



STATE OF OREGON
Oregon Health Authority (OHA)
POSITION DESCRIPTION

Position Revised Date:
01/11/24

Agency: Oregon Health Authority

Division: Oregon Public Health Division

☐ New ☒ Revised

This position is:

- ☒ **Classified**
☐ **Unclassified**
☐ Executive Service
☐ Mgmt Svc – Supervisory
☐ Mgmt Svc – Managerial
☐ Mgmt Svc – Confidential

SECTION 1. POSITION INFORMATION

- a. Classification Title: Environmental Health Specialist 3
- b. Classification No: C3818 c. Effective Date: _____
- d. Position No: _____
- e. Working Title: Health Physicist – Licensing
- f. Agency No: 44300
- g. Section Title: Radiation Protection Services
- h. Employee Name: _____
- i. Work Location (City — County): Portland - Multnomah
- j. Supervisor Name: Erin DeSemple
- k. Position: ☐ Permanent ☐ Seasonal ☒ Limited Duration ☐ Academic Year
☒ Full-Time ☐ Part-Time ☐ Intermittent ☐ Job Share
- l. FLSA: ☐ Exempt If Exempt: ☐ Executive ☐ Professional ☐ Administrative
☐ Non-Exempt
- m. Eligible for Overtime: ☒ Yes ☐ No

SECTION 2. PROGRAM AND POSITION INFORMATION

- a. Describe the program in which this position exists. Include program purpose, who's affected, size and scope. Include relationship to agency mission.

The Oregon Health Authority (OHA) is the organization at the forefront of lowering and containing costs, improving quality, and increasing access to health care in order to improve the lifelong health of Oregonians. OHA is responsible for most state health services and for implementing the health care reforms in House Bill 2009. The agency is comprised of eight divisions: Agency Operations, Equity and Inclusion, External Relations, Fiscal and Operations, Health Policy and Analytics, Health Systems, Oregon State Hospital and Public Health. The Oregon Health Policy Board (OHPB) serves as the policymaking and oversight body of OHA and is responsible for working towards

comprehensive health reform in our state. The nine-member board is comprised of community members from across the state who have an interest in health and health care and have strong relationships with the communities they represent.

OHA Vision: A healthy Oregon.

OHA Mission: Ensuring all people and communities can achieve optimum physical, mental, and social well-being through partnerships, prevention, and access to quality, affordable health care.

To fulfill OHA's vision and mission, the agency is developing a strategic plan with a single overarching goal: eliminate health inequities in Oregon by 2030.

OHA definition for Health Equity:

Oregon will have established a health system that creates health equity when all people can reach their full potential and well-being and are not disadvantaged by their race, ethnicity, language, disability, age, gender, gender identity, sexual orientation, social class, intersections among these communities or identities, or other socially determined circumstances.

Achieving health equity requires the ongoing collaboration of all regions and sectors of the state, including tribal governments to address:

- *The equitable distribution or redistribution of resources and power; and*
- *Recognizing, reconciling and rectifying historical and contemporary injustices.*

Core Values: Health Equity, Service Excellence, Integrity, Leadership, Partnership, Innovation, and Transparency.

The Office of the State Public Health Director

The Office of the State Public Health Director (OSPHD) guides the strategy, operations, and policy of public health programs within the division, and assures an effective and coherent public health system for Oregon. This includes extensive interactions with a range of state and local agencies and organizations, health care providers, federal agencies, and the private sector.

The Division's work affects all Oregonians. Many of the programs overseen by the Office of the State Public Health Director are administered in collaboration with Oregon's 34 local health departments, healthcare systems and partners. The Division has approximately 700 FTE and is responsible for oversight of \$524.3 million biennially.

Under the leadership of the Office of the State Public Health Director, the Division is organized by three centers:

This position exists within the Center for Health Protection, Radiation Protections Services (RPS) Section, Radioactive Materials Licensing program of Oregon Health Authority (OHA). Radiation

Protection Services is charged with the responsibility of providing a statewide radiological regulatory program in Oregon. The primary mission is to: (1) protect the general public and the environment against unnecessary radiation levels; (2) reduce the possibilities of accidental radiation exposures; (3) keep occupational radiation exposure as low as possible; (4) reduce unnecessary radiation exposure to patients; (5) to provide a trained and equipped radiation emergency response team to and mitigate an event involving a release of radioactive materials. On-site reviews of registrants and licensees are conducted, environmental samples are collected and analyzed, training is provided, and statutes and administrative rules are enforced. Every Oregonian is potentially affected through medical, dental or environmental avenues. Radiation Protection Services has a staff of 19 FTEs. The purpose conforms to the Center’s mission of protecting the health of the citizens of Oregon.

b. Describe the primary purpose of this position, and how it functions within this program. Complete this statement. The primary purpose of this position is to:

Provide advice to public or private sector officials on radiation health and safety issues, based upon environmental testing data and research materials; 2) interpret and explain statutes, rules, policy and procedures to licensees and applicants; and 3) review licensee’s radiation safety program requirements and explain or suggest, as appropriate, areas of license applications that need improvement or clarification and instructs individuals or groups of licensees on methods and procedures for compliance with program regulatory requirements.

SECTION 3. DESCRIPTION OF DUTIES

List the major duties of the position. State the percentage of time for each duty. Mark “N” for new duties, “R” for revised duties or “NC” for no change in duties. Indicate whether the duty is an “Essential” (E) or “Non-Essential” (NE) function.

Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit “Enter”.

% of Time	N/R/NC	E/NE	DUTIES
60	R	E	Regulates the use, storage and disposal of Radioactive Materials through the means of developing the appropriate license type for medical, academia, research and industrial facilities requesting to store and use radioactive materials. Performs complex technical review of radioactive materials licensing applications and requests for amendments received from existing licensees by Interpreting state, and federal statutes and regulations. Originates and maintains accurate, organized, and complete records of licensing actions. Coordinates and integrates technical reviews with health physicist relating to license applications and license actions and ensures that complete, compliant, and timely responses from the person assigned the review occurs.

10			Assist and participates in revising Oregon administrative rules, policies, procedures.
10			Instruct individual radioactive material licensees or groups of licensees on proper methods and procedures for using radioactive material in accordance with applicable administrative rule requirements. Monitor reports and other correspondence from licensees to ensure compliance.
10			Communicate through meetings, telephone, fax or email to advise licensees (e.g. corporate officials, physicians, administrators, etc.) or members of the public on adequate radiological health and safety requirements. Interpret and explain to individuals the applicable statutes, administrative rules, policies and procedures that relate to radiation safety. Also assists licensees in establishing proper radiation safety programs within their own facilities.
5			Assist or participate as a member of the Health Services radiation emergency response team during any statewide radiological emergency. Attend applicable training as needed for these activities and be available to help with other duties as assigned by immediate supervisor or Radiation Protection Services Section Manager.
5			Participates in refresher training relating to the job duties of this position as outlined by the Nuclear Regulatory Commission's refresher training standards. When appropriate, participate in core training classes related to specific licensing types and other training programs appropriate for the continued development of this position.
At all times			Demonstrate recognition of the value of individual and cultural differences; create a work environment where talents, abilities and experiences of others are valued. Consistently treats Tribes, community members, partners, co-workers, vendors, patients and consumers with dignity and respect. Create and Maintain an inclusive environment for all staff.
Ongoing			Commitment to ongoing personal and professional development on the topics of anti-racism, elimination of health inequities, trauma-informed and resiliency practices, social determinants of health and equity, universal accessibility and development of diverse and inclusive work environments. Participation in equity focused trainings, resource groups, and workgroups.

SECTION 4. WORKING CONDITIONS

Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.

At least 100% of the work of this role may be conducted remotely with full access to the needed operating systems and technology. There are times that work will need to be conducted onsite. On

site work occurs in a standard office environment with no unusual physical demands or exposures.

Emergency response activities may require the individual in this position to be exposed to the outdoor elements, occasional lifting and exertion for short periods, and statewide travel. Requires individual to be around radiation-producing devices during working hours.

This position could expose the person to radiation sources and devices.

This role will need to access RML databases, licensing systems and Microsoft Office Suite apps.

SECTION 5. GUIDELINES

a. List any established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures:

Assist in formulating policies and establishing priorities and procedures.
OAR Chapter 333, Divisions 100 through 125
Title 10 of the Federal Code of Regulations
Oregon Revised Statutes (ORS) 453
Oregon Health Authority policies
RPS Protocols

b. How are these guidelines used?

These guidelines are used to verify the documents and processes of Radiation Protection Services licensing program are compliant and consistent with the Administrative Rules and established policies. Protocols are developed to provide the user guidelines that direct the administrative processes relating to licensing actions.

SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?

Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

Who Contacted	How	Purpose	How Often?
Hospital Administrator	By phone/fax/letter/email	Licensing or Inspection activities	As needed
Business Administrator	By phone/fax/letter/email	Licensing actions/Fee payments	As needed
Radiation Officials	By phone/fax/letter/email	Licensing or Inspection activities	As needed
Health Physicists	By phone/fax/letter/email	Licensing or Inspection activities	As needed
Authorized Users	By phone/fax/letter/email	Licensing or Inspection activities	As needed
Peer reviewers	In person/email	Coordinate licensing reviews	As needed

SECTION 7. POSITION-RELATED DECISION MAKING

Describe the typical decisions of this position. Explain the direct effect of these decisions:

Incumbent decides upon type of licensing standards to utilize for license reviews and drafts of new licenses to ensure compatibility with U.S. Nuclear Regulatory Commission requirements

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

Classification Title	Position Number	How	How Often	Purpose of Review
Principal Executive Manager D	0000681	In person; by written correspondence;	Periodically for weekly and monthly updates or annual PA	Performance evaluations and peer review for quality assurance measures

SECTION 9. OVERSIGHT FUNCTIONS

- a. How many employees are directly supervised by this position? 0
- How many employees are supervised through a subordinate supervisor? 0
- b. Which of the following activities does this position do?
- | | |
|--|---|
| ☐ Plan work | ☐ Coordinates schedules |
| ☐ Assigns work | ☐ Hires and discharges |
| ☐ Approves work | ☐ Recommends hiring |
| ☐ Responds to grievances | ☒ Gives input for performance evaluations |
| ☐ Disciplines and rewards | ☐ Prepares and signs performance evaluations |

SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

ADDITIONAL REQUIREMENTS: List any knowledge and skills needed at time of hire that are not already required in the classification specification.

All positions in OHA require a Criminal Background Check and an Abuse/Neglect Check. Fingerprints may be required.

Registration in the Health Alert Network (HAN) to receive important public health alerts and emergency notifications.

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the following:

Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

Operating Area	Biennial Amount (\$00,000.00)	Fund Type

SECTION 11. ORGANIZATIONAL CHART

Attach a current organizational chart. Be sure the following information is shown on the chart for each position: classification title, classification number, salary range, employee name and position number.

SECTION 12. SIGNATURES

Employee Signature

Date

Supervisor Signature

Date

Appointing Authority Signature

Date