews documents for copying to help the Office of Administration's Records and Freedom of Information Act (FOIA)/Privacy Services Branch complete requests under the FOIA.

Participates as an expert witness at NRC and other public hearings with authority to state NRC position relative to safety and environmental reviews of nuclear reactor plants.

Serves as acting Branch Chief when Branch Chief is unavailable. As authorized, when acting, represents the branch at meetings with senior managers, and concurs and signs out documents.

As required, serves a technical monitor for contracts.

U.S. Nuclear Regulatory Commission
Office of Nuclear Material Safety and Safeguards
All Divisions
See note below:

NOTE: This position is classified as interdisciplinary and can be classified as: Senior General Engineer, GG-0801-15, Senior Nuclear Engineer, GG-0840-15, Senior Physical Scientist, GG-1301-15, Senior Mechanical Engineer, GG-0830-15, Senior Materials Engineer, GG-0806-15, Senior Environmental Engineer, GG-0819-15, Senior Geologist, GG-1350-15, or Senior Health Physicist, GG-1306-1r, depending upon the qualifications of the individual selected to fill the position.

Approved Organizational Titles: Senior Project Manager, GG-0801-15, Senior Project Manager, GG-0840-15, Senior Project Manager, GG-1301-15, Senior Project Manager, GG-0830-15, Senior Project Manager, GG-0806-15, Senior Project Manager, GG-0819-15, Senior Project Manager, GG-1350-15, or Senior Project Manager, GG-1306-15.

Functional Statement

The incumbent plans, coordinates, directs, and leads major projects for development of regulations, policies, requirements, and guidance for fuel cycle facilities, materials safety, security, and protection of the environment. He/she is responsible for managing projects and resolving highly complex, critical, or controversial program policy and licensing issues.

Regular Duties

Originates, reviews, modifies, coordinates, formulates, and assesses NMSS positions on policies and emerging issues related to fuel cycle facilities and licensees. Leads major licensing reviews and identifies need for technical assistance to support review of all applications. Coordinates activities for conduct of important review needs, reviews findings, and formulates agency positions concerning them. Identifies need for development of new and revised acquisition policies and to reflect technical assistance need and studies for safety and environmental reviews, new and emerging threats to security of nuclear fuel cycle facilities, materials, and concerns of stakeholders.

Identifies work scope, resources, products and schedules for assigned policy development and rulemaking activities to enhance safety and protection of the environment. Coordinates and provides advice related to preparation of policies and of rulemaking documents, including regulatory analyses, statements of consideration, environmental assessments, information collection requirements, reviews for consistency with other policies, consistency with research findings and technological developments, legal reviews, and input from other agencies. Manages the resolution and closure of petitions for rulemaking.

Manages, coordinates, and performs safety and environmental reviews of applications for fuel cycle facilities and amendments. Determines requirements for additional information, studies, reviews and documentation. Recommends agency action for applications consistent with NRC Safety Evaluation Reports, Environmental Reports, and other documentation.

Initiates and manages contract support for assigned tasks and project activities. Identifies qualifications needed, statements of work, schedules, and deliverable products. Provides guidance and direction to national laboratories and commercial firms performing work under contract, monitors performance, and reviews draft products.

Represents the Office at internal NRC meetings to facilitate resolution of issues, and formulates Office positions concerning them. Schedules, coordinates, chairs and participates in public meetings with representatives of the public, nuclear industry, NRC staff, States and local governments, and other Federal agencies to address technical or policy matters related to the overall program or to specific licensing actions.

Represents the NRC at international forums related to fuel cycle facility issues

Occasional Duties

Serves on rating panels; provides direction to support staff; acts for supervisor.

Performs other duties, as assigned or required.

POSITION ACTION AND EVALUATION

U.S. Nuclear Regulatory Commission
Office of Enforcement (OE)
Concerns Resolution Branch
Sr. Enforcement Specialist, GG-801/1301-15

FUNCTIONAL STATEMENT

As a Senior Enforcement Specialist in the Office of Enforcement (OE), assists the Director, OE, in administering, evaluating and improving the Enforcement Program in the area of NRC's employee protection regulations and related matters such as processing enforcement actions stemming from allegation actions associated with discrimination claims at nuclear power plant and nuclear materials operations. The incumbent also manages the Alternative Dispute Resolution (ADR) Program and drafts, reviews, and prepares enforcement actions, particularly in the area of discrimination, to ensure technical conformance with established policy and NRC criteria.

REGULAR DUTIES

Drafts, reviews, and processes proposed enforcement actions to ensure their technical adequacy and conformance with established policy and NRC criteria. Prepares and reviews OE directives and guidance to the regions. Represents OE in meetings, on task forces, and on committees, as assigned.

Supports regional staff conducting verification inspections relating to confirmatory order actions. Assists in assessing and drafting reports associated with such inspections. Conducts interviews and gathers information during visits to licensee sites.

Oversees, coordinates, guides, and manages the implementation of OE's Alternative Dispute Resolution (ADR) program. Oversees, coordinates, guides, and establishes and/or renews the contracts associated with OE's ADR program. Serves as the point of contact for internal and external stakeholders on nonroutine issues relating to the ADR program, and engaging public stakeholders, as needed. Also serves as Contracting Officer Representative (COR) for the ADR services contracted used to obtain mediation services. Develops policy trending data to enhance various elements of the ADR program.

Provides technical guidance to lower graded employees related to discrimination enforcement and ADR.

Drafts, updates or maintains model documents relating to various stages of the ADR process. Conducts training for internal and external stakeholders addressing the ADR program. Conducts audits and prepared reports to monitor the effectiveness of the ADR program. Coordinates with NRC's Office of Investigations (OI), Office of the General Counsel (OGC), and the regional offices, as necessary, to develop new policy or set new guidance on policy matters or interpret current policy or practice regarding ADR.

Advises the Director, OE, on ADR strategy sessions and/or various elements of the ADR program.

Facilitates the resolution of differences among internal stakeholders on ADR related matters.

Coordinates allegation actions associated with nuclear power plant and nuclear materials operations concerning employee protection complaints filed against NRC licensees and/or their contractors made under Section 211 (Employee Protection) of the Energy Reorganization Act (ERA) of 1974, as Amended. Coordinates these discrimination allegation actions with the Department of Labor (DOL), the OGC, the OI, the Office of the Inspector General (OIG) and the regional offices.

Reviews NRC investigation reports, NRC technical inspection reports, and DOL decisions and develops and/or processes proposed enforcement actions related to employee protection to ensure their technical adequacy and conformance with established policy and NRC criteria. Assesses the significance of underlying employee protection violations in the nuclear power plant and nuclear materials operations areas and recommends enforcement actions on such underlying issues as warranted. Develops and maintains fact sheets on DOL discrimination complaints associated with NRC allegation actions.

POSITION ACTION AND EVALUATION (Continued)

Develops and manages systems for tracking and coordinating NRC response to allegation complaints. Advises the Director, OE, on the NRC action to be taken at different stages of the DOL's investigation and action. Develops guidance addressing enforcement options in employee protection cases, e.g., when to request an investigation, when to initiate safety inspections on related technical issues, and when to initiate the NRC enforcement process.

Advises the Director, OE, regarding proposed regulations, legislation, and federal court decisions with enforcement program implications, and recommends changes to the Enforcement Policy and procedures for technical accuracy and for conformance to NRC policy and criteria.

Conducts special studies and analyses of the NRC's Enforcement Program, particularly as it relates to employee protection. Identifies problems and issues from such studies and provides recommendations for OE management consideration.

Reviews the enforcement policy and other enforcement guidance, including the preparation of reports and presentations to the Commissioners. Reviews parts of the Enforcement Manual associated with discrimination for currency, consistency, and effectiveness and recommends changes as appropriate.

Reviews enforcement history for feedback to the program and for improvement of licensee performance. Coordinates and standardizes OE appraisal of regional implementation of the enforcement program and suggests improvements in technical adequacy, timeliness, and effectiveness based on practical experience and program needs.

Maintains systems for controlling and following up on enforcement actions, including maintaining current status, establishes systems for processing of various types of enforcement actions. Expedites the completion of enforcement actions using the Enforcement Action Tracking System (EATS) and ADR database.

Responds to administrative requests for information regarding budget, resources, enforcement statistics, and other assigned subjects.

Briefs the Deputy Executive Director for Operations (DEDO) and Commissioners, technical or legal assistants on matters, as needed, regarding discrimination issues, the ADR program or other technical matters related to enforcement.

Drafts responses to public stakeholders, e.g. allegers, regarding employee protection related allegations.

Supports and advises the Agency Allegation Advisor on matters related to discrimination and the ADR program, and allegation programs.

Conducts internal training on the NRC's Employee protection regulations including case studies and presentations on DOL case law.

U.S. Nuclear Regulatory Commission
Office of Nuclear Material Safety and Safeguards
All Divisions
See note below:

NOTE: This position is classified as interdisciplinary and can be classified as: Senior General Engineer, GG-0801-15, Senior Nuclear Engineer, GG-0840-15, Senior Physical Scientist, GG-1301-15, Senior Mechanical Engineer, GG-0830-15, Senior Materials Engineer, GG-0806-15, Senior Environmental Engineer, GG-0819-15, Senior Geologist, GG-1350-15, or Senior Health Physicist, GG-1306-1r, depending upon the qualifications of the individual selected to fill the position.

Approved Organizational Titles: Senior Project Manager, GG-0801-15, Senior Project Manager, GG-0840-15, Senior Project Manager, GG-1301-15, Senior Project Manager, GG-0830-15, Senior Project Manager, GG-0806-15, Senior Project Manager, GG-0819-15, Senior Project Manager, GG-1350-15, or Senior Project Manager, GG-1306-15.

Functional Statement

The incumbent plans, coordinates, directs, and leads major projects for development of regulations, policies, requirements, and guidance for nuclear facilities, materials safety, security, and protection of the environment. He/she is responsible for managing projects and resolving highly complex, critical, or controversial program policy and licensing issues.

Regular Duties

Originates, reviews, modifies, coordinates, formulates, and assesses NMSS positions on policies and emerging issues related to nuclear facilities, materials licensees or CoC holders. Identifies need for technical assistance to support review of all applications. Coordinates activities for conduct of important review needs, reviews findings, and formulates agency positions concerning them. Identifies need for development of new and revised acquisition policies and to reflect technical assistance need and studies for safety and environmental reviews, new and emerging threats to security of nuclear facilities, materials, and concerns of stakeholders.

Identifies work scope, resources, products and schedules for assigned policy development and rulemaking activities to enhance safety and protection of the environment. Coordinates preparation of policies and of rulemaking documents, including regulatory analyses, statements of consideration, environmental assessments, information collection requirements, reviews for consistency with other policies, consistency with research findings and technological developments, legal reviews, and input from other agencies. Manages the resolution and closure of petitions for rulemaking.

Manages, coordinates, and performs safety and environmental reviews of applications for nuclear facilities, materials applications and amendments. Determines requirements for additional information, studies, reviews and documentation. Recommends agency action for applications consistent with NRC Safety Evaluation Reports, Environmental Reports, and other documentation.

Initiates and manages contract support for assigned tasks and project activities. Identifies qualifications needed, statements of work, schedules, and deliverable products. Provides guidance and direction to national laboratories and commercial firms performing work under contract, monitors performance, and reviews draft products.

Represents the Office at internal NRC meetings to facilitate resolution of issues, and formulates Office positions concerning them. Schedules, coordinates, chairs and participates in public meetings with representatives of the public, nuclear industry, NRC staff, States and local governments, and other Federal agencies to address technical or policy matters related to the overall program or to specific licensing actions.

Occasional Duties

Serves on rating panels; provides direction to support staff; acts for supervisor.

Performs other duties, as assigned or required.

Senior Resident Inspector (Team Leader), GG-840-14
Division of Reactor Projects
Various Regions

FUNCTIONAL STATEMENT

As a Senior Resident Inspector (SRI), implements the agency's inspection program at a nuclear reactor site and serves as an onsite representative of the NRC to that licensee and the public.

REGULAR DUTIES

1. Manages, oversees, and personally conducts inspections of nuclear reactor facilities to assure compliance with design specifications, the conditions of the construction permit or operating license, provisions of the Atomic Energy Act of 1954, as amended, and the Energy Reorganization Act of 1974, as amended, and the rules and regulations of the NRC.
 - a. Personally conducts inspections to assess and evaluate the overall safety of the reactor(s) at the site.
 - b. Oversees inspections performed by specialist inspectors from the region or headquarters.
 - c. Reviews and analyzes the implications of inspection findings and makes technical judgments and conclusions regarding licensee performance.
 - d. On special or reactive inspections, conducts entrance meeting with licensee management to discuss the scope of the inspection, introduce inspectors and specialists and establish licensee contacts.
 - e. On routine, special, or reactive inspections, conducts exit meetings with licensee management to present the results of the inspection.
 - f. Evaluates licensee actions to correct potentially unsafe conditions.
 - g. Provides advice, guidance, and counsel to region-based technical specialists on the scope of the special and reactive inspections.
 - h. Prepares inspection reports that evaluate the licensee's compliance with specific provisions of the license industry codes and standards and NRC's rules and regulations.
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- i. Plans, manages, and provides technical oversight of inspections of nuclear reactor facilities conducted by resident inspector(s). Ensures completion of the baseline inspection program.
 - j. Reviews and integrates reports prepared by individual inspectors/team members and assures they are complete, soundly developed, and consistent with other parts of the overall report.
 - k. Reviews and analyzes licensee event reports and other licensee generated reports to assess overall licensee performance and to identify areas requiring attention. Identifies potential generic safety issues.
 - l. Performs other inspection related duties such as long-range inspection program planning and quality assurance program reviews, and provides advice and assistance to other inspectors regarding inspection requirements.
 - m. Attends meetings and communicates information about plant safety and performance with the technical staff of the various regional offices and other components of the NRC as well as with the public.
 - n. Keeps abreast of current technology, construction or operation practices, and applicable codes and standards, and makes recommendations to improve the application of inspection techniques and standards.
 - o. Maintains relationships with the regional office staff to obtain technical guidance and to resolve technical problems pertaining to the regional reactor construction or operation activities.
 - p. Reviews and provides feedback to regional management regarding the currency and accuracy of inspection issues in the plant issues matrix.
2. Initiates enforcement action with regional management approval when inspection findings indicate a violation of the license or NRC rules and regulations.
- a. Identifies issues that require enforcement action and recommends appropriate enforcement action based on the severity of the violation.
 - b. Drafts notices of violation and coordinates an appropriate enforcement approach with the branch chief and with the appropriate personnel in the Division of Reactor Projects, Office of Nuclear Reactor Regulation, and Office of Enforcement.

- c. Assures that proposed enforcement actions within assigned plant are fair, consistent, and effective, and that the issues are appropriately characterized for significance.
 - d. When required, develops enforcement briefing material and participates in enforcement activities.
- 3. Participates as a team leader in inspections of reported problems, incidents, abnormal conditions, or allegations involving or pertaining to nuclear facilities.
 - a. Acts as spokesperson for inspection or investigation teams to the licensee and others, and manages the entrance and exit interviews with licensee management.
 - b. For declared emergencies, functions as the initial site responder until relieved by region-based or headquarters event/incident response team.
 - c. Informs regional management when operating events, including accidents and incidents, may be of interest to other federal agencies such as the Environmental Protection Agency (EPA), Department of Energy (DOE), Federal Bureau of Investigations (FBI), and Occupational Safety and Health Administration (OSHA).
 - d. Assists public affairs officials with the preparation of press releases and in the determination, within policy guidelines, of information on incidents and investigations that can be given to the public.
 - e. Receives allegations. Makes recommendations to and assists regional management in ensuring allegations are processed, followed up, and closed out in accordance with agency policy and procedures.
 - f. Responds to inquiries from the news media, the general public, and state and local officials by providing appropriate oral responses or referring inquiries to the proper NRC official.
 - g. Participates in emergency preparedness drills and exercises as a participant or evaluator in order to maintain the emergency preparedness effectiveness of the agency and to ascertain the licensee's ability to effectively manage and control emergency response.
 - h. For emergent issues and operational events, responds to the site and communicates plant status to regional management.

4. Continually evaluates overall licensee performance and identifies areas which should receive additional attention.
 - a. Provides performance assessment for the periodic Plant Performance Reviews (PPR).
 - b. Participates in the PPR and presents information and insights to assist the Regional management in their assessment.
 - c. Informs regional management when performance trends are evident and recommends any necessary initiative inspections.
5. Manages, controls, and directs the work of a small group of technical and administrative employees at the resident site for less than 25% of the time. Coordinates availability of the resident inspector staff for response to operating events including accidents and incidents during off duty hours.
 - a. Plans work to be accomplished, establishes schedules for completion of work, assigns and reviews work.
 - b. Assures the accuracy, timeliness, and completeness of work.
 - c. Approves leave.
 - d. Evaluates performance of assigned personnel. Provides regular performance feedback and prepares performance appraisals.
 - e. Provides advice, counsel, or instruction to employees on both work and administrative matters.
 - f. Interviews candidates for positions and recommends appointment to such positions.
 - g. Hears and resolves complaints from employees, referring group grievances and more serious unresolved complaints to the branch chief for resolution.
 - h. Effects minor disciplinary measures, such as warnings and reprimands, and recommends other action in more serious cases.
 - i. Identifies and facilitates fulfillment of developmental and training needs of employees.
 - j. Finds ways to improve production or increase the quality of the work directed.

OCCASIONAL DUTIES

Acts, as assigned, as Branch Chief.

Performs other duties as assigned.

International Relations Officer GG-131-14
Office of International Programs (OIP)
International Cooperation and Assistance Branch (ICAB)

FUNCTIONAL STATEMENT

Coordinates, implements, and plans technical and administrative activities for assigned countries in support of NRC's international nuclear safety cooperation and assistance activities. Recommends and formulates policies and procedures regarding specific program activities with particular emphasis on implementation of NRC's international cooperation agreements and cooperation activities undertaken with other countries and international organizations.

REGULAR DUTIES

Coordinates activities related to nuclear safety cooperation and assistance. Serves as the point of contact between designated staff in other NRC offices, other Executive Branch offices, foreign regulatory bodies and assigned countries in the planning and implementation of international cooperative activities. Includes notifying appropriate counterparts in assigned countries about emerging technical issues.

Manages the NRC's relationships with assigned countries and facilitates meetings between representatives of assigned countries and NRC staff and management.

Prepares letters to the foreign representatives and coordinates those letters with the appropriate program offices and the Commission.

Takes a leadership role for cooperative activities with other countries, as needed. This includes arranging technical discussions, meetings, and facility tours for participants and other foreign regulatory officials and developing agendas for these interactions.

Evaluates policy issues and prepares policy advice, recommendations, and comments on matters related to nuclear safety, security, and non-proliferation for assigned countries to support the U.S. Government, NRC, and OIP policy objectives and foreign activities of the Commissioners and NRC staff.

Coordinates issues and activities within OIP with other NRC offices, foreign regulatory bodies, and other U.S. Governmental agencies. Facilitates reciprocal information exchanges between NRC and counterparts in other countries, as assigned.

Provides evaluations for senior NRC officials concerning nuclear safety-related programs and policies of other countries.

Provides guidance, information and assistance in connection with visits of foreign nationals to NRC offices and licensee and contractor facilities.

Last updated 5/3/2017

General knowledge of the Atomic Energy Act of 1954, as amended, 10 CFR, and any other applicable regulatory guides sufficient to effectively coordinate with NRC program offices and the Commission on activities directed at cooperation between the NRC and other countries. Demonstrated ability to provide work products (both written and oral presentations) in a form suitable for interagency bodies or foreign regulatory and safety organizations.

Ability to recognize and synthesize information from diverse and often sensitive sources and to identify issues and implications of diverse information. Ability to review information from a variety of sources and report effectively on that information.

Ability to resolve day-to-day problems without supervision. Ability to develop recommendations for resolution of policy issues.

Demonstrated ability to communicate with a variety of audiences, including management and personnel of other Executive Branch agencies, representatives of foreign countries and agencies, and NRC staff, both orally and in writing. Communication skills include the ability to present technical and policy related information in a form suitable for high level policy decisions, including interagency bodies and foreign regulatory and safety organizations.

Demonstrated ability to work effectively with all levels of NRC personnel in order to accomplish responsibilities. Ability to secure cooperation of others to solve problems of a complex nature.

Ability to work independently in completing assigned projects.

Working knowledge of U.S. civilian nuclear policies, programs, and requirements. Knowledge of nuclear safety developments in assigned countries.

Knowledge of NRC organizational structure sufficient to coordinate program activities.

Ability to prepare Statements of Work and Task Orders for contracted work. Ability to master Federal contracting issues to prepare required statements of work, monitor existing contracts, and to identify and resolve foreign and U.S. procurement issues.

Ability to prepare and track interagency agreements with other U.S. governmental agencies and foreign countries.

Regional State Liaison Officer, GG-301/801/1301-14

Regional State Liaison Officer, GG-301/801/1301-14
Office of the Regional Administrator
Various Regions

FUNCTIONAL STATEMENT

Serves as the region's principal liaison between the NRC and state governments, local governments, Native American tribal governments, and regional federal agencies, on matters of mutual interest in the regulation of nuclear materials and facilities to protect public health and safety. Implements policies and guidelines provided by the Office of State Programs (OSP) and the region regarding NRC relations with these entities within the region.

REGULAR DUTIES

1. Maintains continual contact with states, through the Governor-appointed State Liaison Officer and other state officials, as well as appropriate local governments and tribal government representatives, to provide information on NRC programs, answer questions, provide NRC documents of interest, resolve conflicts, and develop support for and participation in NRC activities.
 - a. Gathers, analyzes, and disseminates information from the states, appropriate local governments, and Native American tribes, to assist the NRC in making regulatory decisions in areas where responsibilities overlap or are mutually interdependent, such as facility siting, joint licensing hearings, NRC inspection activity, radioactive waste disposal, storage, and transportation, and emergency preparedness planning.
 - b. Actively remains cognizant of state public utility commission or equivalent activities on rate setting and other economic regulatory matters that impact NRC licensees.
 - c. Monitors state legislation of regulatory actions by state agencies and, as appropriate, local governments or Native American tribes, in areas involving possible federal pre-emption or other issues which affect NRC and transmits that information to NRC management with recommendations for action.
 - d. Implements the NRC's policy on "Cooperation With States at Commercial Nuclear Power Plants and Other Nuclear Production or Utilization Facilities." This includes central involvement and responsibility in the negotiation of Memoranda of Understanding with states. Recommends and develops, as appropriate, policies and procedures, and changes thereto, concerning NRC cooperation with the states. Serves as the NRC authority on policy issues which may affect states.

Regional State Liaison Officer, GG-301/801/1301-14

2. Keeps appropriate federal agency officials abreast of the status of NRC and other regulatory-related activities of direct interest. Coordinates regulatory activities with the regional staff of other federal agencies such as the U.S. Environmental Protection Agency (EPA), Federal Emergency Management Agency (FEMA), U.S. Department of Transportation (DOT), U.S. Department of Health and Human Services (HHS), the U.S. Department of Energy (DOE), and the Occupational Safety and Health Administration (OSHA) to ensure consistency of actions among federal regulatory agencies on a regional level.
3. Represents the NRC, or coordinates the representation of the NRC, at certain state, local, and regional meetings with high-level state officials, including legislative hearings and meetings of various intergovernmental and quasi-governmental councils and commissions operating at the state or at the regional level.
 - a. Arranges for and coordinates NRC Commissioner visits with state officials.
 - b. Presents, interprets, and defends NRC policies and procedures to varied groups.
 - c. Represents NRC at selected state, local, and regional organizations such as the National Conference of State Legislatures (NCSL), the National Governors' Association (NGA), Southern States Energy Board (SSEB), Western Interstate Energy Board (WIEB), and low-level radioactive waste compact commissions meetings.
 - d. Plans, initiates, and conducts, in coordination with the Regional Administrator and State Programs, meetings with State Liaison Officers on a variety of state and NRC interests.
 - e. Serves as the Regional representative on the FEMA Regional Assistance Committee (RAC) teams in evaluating offsite performance of state and local governments during exercises.

OCCASIONAL DUTIES

Serves as back-up to the Regional State Agreements Officer (RSAO) and, as such, must have a general knowledge of current Agreement State issues and concerns in the region.

Performs other duties as assigned.

Licensing Assistant, GG-303-11
Licensing Branch
Licensing and Inspection Directorate
Division of Spent Fuel Storage and Transportation
Office of Nuclear Material Safety and Safeguards

FUNCTIONAL STATEMENT

Provides support to the management and staff of the Licensing and Inspection Directorate by handling all procedural and administrative aspects pertaining to the licensing and inspection of storage of spent fuel and radioactive materials. Serves as the focal point in the directorate as the most knowledgeable person on the administrative aspects of NRC rules, regulations, and procedures applicable to the licensing process under 10 CFR Part 72. Provides support to the branch chief in tracking and reporting of licensing actions and other commitments using computer software applications. Maintains the administrative controls of up-to-date Safety Analysis Reports for Part 71 and 72 and division Office Instructions.

REGULAR DUTIES

Reviews and processes to final action all non-technical aspects of applications for licenses and amendments for storage of spent nuclear fuel and radioactive waste.

Ensures that the required non-technical safety and environmental data submitted by applicants are present, complete, accurate, and in conformance with applicable NRC regulations as provided in 10 CFR Part 72. Reviews safety, safeguards, and environmental data to assure that data necessary to make appropriate findings and conclusions are present. Originates correspondence to applicants and licensees advising them of additional information required, as necessary.

Reviews revisions to the Commission's rules, regulations, and procedures to determine procedural effects on the licensing process and to devise administrative methods of implementing new requirements, where necessary.

Advises applicants and potential applicants of the applicable NRC regulations, guides, and policies to be considered in the preparation and submittal of their Environmental Report (ER) and Safety Analysis Report (SAR) under 10 CFR Part 72. Ensures that SARs in the division reference library are up-to-date.

Assures proper distribution of the ER and SAR by the applicant to the appropriate agencies, and to Federal, State, and local governments. Upon receipt of the ER and SAR, insures proper distribution to Project Managers (PMs), Technical Reviewers, National Labs, and other groups or individuals that will be participating in the environmental and safety reviews. Prepares notices of receipt to be published in the Federal Register.

Reviews all safety evaluations and proposed technical specifications (or technical specification changes) to assure compliance with organizational provisions and administrative and procedural requirements. Reviews technical specifications or changes versus (1) existing technical specifications (if facility is currently operating), (2) incoming requests from applicant, and (3) Project Manager's proposed changes, to detect inconsistencies.

Reviews license or license amendment, prepares Federal Register Notice and a letter to the applicant forwarding a signed original of the Federal Register Notice.

Maintains configuration control of the division's office instructions. Prepares and issues revisions to the instructions.

Reviews the Draft Environmental Impact Statement (DEIS) to assure procedural and administration requirements and organizational provisions are complied with. Prepares list of Federal, State, and local agencies requested to comment on the DEIS. Ensures that all interested parties receive a copy of the DEIS, whether or not they are requested to provide comments. Prepares letters to Federal, State, and local agencies requesting comment on the DEIS and Federal Register Notices regarding availability of the DEIS. Compiles comments received from various agencies and other interested parties in regard to the Environmental Statement. Performs coordination and review functions for the Final Environmental Statement, which incorporates both amendments and final responses to comments on the DEIS.

Verifies that various requirements prescribed by other NRC personnel such as indemnity requirements and license fees are in order. Originates memoranda and/or other forms of correspondence to appropriate NRC Divisions for review.

Assists project manager in reviewing and editing input submitted by technical reviewers. Researches files, records, and NRC Library for resources to complete bibliography. Prepares chronology for SERs and SSERs consisting of radiological safety correspondence to and from applicant and NMSS.

Originates and processes correspondence to Federal, State, local officials, or other individuals, involving projects assigned, on matters relating to the safety and environmental aspects of those projects.

Prepare hearing case records and indices for the Atomic Safety and Licensing Boards and other parties involved in public hearings conducted on licensing actions. Assures that technical staff testimony is compiled for licensing actions that result in a hearing. Responsible for researching official NRC records to produce documents with issues to be covered in hearings and for providing these documents for the hearing proceedings. Coordinates shipment of documents to and from hearing site.

Attend meetings with applicants/licensees in order to brief them on administrative procedures required by 10 CFR and other requirements for providing technical data.

Prepare notices on relevant aspects of licensing actions proposed or taken for publication in the Federal Register.

Using PC-based spreadsheets, tracks the status of licensing actions and other branch commitments. Assists Branch Chiefs in monitoring project schedule status and initiates necessary reports, correspondence, and corrective actions for approval by the project managers. Compiles data on licensing casework and prepares various charts, tables, and graphics to track budgeted Operating Plan projections versus actual receipts/completions. Prepares statistical reports for updating the Operating Plan. Reviews description of tasks,

tracks milestones, determines adjustment of man hours by discussions with technical staff, assures adjustments have been completed and are consistent with forecasted milestones and casework projections.

Coordinates and responds to FOIA requests. Search files and reviews documents in order to provide information to the Office of Administration to fill requests under the Freedom of Information Act.

Reviews and prepares input for publication in the Federal Register of proposed licensing actions, which involve no significant hazards consideration (NSHC) to ensure that each proposed action accurately reflects the proposed action to be taken and that the noticing actions reflect conformance with the regulations and commission policy.

Maintains records of applications for amendments, proposed determinations of no-significant - hazards, considerations, expiration dates for intervention or comment on proposed NSHC determinations, responses received, and amendments for which final NSHC determinations were made.

Assures that all preliminary environmental assessments and noticing actions are taken in a timely manner to enable issuance of exemptions and other licensing actions within scheduled deadlines.

Safeguards and controls proprietary and classified casework correspondence.

Perform other duties as assigned.

[REDACTED]

Operations Engineer, GG-840-13
Division of Operating Reactor Safety

FUNCTIONAL STATEMENT

Develops, prepares, and administers examinations to applicants for operator or senior operator licenses for nuclear reactors in accordance with NUREG-1021, "Operator Licensing Examination Standards for Power Reactors." Serves as a region-based inspector to plan, conduct, report, and coordinate findings associated with inspections of light-water reactors, in accordance with the NRC Inspection Manual.

REGULAR DUTIES

1. Prepares, approves, and administers written and practical examinations for operator license applicants.
 - a. Conducts initial examinations of licensed reactor operators.
 - b. Evaluates exam results and recommends operator license issuance or denial.
 - c. Evaluates license denial issues of other examiners during applicant appeals and hearings.
 - d. Reviews operator initial and renewal license actions, including applications, amendments, and waiver requests. Compares these actions against regulations and guidance, uses Part 55 docket files to support these reviews, and recommends licensing actions to supervision.
 - e. Identifies possible problems with established NRC operator license and exam guidance, and proposes resolutions to regional and headquarters management via Reports of Interaction (ROIs). Issues final reports.
 2. Independently plans and prepares for the scope of an assigned inspection to obtain sufficient information through direct observation and verification of licensee activities, including licensed operators' re-qualification.
 - a. Reads appropriate documents, such as inspection reports, plant issues matrix, licensee event reports, problem reports, allegations files, and deficiency reports in order to develop a perspective of recent licensee performance and to develop performance-based targets for more in-depth review.
 - b. Performs an initial review of inspection procedures, core inspection activities, and functional areas applicable to the inspection procedures to be used in order to become aware of inspection objectives, requirements, and guidance, and to prepare an initial selection of the sample set to be reviewed.
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- c. Participates in or recommends improvement to and application of inspection techniques and standards.
 - d. Coordinates with headquarters program office staff to obtain technical guidance, consult on technical problems, and to maintain technical proficiency.
- 3. Performs routine and complex inspections, allegations inspections, regional initiative inspections, or area of emphasis inspections of reactor facilities to observe and ensure conformance to NRC rules and regulations, inspection procedures, and orders.
 - a. Evaluates licensee management policies and practices. Determines licensee performance. Identifies trends, areas of safety concern and non-compliance, and discusses inspection findings with licensee management and staff.
 - b. Reviews allegation referral responses.
- 4. Writes a report of inspection findings to ascertain whether the facility is being operated safely, the licensee's management control program is effective, and regulatory requirements are being satisfied.
 - a. Gathers necessary technical information from personal notes and observations.
 - b. Makes technical judgements and conclusions regarding licensee performance.
 - c. Assesses the performance of independent licensee organizations in appraising events and issues, their root cause, and corrective actions taken. Determines the effectiveness of the licensee's response in addressing the recommendations made by the independent organization.
 - d. Informs the Branch Chief and other NRC staff, as appropriate, of the findings, observations, and conclusions of the inspection, including recommendations relative to additional inspection activities and/or enforcement sanctions. Evaluates potential inspection findings in accordance with the significance determination process.
 - e. Consults with peer inspectors and senior inspectors to ensure that observations and findings are properly considered. Reconciles differences to produce complete and accurate assessment.
 - f. Ensures inspection documentation details the observations, findings, and conclusions of the inspection, in accordance with established NRC procedures to establish a formal written and legal record of the inspection that will form the basis for NRC performance and safety assessment efforts.
 - g. Prepares or assists with the development of meeting notices and press releases and in the determination (within policy guides) of information that can be released to the public.

- h. Drafts closeout documentation for allegations. Prepares draft responses to individuals raising safety concerns. Reviews associated allegation correspondence and files to determine if the NRC has adequately addressed the concern.
 - i. May recommend inspection program changes.
- 5. Coordinates inspection findings into overall licensee assessment.
 - a. Consults with peer inspectors and senior inspectors to ensure that observations and findings are properly considered. Reconciles differences to produce complete and accurate assessments.
 - b. Prepares input for higher level review to support periodic assessments of licensee performance (e.g., Plant Performance Reviews (PPR)) in conformance to NRC procedures, practices, and policies. As assigned, makes oral presentations relative to performance assessment.
- 6. Performs miscellaneous duties in support of the initial operator licensing process and the region-based inspection program.
 - a. Participates in enforcement activities by preparing enforcement related proposals in accordance with established NRC enforcement guidance and procedures.
 - b. Maintains awareness and proficiency in current and changing operator examination techniques and requirements by maintaining examiner certification and frequent contact with regional examiners. Attends professional meetings with regional facility training departments and management at the regional offices.
 - c. Maintains effective working relationships with other regional staff, NRC headquarters staff, OE, and Office of Investigations (OI).
 - d. Responds to events and emergent conditions or situations, and assertions of improper performance (allegations) as necessary to effect review, monitoring, and inspection of licensee performance.
 - e. Supports emergency preparedness drills and exercises as a participant or evaluator in order to maintain the emergency preparedness effectiveness of the agency and ascertain the licensee's ability to effectively manage and control emergency response.
 - f. Provides support to the Office of the Regional Administrator (ORA) relative to public affairs, enforcement and allegation processing and handling, and state liaison proceedings by being responsive to needs and requirements so as to develop and communicate accurate and complete information relative to the functional area for the specific facility.

Operations Engineer, GG-840-13

- g. Acts as a representative of the NRC while associating with licensees, media, and the public.
- h. Keeps abreast of current reactor technology by maintaining current refresher training of at least one reactor technology series course or one simulator refresher and one technology review course every 3 years. Attendance every 3 years at an examiner techniques refresher training class and completion of the annual NRC site access training to maintain site access are also required.

OCCASIONAL DUTIES

Occasionally, in a developmental capacity, leads one or two other inspectors in performing small team inspections. Plans and coordinates the inspection schedule, assigns areas of inspection to team members, coordinates and leads entrance and exit interviews with licensee management, coordinates the preparation of the inspection report, provides technical advice and guidance to team members, monitors and evaluates the progress of team inspection efforts. Provides performance feedback to inspectors and supervisors regarding team members' activities during inspections.

Performs other duties as assigned.

FUNCTIONAL STATEMENT

Serves as a senior attorney under the Assistant General Counsel for Rulemaking and Fuel Cycle in the Office of the General Counsel and as such assists the Assistant General Counsel in advising and rendering legal services with respect to the preparation and review of NRC regulations, amendments thereto and policy statements; the interpreting of such regulations, policy statements, relevant statutes and related legal authorities; commenting on legislation proposed by others; providing analyses and interpretations of various statutes and legal authorities; rendering legal assistance to the NRC fuel cycle, material licensing, safeguards, indemnification, transportation, waste storage and disposal activities, the NRC States and international programs and the NRC export and import licensing activities; representing the NRC staff before the Commission in connection with export licensing proceedings, as required.

REGULAR DUTIES

1. Incumbent has full responsibility under the general direction of the Assistant General Counsel for reviewing and preparing proposed and effective NRC regulations and policy statements; for preparing NRC staff papers recommending actions for the Commission to take with respect to regulations and policy statements; and appearing before the Commission to support proposed regulations, policy statements or positions.
2. Reviews for legal implications and legal sufficiency, NRC staff papers, reports, evaluations, letters and other communications prepared by NRC staff and others and makes or recommends revisions when necessary to conform to legal requirements; provides oral or written replies to correspondence from senior NRC staff, other government agencies, members of Congress, Congressional Committees, and members of the public regarding the interpretation of statutes, regulations, and NRC policies and procedures.
3. In rendering legal services to the NRC staff incumbent is required to review technical documents to determine their legal sufficiency; perform difficult original legal research; develop solutions to complex legal problems uncharted by judicial precedent; or administrative rulings; and render legal opinions and provide legal advice to senior NRC staff members.
4. Incumbent's duties involve both advocacy and counseling in connection with such matters as the licensing of fuel cycle facilities and nuclear materials, transportation of materials and waste, storage and disposal of high level and low level radioactive waste safeguards and indemnification of nuclear facilities.

5. Reviews and assists in the preparation and negotiation of international agreements, interagency agreements and related matters involving the most difficult and complex technical technical and legal matters.
6. Incumbent participates in conferences with high level representatives and officials of Federal, State and foreign governments, international agencies, public interest and industrial groups as a representative of the NRC to solicit their views, to present the views and position of the NRC; makes recommendations as to the position to be taken by NRC and renders legal opinions regarding proposed courses of action.
7. Provides leadership and guidance to attorneys which include such facets as assignment and/or review of work.
8. Provides day-to-day advice to NRC with respect to matters involving the regulation and licensing of nuclear facilities, nuclear materials, transportation, storage and disposal of nuclear materials and waste, safeguards and the indemnification of licensees.

OCCASIONAL DUTIES

1. Incumbent may represent the NRC staff or assist others in representing the NRC staff before the Commission in adjudicatory matters or before other tribunals dealing with matters of interest to the NRC.
2. Assists the Commission and senior NRC staff members in the preparation for appearances before Congressional Committees and appear with them before such Committees.
3. Participates in NRC senior staff meetings called for the purpose of resolving the most difficult and complex licensing and regulation problems.

U.S. Nuclear Regulatory Commission
Region III
Division of Operating Reactor Safety (DORS)
Senior Project Engineer, GG-14

NOTE: This position is classified as interdisciplinary and can be classified as: Senior General Engineer, GG-0801-14; Senior Civil Engineer, GG-0810-14; Senior Mechanical Engineer, GG-0830-14; Senior Nuclear Engineer, GG-0840-14; or Senior Electrical Engineer, GG-0850-14, depending upon the qualifications of the individual selected to fill the position.

Approved Organizational Titles: Senior Project Engineer, GG-0801-14; Senior Project Engineer, GG-0810-14; Senior Project Engineer, GG-0830-14; Senior Project Engineer, GG-0840-14; or Senior Project Engineer, GG-0850-14.

FUNCTIONAL STATEMENT

As a Senior Project Engineer, provides administrative and technical support to a program for routine, special and reactive inspections at assigned nuclear power plant facilities during all phases of operation, or extended outages to assure compliance with NRC requirements, and enforce the provisions of NRC permits, licenses, rules, regulations, orders and other directives pertinent to the protection of the public health and safety.

REGULAR DUTIES

1. Manages the inspection planning process.
 - a. Develops and coordinates changes to inspection planning schedules based on feedback from the RI, and DORS to ensure that potential impact with other activities, such as the Institute of Nuclear Power Operations (INPO), are taken into consideration.
 - b. Evaluates changes for their impact on licensee resources, to minimize the impact to the extent practical.
 - c. Periodically reviews the records of site inspection accomplishments using the inspection planning system, reactor programs system (RPS), Regional management information system reports, and other methods (such as communication with resident staff) and advises DORS management regarding accuracy.
 - d. Ensures baseline inspections are accomplished within the planning cycle and that supplemental inspections are accomplished within the target dates established through the Action Matrix.
 - e. Informs Branch Chief of any discrepancies in planning and scheduling.
 - f. Ensures planned inspection resources for a facility are correctly reflected in the RPS/IP and are consistent with planning recommendations.
 - g. Identifies to immediate supervisor any significant deviations between planned and actual inspection resource allocation or conflicts reflected in the inspection

planning system.

- h. Regularly reviews plant issues in order to identify possible generic issues and occasionally drafts information notices, as appropriate.
 - i. Plans and coordinates, special inspection activities carried out by region based technical specialists. Provides advice and guidance to them on the scope of the problem and integrates their findings in the overall inspection reporting process.
2. Reviews reports of inspections prepared by resident inspectors.
- a. Analyzes inspection results to identify significant trends and actual, or potential problems.
 - b. Evaluates the technical adequacy of inspection coverage and procedures; and assesses overall technical quality and effectiveness of inspections and the operating performance of licensees.
 - c. Reviews and integrates reports prepared by individual inspectors/team members and assures they are complete, soundly developed, and consistent with other parts of the overall report.
 - d. Reviews and analyzes licensee event reports and other licensee generated reports to assess overall licensee performance and to identify areas requiring attention. Identifies potential generic safety issues.
 - e. Reviews proposed notices of enforcement discretion and enforcement action for appropriate regulatory content and technical adequacy, prepares enforcement panel briefing materials, regulatory conference pre-briefing packages and participates in these panels and conferences, as assigned.
3. Performs periodic inspections to assess the safety of performance of assigned nuclear power reactor facilities.
- a. Observes and evaluates licensee compliance with NRC regulations, license provisions, technical specifications, orders, and applicable industry codes and standards.

- b. Prepares reports of inspections and makes recommendations as to the need for NRC management action including enforcement sanctions.
 - c. Recommends enforcement action to higher NRC management, as needed, to cause licensees to achieve compliance.
 - d. Participates as a team leader in inspections of reported problems, incidents, abnormal conditions, or allegations involving or pertaining to nuclear facilities.
4. Serves as the branch focal point for handling allegations.
- a. Tracks allegation status, and makes recommendations to branch chief regarding actions required to address the allegation, performing inspections and supporting investigations associated with the allegation.
 - b. In coordination with the Senior Allegations Coordinator, contacts allegeders to discuss their concerns and obtain additional information, as needed.
 - c. Drafts correspondence related to the allegation and coordinates with the senior allegation coordinator to close out allegations.
5. Performs technical and administrative miscellaneous duties in support to the inspection function.
- a. Identifies inspection initiatives as needed from a safety perspective and makes recommendations for review and approval by NRC management.
 - b. Prepares mid-cycle, and end-of-cycle assessment packages and supports respective meetings to assess licensee performance, consistent with the Action Matrix.
 - c. Participates in incident response exercises and actual events, primarily as a member of the reactor safety team and is fully familiar with the regional event response guidance.
 - d. Gathers daily plant status for division plant status meeting; prepares preliminary notifications, as appropriate, to inform NRC management and the Commission of activities, occurrences and events of significance to the NRC.
 - e. Coordinates visits to assigned sites and prepares briefing packages for Commission and senior management visits. Conducts briefings for NRC management to provide detailed information concerning activities, occurrences and events of significance to the NRC. Coordinates meetings between NRC, licensee, and the public. Prepares meeting notices.
 - f. Interfaces with the headquarters staff, as necessary, to provide them with information pertaining to events of significance to the NRC.
 - g. Prepares and reviews task interface agreements, as applicable.
 - h. Researches issues raised by inquiries received from outside the NRC; develops an approach, acceptable to NRC management, to respond to inquiries; drafts a

response; verifies, independently and to the extent practical, the accuracy of response; ensures appropriate technical support and concurrences from other agency offices, and pursues timely management review.

i. Serves as a mentor and coach in the development of new inspectors. Provides guidance to new inspectors undergoing the qualification process.

j. Keeps abreast of current technology and nuclear power plant practices, applicable codes and standards, and makes recommendations to improve the application of inspection techniques and standards.

k. Provides guidance to Project Engineers (PEs) regarding work assignments. Reviews and evaluates the adequacy of work products of PEs .

OCCASIONAL DUTIES

Acts, as assigned, as Branch Chief.

Performs other duties as assigned.

U.S. Nuclear Regulatory Commission
Region III
Division of Operating Reactor Safety (DORS)
Senior Project Engineer, GG-14

NOTE: This position is classified as interdisciplinary and can be classified as: Senior General Engineer, GG-0801-14; Senior Civil Engineer, GG-0810-14; Senior Mechanical Engineer, GG-0830-14; Senior Nuclear Engineer, GG-0840-14; or Senior Electrical Engineer, GG-0850-14, depending upon the qualifications of the individual selected to fill the position.

Approved Organizational Titles: Senior Project Engineer, GG-0801-14; Senior Project Engineer, GG-0810-14; Senior Project Engineer, GG-0830-14; Senior Project Engineer, GG-0840-14; or Senior Project Engineer, GG-0850-14.

FUNCTIONAL STATEMENT

As a Senior Project Engineer, provides administrative and technical support to a program for routine, special and reactive inspections at assigned nuclear power plant facilities during all phases of operation, or extended outages to assure compliance with NRC requirements, and enforce the provisions of NRC permits, licenses, rules, regulations, orders and other directives pertinent to the protection of the public health and safety.

REGULAR DUTIES

1. Manages the inspection planning process.
 - a. Develops and coordinates changes to inspection planning schedules based on feedback from the RI, and DORS to ensure that potential impact with other activities, such as the Institute of Nuclear Power Operations (INPO), are taken into consideration.
 - b. Evaluates changes for their impact on licensee resources, to minimize the impact to the extent practical.
 - c. Periodically reviews the records of site inspection accomplishments using the inspection planning system, reactor programs system (RPS), Regional management information system reports, and other methods (such as communication with resident staff) and advises DORS management regarding accuracy.
 - d. Ensures baseline inspections are accomplished within the planning cycle and that supplemental inspections are accomplished within the target dates established through the Action Matrix.
 - e. Informs Branch Chief of any discrepancies in planning and scheduling.
 - f. Ensures planned inspection resources for a facility are correctly reflected in the RPS/IP and are consistent with planning recommendations.
 - g. Identifies to immediate supervisor any significant deviations between planned and actual inspection resource allocation or conflicts reflected in the inspection

planning system.

- h. Regularly reviews plant issues in order to identify possible generic issues and occasionally drafts information notices, as appropriate.
 - i. Plans and coordinates, special inspection activities carried out by region based technical specialists. Provides advice and guidance to them on the scope of the problem and integrates their findings in the overall inspection reporting process.
2. Reviews reports of inspections prepared by resident inspectors.
- a. Analyzes inspection results to identify significant trends and actual, or potential problems.
 - b. Evaluates the technical adequacy of inspection coverage and procedures; and assesses overall technical quality and effectiveness of inspections and the operating performance of licensees.
 - c. Reviews and integrates reports prepared by individual inspectors/team members and assures they are complete, soundly developed, and consistent with other parts of the overall report.
 - d. Reviews and analyzes licensee event reports and other licensee generated reports to assess overall licensee performance and to identify areas requiring attention. Identifies potential generic safety issues.
 - e. Reviews proposed notices of enforcement discretion and enforcement action for appropriate regulatory content and technical adequacy, prepares enforcement panel briefing materials, regulatory conference pre-briefing packages and participates in these panels and conferences, as assigned.
3. Performs periodic inspections to assess the safety of performance of assigned nuclear power reactor facilities.
- a. Observes and evaluates licensee compliance with NRC regulations, license provisions, technical specifications, orders, and applicable industry codes and standards.

- b. Prepares reports of inspections and makes recommendations as to the need for NRC management action including enforcement sanctions.
- c. Recommends enforcement action to higher NRC management, as needed, to cause licensees to achieve compliance.
- d. Participates as a team leader in inspections of reported problems, incidents, abnormal conditions, or allegations involving or pertaining to nuclear facilities.
- 4. Serves as the branch focal point for handling allegations.
 - a. Tracks allegation status, and makes recommendations to branch chief regarding actions required to address the allegation, performing inspections and supporting investigations associated with the allegation.
 - b. In coordination with the Senior Allegations Coordinator, contacts allegeders to discuss their concerns and obtain additional information, as needed.
 - c. Drafts correspondence related to the allegation and coordinates with the senior allegation coordinator to close out allegations.
- 5. Performs technical and administrative miscellaneous duties in support to the inspection function.
 - a. Identifies inspection initiatives as needed from a safety perspective and makes recommendations for review and approval by NRC management.
 - b. Prepares mid-cycle, and end-of-cycle assessment packages and supports respective meetings to assess licensee performance, consistent with the Action Matrix.
 - c. Participates in incident response exercises and actual events, primarily as a member of the reactor safety team and is fully familiar with the regional event response guidance.
 - d. Gathers daily plant status for division plant status meeting; prepares preliminary notifications, as appropriate, to inform NRC management and the Commission of activities, occurrences and events of significance to the NRC.
 - e. Coordinates visits to assigned sites and prepares briefing packages for Commission and senior management visits. Conducts briefings for NRC management to provide detailed information concerning activities, occurrences and events of significance to the NRC. Coordinates meetings between NRC, licensee, and the public. Prepares meeting notices.
 - f. Interfaces with the headquarters staff, as necessary, to provide them with information pertaining to events of significance to the NRC.
 - g. Prepares and reviews task interface agreements, as applicable.
 - h. Researches issues raised by inquiries received from outside the NRC; develops an approach, acceptable to NRC management, to respond to inquiries; drafts a

response; verifies, independently and to the extent practical, the accuracy of response; ensures appropriate technical support and concurrences from other agency offices, and pursues timely management review.

i. Serves as a mentor and coach in the development of new inspectors. Provides guidance to new inspectors undergoing the qualification process.

j. Keeps abreast of current technology and nuclear power plant practices, applicable codes and standards, and makes recommendations to improve the application of inspection techniques and standards.

k. Provides guidance to Project Engineers (PEs) regarding work assignments. Reviews and evaluates the adequacy of work products of PEs .

OCCASIONAL DUTIES

Acts, as assigned, as Branch Chief.

Performs other duties as assigned.

**Senior Health Physicist (Inspector), GG-1306-14
Decommissioning, Reactor, ISFSI & HP Branch
Division of Radiological Safety and Security
Region III**

FUNCTIONAL STATEMENT

Performs, coordinates and, as assigned, leads decommissioning inspection program activities related to radiological and safety inspections of complex and widely varied facilities using source, byproduct, and special nuclear materials. Investigates and evaluates the most difficult events with radiological safety significance. Has responsibility for project management and coordination of licensing actions associated with the decommissioning process and involving various licensees that use source, byproduct, and special nuclear materials.

REGULAR DUTIES

1. Plans, conducts, and leads the most complex inspections and technical reviews of both licensee and non-licensee activities and facilities associated with the materials decommissioning process and radiological safety to determine conformity with safety and regulatory criteria; observe and evaluate the adequacy of licensee controls and provisions for radiological safety; evaluate management controls, organization, procedures, and practices and their effects on safety of operations or work activities; and determine the status of licensee compliance with Nuclear Regulatory Commission (NRC) requirements.
 - a. Creates master inspection plans (MIPs) for sites for which assigned "primary inspector" responsibility. Reviews MIPs (including those prepared by other inspectors) for all major materials decommissioning licensees, and recommends changes, as necessary.
 - b. Recommends the use of teams, when appropriate, and plans, leads, and coordinates the teams activities in performing the most complex inspections and technical reviews of licensee activities related to materials decommissioning and radiological safety.
 - c. Modifies inspection plans, as necessary, including complete rearrangement of priorities and team member assignments during field work, to meet existing licensee and facility conditions or to address licensee and/or NRC inspection findings.
 - d. Plans and conducts complex area, effluent, and environmental monitoring inspections in and around regulated facilities to evaluate licensee radiation and radioactive material control methods and systems.
 - e. Selects, prepares, calibrates (as necessary), and/or performs operability checks of, and uses appropriate survey equipment according to industry codes and standards and NRC requirements. Evaluates and interprets survey measurement results.

- f. Prepares written reports of inspections and technical reviews. When assigned as the "lead inspector" for an inspection activity, integrates input from the other inspector(s) into final documents, resolving technical issues and disagreements and ensuring that documents provided to the Branch Chief meet applicable NRC and Divisional writing guidance.
 - g. Makes recommendations regarding the need for enforcement or regulatory action, including the immediate cessation of licensee operations, escalated enforcement action, and modification, suspension, revocation, or denial of licenses.
 - h. Issues appropriate NRC documentation which records the inspector's conclusions relative to inspection findings in accordance with NRC Inspection Manual Chapters and procedures.
 - i. Explains inspection findings, including the applicability of NRC regulations and policies, to licensee management, Regional and Headquarters management, and/or the public.
- 2. Responds to, and investigates, the most complex or hazardous reported problems, events, incidents, or unusual circumstances involving facilities and materials subject to NRC licensure and regulation, particularly those involving materials decommissioning activities.
 - a. Investigates, or leads team inspections to investigate, events, incidents, or unusual radiological circumstances. Evaluates the safety significance of associated NRC and licensee activities/findings and, when necessary, recommends actions to be taken by personnel on the scene to protect the health and safety of the public and/or involved individuals. Communicates concerns and recommendations to appropriate personnel at the scene and to NRC management, including appropriate officials performing incident response functions.
 - b. Assesses the root cause(s) of events and incidents, evaluates associated corrective and preventive actions, and provides assessment and evaluation results to NRC management verbally and/or in writing.
 - c. Ensures that allegations are handled in accordance with NRC policy and guidelines. Coordinates the preparation of documents to support Allegation Review Boards, and tracks the completion of, or conducts, assigned inspections to ensure appropriate allegation closure. Prepares closeout documentation for assigned allegations.
- 3. With Regional management approval, initiates enforcement action when inspection findings indicate significant violation(s) of the license and/or NRC rules and regulations.
 - a. Differentiates issues that require normal or escalated enforcement action and recommends enforcement action appropriate to the severity of the violation(s).

- b. Drafts Notices of Violation and coordinates an appropriate enforcement approach with the Branch Chief and with other appropriate personnel in the Region, and in the Office of Nuclear Material Safety and Safeguards (NMSS), and the Office of Enforcement.
 - c. As assigned, reviews enforcement actions prepared by other inspectors from an overall NRC perspective for fairness, consistency, and effectiveness of the enforcement approach. Provides review results and recommendations to the Branch Chief.
 - d. Develops Enforcement Panel Briefing Sheet(s) and participates in Enforcement Panel activities and associated pre-decisional enforcement conference(s).
- 4. Serves as a subject matter expert on issues of materials decommissioning, radiation safety, and regulatory policy.
 - a. Communicates independently with licensees to obtain information and to resolve conflicts regarding reports, inspections, or incidents, and to ascertain plans for correcting deficiencies.
 - b. Researches, writes, and coordinates documentation activities with NRC staff members in other offices preparing draft NRC rules, regulations, regulatory policies, procedures, criteria, and guides for regulating and inspecting the use of radioactive materials, in particular at materials facilities in the process of decommissioning.
 - c. Coordinates meetings with licensees and members of the public, including issuing meeting notices when appropriate, and preparing briefings for NRC staff and management involved in the meetings.
 - d. Participates in meetings, public hearings, and other forums as a primary technical expert to explain and defend NRC rules, regulations, and policies germane to the materials decommissioning process, and the content and conclusions of associated licensing and enforcement actions.
 - e. Keeps abreast of technological and policy developments in health physics, radiological measurement, and survey equipment and procedures, and provides specialized technical support to other NRC groups/organizations, as appropriate.
 - f. Maintains working relationships with staff in NMSS and other Headquarters Offices to obtain technical guidance; communicate results of inspections, investigations, and other Regional materials activities; and resolve problems pertaining to the Regional materials inspection and licensing programs.
 - g. Participates in liaison with other Federal agencies, such as the Department of Transportation and the Environmental Protection Agency, and with State and local officials, to inform, cooperate, and assist in the control of radiological activities, including incidents, which may be of interest to such agencies and/or the public.

5. Performs miscellaneous technical and administrative duties in support of the materials decommissioning inspection program.
 - a. Recommends appropriate resource expenditure and workload balance for the Branch necessary to accomplish the materials decommissioning inspection program.
 - b. Assists in planning and scheduling the implementation of routine and reactive (e.g., events, allegations, etc.) inspection program work by the Branch.
 - c. Consistent with capabilities and/or developmental needs of lower graded technical staff members, proposes appropriate work assignments to achieve Branch objectives. Recommends and/or administers on-the-job and formal training to improve employees' inspection skills, or otherwise provides technical assistance to such staff.
 - d. Coaches and mentors new inspectors undergoing the qualifications process and provides feedback to the Branch Chief on individual inspector performance.
 - e. Coordinates the development and issuance of licensing actions associated with the decommissioning process at selected materials facilities, including Environmental Assessments.
 - f. Reviews and recommends issuance of inspection reports and other documents (e.g., Action Item Tracking System responses, license terminations, decommissioning plan approvals, allegation materials) prepared by other inspectors, ensuring that the work product meets applicable NRC, Regional, and Divisional requirements/guidance.
 - g. As assigned, supports team inspections led by other staff from the Division of Nuclear Materials Safety or from other Divisions, Regions, or Headquarters Offices.
 - h. Supports emergency preparedness drills and exercises as a participant or evaluator in order to maintain the emergency preparedness effectiveness of the Regional Office and to ascertain the licensee's ability to effectively manage and control emergency response.

OCCASIONAL DUTIES

Acts as Branch Chief, as assigned.

Reviews and prepares Technical Assistance Requests (TARs) for submission to NMSS to obtain assistance in addressing complex technical or policy issues. Also responds to intra-Divisional TARs, as assigned.

Responds to technical requests from other NRC offices regarding decommissioning guidance.

Coordinates and conducts inspection and investigation activities, as assigned, to support general license program initiatives.

Develops and recommends regulatory policies, rules, procedures, criteria, and guides for inspecting facility operations related to materials decommissioning activities.

Performs other duties, as assigned.

POSITION ACTION AND EVALUATION

Regional Agreement State Program Officer, GG-1301-14
Division of Radiological Safety & Security
Region I

FUNCTIONAL STATEMENT

Serves as the regional technical point of contact for implementation of the Agreement State Program. Through the Integrated Materials Performance Evaluation Program (IMPEP) and periodic reviews, assess the adequacy and compatibility of Agreement State programs. Ensures a coordinated and comprehensive Agreement State program and maintains effective working relationships with the Agreement States, NRC Offices, and other interested or affected groups.

REGULAR DUTIES

Plans, coordinates, and conducts IMPEP reviews of state regulatory programs to determine adequacy for the protection of health and safety of the public and compatibility with the NRC regulatory program.

- Assists in staffing and scheduling of IMPEP reviews.
- Develops background materials such as previous IMPEP reports, data concerning the program, allegations about the program, and other relevant information concerning the adequacy of the state's program.
- Conducts periodic reviews with Agreement State Program staff members.
- Conducts inspector accompaniments and on-site reviews.
- Prepares reports of IMPEP reviews in accordance with timeliness goals established by the Office of Nuclear Materials Safety and Safeguards (NMSS)..
- Defends team findings before the Management Review Board (MRB).

Advises and assists NMSS in the development and administration of state regulatory programs.

- Establishes and maintains working relationships with the states.
- Explains NRC regulatory health and safety standards, guides, policies, and practices. Supplies information on regulatory programs and technical advice on the development of state regulatory radiation safety standards and controls.
- Reviews and evaluates state regulatory programs for commonality in composition to avoid overlapping conflicting or inconsistent standards or practices in different jurisdictions.
- In concert with NMSS, develops plans for regional administration of the State Agreements program through implementation of Section 274 of the Atomic Energy Act, as amended.
- Negotiates the content of the regulatory agreement with states.
- Determines whether the states' programs and regulations are adequate to support an agreement.
- Provides background analysis to support approval of regulatory agreements with the states by the NRC.
- Consults, assists, and provides guidance to state and local governments and other federal agencies on all features of the State Agreement program.
- Prepares information and comments on policy for use by the NRC in showing progress achieved in the State Agreements program and in outlining problems and solutions to problems encountered in the program.
- Participates in hearings, conferences, symposia, etc., on NRC-Agreement State matters.

Serves as lead technical point of contact for regional activities related to allegations about Agreement State Programs and licensees.

- Ensures that allegations are handled in accordance with NRC policy and guidelines.

POSITION ACTION AND EVALUATION (Continued)

- Coordinates preparation of correspondence needed in preparation for allegation review board, ensures necessary documentation of board's decisions, and tracks resulting inspections to allegation closure.
- Drafts closeout documentation for allegations.

Promulgates to top-level state, NRC, and federal officials the regulatory achievements derived from Agreement State programs.

- Conducts frequent discussions with state regulatory officials, NRC officials, and interested and affected agencies, groups, organizations, and individuals to discuss, interpret, explain, advise, and influence actions bearing on all phases of state agreements, development of state regulatory programs, review of state regulatory programs, review of NRC activity in state regulations, etc.
- Assists in the development of policies, plans, and procedures to assure continued compatibility of state and NRC programs subsequent to the consummation of agreement with states.
- Prepares speeches, educational materials, technical publications, and other information for use in conferences and meetings with top-level state and NRC officials and other federal agencies.
- Serves as a focal point of information and technical advice on the regulations, procedures, practices, and activities of state regulatory programs.

OCCASIONAL DUTIES

Serves as back-up to the Regional State Liaison Officer (RSLO) and, as such, must have a general knowledge of current state liaison issues and concerns in the region.

Performs other duties as assigned.

POSITION ACTION AND EVALUATION

U.S. Nuclear Regulatory Commission

Office of Nuclear Reactor Regulation

Division of Risk Assessment (DRA)

All DRA Branches

Reliability and Risk Analyst, GG-0801/0840/1301-14

FUNCTIONAL STATEMENT

Serves as a higher-level staff specialist providing professional engineering and/or scientific expertise associated with probabilistic risk assessment (PRA) related issues for new and operating reactors including development of policy and guidance, evaluations of applications for new designs and licensing actions, and analysis of plant operating performance using PRA techniques to evaluate safety risk.

REGULAR DUTIES

Utilizes PRA, reactor systems expertise, and regulatory expertise to perform the following activities in order to assure the health and safety of the public, to protect the environment, and to achieve the NRC's strategic goals. Considers use of risk insights and a risk-informed performance-based philosophy in all activities.

Performs technical reviews and prepares safety evaluation reports in support of applications for reactors and licensing actions (e.g. amendments, topical reports, and exemptions from regulations).

Reviews risk analyses prepared by regional Senior Reactor Analysts and performs independent PRA analysis.

Prepares new and revised regulations and supporting documentation including statements of consideration, Committee to Review Generic Requirements (CRGR) packages, backfit analyses per 50.109, and any supporting regulatory guidance.

Updates standard review plans and other guidance documents to support review of licensing submittals.

Reviews of material provided by NRC staff through project managers and technical reviewers in NRR and other NRC offices. Provides authoritative technical expert judgment on these documents as related to PRA and additional individual expertise.

Attends and participates in technical conferences and seminars sponsored by the NRC and/or professional societies.

Serves as member of ad hoc committees, task forces, or other teams organized to evaluate specific technical problems within his/her expertise. Develops plans and schedules for activities.

Supports reactor and vendor audits and inspections to assure compliance with regulatory requirements and safe plant operation. Assists Regions and Headquarters in evaluation and dispositioning of inspection findings. Supports Office of Enforcement in development of enforcement guidelines. Supports other NRC offices in inspections and enforcement related activities when special expertise is required.

Participates in NRC knowledge management activities, including mentoring junior staff and engaging in knowledge transfer with senior staff. Provides technical data and assistance to technical reviewers in NRR and other NRC Offices to help them conduct their reviews.

Prepares responses and makes presentations on technical issues, concerns or positions developed on regulatory

POSITION ACTION AND EVALUATION (Continued)

issues at public meetings, hearings, and to the Advisory Committee on Reactor Safeguards, the Commission, upper management, and outside groups.

Evaluates significant safety concerns that arise from new and operating reactors for their generic impact on licensing and makes recommendations for changing and improving the regulatory process.

Keeps current and informed on the status of technical and regulatory activities and developments in other NRC Offices related to assigned areas of responsibility. Identifies appropriate areas of research or evaluation for other offices (e.g., RES, NSIR, NMSS) and prepares requests to perform research or evaluations in support of NRR activities. Serves on review groups to plan and monitor ongoing research and evaluation activities in other offices. Reviews and provides comments and recommendations on regulatory guides and regulations prepared in other Offices. Confers with technical representatives of organizations having interests and responsibilities in areas related to PRA and risk-informed decision making.

Drafts correspondence and reports in response to inquiries received from members of Congress, other federal agencies, state and local governments, and from the general public.

Provides guidance and leadership to other members of the branch or division and maintains availability for assistance and advice within the employee's area of cognizance.

Maintains cognizance of industry codes and standards related to assigned areas of responsibility. Participates in industry codes and standards activities to assure consideration of NRC perspectives and to optimize use of codes and standards in regulatory activities.

OCCASIONAL DUTIES

Serves as acting Branch Chief or Team Leader.

Supports the review of allegations. Provides technical support to the Offices of Enforcement and Investigation to investigate and resolve allegations. Supports preparation and presentation of findings to the allegation review board. Performs interviews, inspections and reviews necessary to understand and resolve allegations. Participates in preparation of reports and letters documenting allegation closeout.

Performs other duties as assigned.

Technical Assistant, GG-0801/1301-14
U.S. Nuclear Regulatory Commission
Office of New Reactors
All Divisions

FUNCTIONAL STATEMENT

Serves as a highly qualified technical specialist assisting the Director of the Division. Provides support at the Division level for a broad variety of program management, resource assessment, scheduling, program evaluation, policy development, and other technical review activities related to the licensing and construction of new and advanced reactors

REGULAR DUTIES

Provides expert technical guidance and advice for the Division Director in assessing and resolving issues related to the licensing and construction of new and advanced reactors.

Provides overall technical coordination within the Division and with the other NRO divisions, as needed.

Provides coordination for accomplishment of special projects requiring technical coordination among various Branches within the Division. Also provides coordination among other NRO divisions, and other offices as necessary.

Assists the Division Director in the preparation of the Division staffing plans and makes recommendations regarding utilization of personnel resources, organizational changes, and staff assignments.

Coordinates resolution of policy and programmatic issues that affect the division, and provides policy advice and assistance to the Director and to other members of the division. Develops and provides oversight of division activities and documents for human resources management, budget formulation and execution, contracts, program planning and program monitoring (including operating plan and strategic plan), and information technology to ensure consistent implementation of policies.

Participates in organizational planning for full utilization of division staffing and fiscal resources to attain program objectives, and in assessing division performance against established goals. The incumbent develops, reviews, analyzes, and presents the division budget. Coordinates responses to budget questions from various sources. Analyzes division operations and utilization of staffing and fiscal resources to formulate required basis and justification for preparation of the division's budget and human capital needs.

Coordinates training activities for the Division, including scheduling, prioritization of requests, and coordination with PMDA and OCHCO. Coordinates awards and recognition activities for Division and interfaces with HR regarding award activities.

Assists in the development of the NRO Operating Plan. This assistance involves coordination of inputs from the various Division branches. Monitors progress against the Operating Plan during the fiscal year and recommends corrective action, as necessary to the Division Director.

Assists division management in the preparation of technical presentations, reports, and special studies, as may be necessary, involving technical issues or work activities that have a significant impact on budgeted technical staff resources. This assistance involves gathering data from a wide variety of sources and subjecting these data to analyses in order to produce the essential information in a highly concentrated, interesting, and convincing fashion. A continual familiarity with the full programmatic and technical effort of the division, including an in-depth awareness of major problems and new initiatives is required.

Prepares responses to certain categories of assigned principal correspondence for the Division Director, including communications from Congressional sources, government heads, state and local officials, the general public, foreign officials and various industrial and civic organizations.

Performs special projects as assigned by the Division Director or as initiated individually. Develops and implements improvements in handling technical aspects of day-to-day operations.

Serves as liaison with other NRO Divisions to support the Division Director's participation in management meetings and other forums (e.g., meetings with ACRS, design-centered working groups, NEI coordination meetings).

Coordinates information technology activities for Division.

Performs studies and analyses with recommendations on programs, projects, plans, and policies that significantly impact the effectiveness and efficiency of the Division.

Performs functions necessary to assist the Division Director in carrying out responsibilities.
