

These records are  
the best copies  
available.

**From:** Gaddy, Vincent  
**To:** Clark, Jeff; Vogel, Anton  
**Cc:** Lopez, Joseph  
**Subject:** FW: Operator Licensing Assistant Position Reviews and Applicable Portions of MD-10.37  
**Date:** Monday, June 22, 2015 3:54:02 PM  
**Attachments:** RIV OLA PD Review 2015.pdf  
RI OLA PD Review 2012.pdf  
MD10-37.pdf  
**Importance:** High

Jeff/Tony,

(b)(5)

Vince

**From:** Jackson, Donald  
**Sent:** Monday, June 22, 2015 1:12 PM  
**To:** Miller, Mark; OBrien, Kenneth; Gody, Tony; Vogel, Anton; Clark, Jeff; Shuaibi, Mohammed  
**Cc:** Lorson, Raymond; Trapp, James; Jackson, Donald; Gaddy, Vincent  
**Subject:** Operator Licensing Assistant Position Reviews and Applicable Portions of MD-10.37  
**Importance:** High  
**Gentlemen,**

(b)(5)

Very Respectfully,

*Don Jackson*

Chief, Operations Branch, USNRC, Region I  
(610) 337-5306

**Volume 10, Part 2 - Position Evaluation and Management, Pay  
Administration, and Leave  
Position Evaluation and Benchmarks  
Handbook 10.37 Part IV**

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**Standard Terminology for  
Use in Preparing Position  
Descriptions (A) (continued)**

**Supervision Exercised (9) (continued)**

Small group. Up to approximately six or seven employees. (d)

**Degree Definitions by Factors (B)**

**Basic Skills Factor (1)**

This factor measures the minimum amount of knowledge, mental ability, and manual skill required to perform the duties assigned to the position.

**Degree 1 (a)**

**90 - 115 Points**

Duties are simple, routine, largely repetitive, performance being set by predetermined standards. Must know how to read, write, and count and be able to interpret simple verbal or written instructions, or undertake very simple manual operations, such as sorting. Specific duties can be learned on or off the position quickly without any significant loss of productive time.

**Degree 2 (b)**

**120 - 145 Points**

Requires, in addition to the first degree requirements, some elementary skill or knowledge. This is the first degree at which the basic skills, such as typing, stenography or office machine operations must be brought to the position. Work is repetitive and is usually controlled by well-defined procedures or specific instructions.

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**Degree Definitions by Factors (B) (continued)**

**Basic Skills Factor (1) (continued)**

**Degree 3 (c) 150 - 175 Points**

This is the basic full-performance clerical level. Requires an advanced degree of basic skill sufficient to do a repetitive type of work controlled only by general procedures, or involving well-defined procedures or specific instructions.

**Degree 4 (d) 180 - 225 Points**

This is the first degree for positions that require professional-type knowledge. Such knowledge (usually obtained through completion of study for a bachelor's degree) is required to perform a trainee job that involves no prior job experience. Work that normally does not require professional education or skills requires knowledge of the principal techniques, work methods, or procedures involved in non-repetitive work. Activities are not controlled by well-defined procedures, and judgment is involved in getting the work done. This is the degree at which considerable clerical or technician judgment is required to independently carry out duties in a clerical or administrative field involving a very wide body of instructions, procedures, and processes.

**Degree 5 (e) 230 - 290 Points**

For professional-type positions, requires either— (i)

- Knowledge of the basic principles and theory underlying a field of work or a broad phase of a field of work (usually obtained through completion of study for a bachelor's degree) and ability to apply them in practical situations or to problems of limited complexity under the guidance of a more experienced employee (a)

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**Degree Definitions by Factors (B) (continued)**

**Basic Skills Factor (1) (continued)**

- Knowledge of the principles and theory in a phase of a field of work and ability to apply them in normal situations without guidance (b)

For the limited number of positions at this degree level that do not require professional education or skills, the work requires detailed knowledge (gained by long experience and extensive administrative background) of a broad and complex set of administrative practices, procedures, and work flow, and exceptional administrative ability. An example is providing complete administrative support to a multi-faceted licensing process for major facilities (ii)

**Degree 6 (f)**

**295 - 375 Points**

Requires either—

- Knowledge of the basic principles and theory of a field of work plus practical knowledge of their application adequate for fairly independent work on all problems of normal complexity within the field (i)
- More advanced training in the principles and theory of a field of work (usually gained by completion of study appreciably in excess of that required for a bachelor's degree) and ability to apply them under guidance (ii)

**Degree 7 (g)**

**380 - 475 Points**

Requires advanced knowledge of the principles and theories in a field of work and extensive knowledge of their application adequate for independent accomplishment of either—

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**Degree Definitions by Factors (B) (continued)**

**Basic Skills Factor (1) (continued)**

- Difficult, complex, and original work, related to the profession or specialty (i)
- Work that is simultaneously complex and varied (ii)

**Degree 8 (h)**

**480 - 550 Points**

Requires complete knowledge of a field of work for one of the following:

- Administering an agencywide program, or an exceptionally complex major project (i)
- Accomplishing exceptionally difficult staff work, which contributes directly to the advancement of the mission or a major program of the agency (ii)
- Serving as an agencywide technical expert who provides authoritative advice and assistance on critical problems and issues that affect a very difficult, complex phase of a field of work or a complete field of work (iii)

**Contacts Factor (2)**

This factor measures the type and level of contact normally required by the position in meeting and dealing with people inside or outside the organization.

**Degree 1 (a)**

**25 - 30 Points**

Contacts at any level for obtaining or giving specific factual information or material that is readily available and requires little or no discrimination or explanation.

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**Degree Definitions by Factors (B) (continued)**

**Contacts Factor (2) (continued)**

**Degree 2 (b) 35 - 40 Points**

Contacts for one of the following:

- Giving and/or exchanging factual information requiring some explanation and development for accurate understanding (i)
- Obtaining and verifying basic factual data from various sources assuring accuracy and currency (ii)
- Securing adherence to well-defined, unambiguous rules and regulations (iii)

**Degree 3 (c) 45 - 70 Points**

Contact for either—

- Resolving minor differences on relatively routine matters within the organization, to adjust factual discrepancies in reports or other data; or to obtain or give factual information susceptible to misinterpretation (i)
- If outside the agency, requiring tact, diplomacy, and finesse to prevent damage to public relations, although on relatively routine matters, giving and explaining factual information (ii)

**Degree 4 (d) 75 - 95 Points**

Contacts with responsible personnel of NRC, license applicants, licensees, contractors, outside agencies, the press, or representatives of the public regarding one of the following:

- Inquiring about information concerning methods, techniques, or practices for use in analyzing the effectiveness of operations,

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**Degree Definitions by Factors (B) (continued)**

**Contacts Factor (2) (continued)**

in recommending new or revised systems, plans, or approaches, or in resolving technical problems (i)

- Reconciling divergent views or negotiating agreement or adjustment on specific, individual technical or management problems of some significance (ii)
- Presenting the organization's previously established position or providing assistance on technical or management matters of some significance that require explanation of underlying purpose or reasons for the position (iii)

**Degree 5 (e)**

**100 - 130 Points**

Contacts with NRC division directors, principal supervisors, technical or management officials of licensees, license applicants, and contractors requiring use of logic and persuasion in any of the following:

- Convincing others that a policy, a decision, or a course of action is correct or desirable (i)
- Defending controversial scientific and technical positions subject to conflicting interpretations (ii)
- Obtaining endorsement, concurrence, or action in establishing or revising methods, plans, regulations, or systems for execution of a program or project within policy or program limitations (iii)

**Degree 6 (f)**

**135 - 170 Points**

Contacts with NRC office and division directors, top managers of licensees, applicants, and architectural and engineering firms,

(b)(5)

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**Degree Definitions by Factors (B) (continued)**

**Contacts Factor (2) (continued)**

licensing boards and advisory committees, and the Commission, or persons at similar levels in other agencies in any of the following:

- Discussing and influencing actions effecting significant changes in the administration of a basic mission or program or an exceptionally complex major project (i).
- Obtaining coordinated action for changes of similar magnitude to item (i) above involving or affecting basic mission or program or exceptionally complex major projects (ii)
- Defending new or highly controversial technical and scientific positions (iii)

**Decisions Factor (3)**

This factor measures the responsibility for any decision that reflects the independent action required by the assigned function, from independently furnishing or securing information to finally approving programs and policies.

**Degree 1 (a)**

**50 - 65 Points**

Little independent action is required; decisions affect only the routine of the office in which the position is located and are based upon simple and specific instructions. The possibility of error is minimized by precedent and would cause only localized loss of time and confusion.

**Degree 2 (b)**

**70 - 90 Points**

While decisions are generally based on specific instructions and standards, some interpretation is required because of the



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**Degree Definitions by Factors (B) (continued)**

**Decisions Factor (3) (continued)**

nonroutine nature of the work or the variety of regulations, procedures, or instructions that must be applied. Resulting errors may not be immediately apparent but usually would be revealed in subsequent operations of that particular office and would result in minor confusion and delay or loss of materials.

**Degree 3 (c) 95 - 125 Points**

Decisions require constant interpretation of existing standards and procedures and their adaptation without guidance to problems of normal complexity. Errors would cause confusion, delay, or waste of materials in several offices. However, such errors would be revealed in subsequent reviews, for example—

- For professional or equivalent fields of work, decisions affect one or more phases of a project that contribute to a program activity. (i)
- For other fields of work, decisions affect the management of administrative or procedural aspects of projects or important support functions. (ii)

**Degree 4 (d) 130 - 160 Points**

Decisions require considerable adaptation of standards and guidelines to problems that are controversial, very complex, or without clear precedent. Instructions are primarily in terms of work to be accomplished. (i)

Decisions result in either— (ii)

- Substantive recommendations concerning a program or one or more important projects. (a)

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**Degree Definitions by Factors (B) (continued)**

**Decisions Factor (3) (continued)**

- Endorsement of action on matters that have considerable effect on a program or one or more important projects (b)

**Degree 5 (e)**

**165 - 240 Points**

**Decisions result in—**

- Approval for establishing or modifying policies, programs, or exceptionally difficult or important projects that commit the organization in the field of work encompassed by the position and that are limited only by overall NRC policy, program, or regulations (i)
- Important recommendations or endorsements concerning the establishment or significant modification of agency policies or programs in the field of work encompassed by the position that, although not limited by existing policy, are subject to endorsement or final approval by a higher authority (ii)
- Authoritative determinations on technical issues and problems of crucial concern to public health and safety for which little or no guidance or precedent exists or in which considerable controversy exists (iii)

**Supervision Factor (4)**

This factor measures the supervision exercised in organizing, directing, and coordinating the work of subordinates, including responsibility for the quality and quantity of work produced. This responsibility includes recommending, endorsing, or approving personnel actions such as promotions, discipline, placement, reassignment, and job and employee evaluation. To be credited with points under the supervision factor, an employee must be exercising full supervisory authority at least 25 percent of the time. Team leaders (see Part IV, Section (A)(6)(b)) are not credited with supervisory points under this section.

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**Degree Definitions by Factors (B) (continued)**

**Supervision Factor (4) (continued)**

**Degree 1 (a) 5 - 10 Points**

Supervises the activities of either—

- One or two clerical assistants (i)
- A staff assistant or a staff and clerical assistant (ii)

**Degree 2 (b) 15 - 25 Points**

Supervises the activities of either—

- A staff assistant and two or three clerical assistants in a phase of a field of work (i)
- A small group of clerical employees engaged in activities in a phase of a field of work (ii)

**Degree 3 (c) 30 - 45 Points**

Supervises the activities of either—

- A large group of clerical employees engaged in activities in a phase of a field of work (i)
- A small group of clerical employees engaged in activities in encompassing more than one phase or an entire field or fields of work (ii)
- A small group of staff or staff and clerical employees engaged in activities in a phase of a field of work (iii)

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**Degree Definitions by Factors (B) (continued)**

**Supervision Factor (4) (continued)**

**Degree 4 (d) 50 - 75 Points**

Supervises the activities of either—

- A large group of clerical employees engaged in activities encompassing several phases of an entire field or fields of work (i)
- A large group of staff and clerical employees engaged in activities in a phase of a field of work (ii)
- A small group of staff or staff and clerical employees engaged in activities in a field or fields of work (iii)

**Degree 5 (e) 80 - 120 Points**

Supervises a large group of staff employees engaged in activities encompassing an entire field or fields of work.

**Working Conditions Factor (5)**

This factor measures the surrounding and physical conditions under which the job must be performed. These conditions have an effect on individual performance, and the factor measures the extent to which these conditions make the job disagreeable or hazardous.

**Degree 1 (a) 5 - 10 Points**

Satisfactory working conditions such as those encountered in an office where some noise and disruption may occur, or work outside not requiring frequent exposure to disagreeable elements or unsafe situations.

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**Degree Definitions by Factors (B) (continued)**

**Working Conditions Factor (5) (continued)**

**Degree 2 (b) 15 - 25 Points**

Frequent exposure to disagreeable elements or where extreme noise, disagreeable lighting conditions, extreme temperatures, humidity, and so forth are present, or where there may be occasional exposure to hazardous conditions.

**Degree 3 (c) 30 - 45 Points**

Continuous exposure to disagreeable elements or frequent exposure to hazardous conditions.

**Degree 4 (d) 50 - 70 Points**

Continuous exposure to hazardous conditions.

**Effort Factor (6)**

This factor measures the physical demand or the stamina required in the job performance and the extent to which work induces unusual visual or physical fatigue, or demands physical effort or endurance.

**Degree 1 (a) 5 - 10 Points**

Effort is typically clerical or administrative where employee performs work involving light manual tasks. Includes work such as ordinary typing, filing, stenography, and other tasks involving a minimum of effort.

**Degree 2 (b) 15 - 20 Points**

Effort is continuous and sustained although light, for example, continuous walking, standing, or light lifting.

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**Degree Definitions by Factors (B) (continued)**

**Effort Factor (6) (continued)**

**Degree 3 (c)**

**25 - 50 Points**

Effort is heavy and frequent, for example, carrying and storing heavy material in warehouses, loading and unloading trucks.

**Total Point Score to Grade (C)**

The following conversion table provides the total point score assigned and the grade it warrants. (1)

Point Score Range	General Grade (GG)
175 — 230	1
235 — 250	2
255 — 275	3
280 — 300	4
305 — 325	5
330 — 360	6
365 — 400	7
405 — 440	8
445 — 480	9
485 — 520	10
525 — 590	11
595 — 695	12
700 — 815	13
820 — 935	14
940 — 1060	15

If the total point score assigned exceeds 1060, the position should be evaluated under the evaluation system for the Senior Executive Service or the Senior Level System to determine whether the position warrants a higher grade level. (2)

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Handbook 10.37 Glossary**

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## **Glossary**

**Administratively determined (AD) position.** A position without a numerical pay grade or level designation and with a pay rate in the GG-1 through GG-15 range.

**Benchmark.** The official NRC approved standard intended for use in the proper evaluation of positions to determine the relative worth of a position by comparison to a standard position on a factor-by-factor basis. See Handbook 10.37 for a description of that process.

**Class.** All positions, regardless of organizational location, that are sufficiently alike in duties and responsibilities to be called by the same descriptive title, to be accorded the same grade under like conditions, and to require the same qualifications on the part of the incumbent.

**Desk Audit.** An interview performed by a Human Resources Specialist who seeks information from the incumbent and/or the supervisor of a position for purposes of clarifying details about the proposed position description.

**Federal Wage System position.** A position for which the rate of pay is established in accordance with the prevailing area wage rate as determined by a local area survey (locality rate).

**GG position.** A position paid under the NRC General Grade Salary Schedule or a special salary rate.

**Graded position.** A position with a numerical grade or level designation indicating the applicable pay rate or range of pay rates in a given schedule (for example, the General Grade Salary Schedule).

**Human Resources Specialist.** An advisor to management and a representative of the Office of Human Resources (HR). The HR representative is typically a generalist with knowledge of

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**Glossary** (continued)

the different specialty areas within the field of human resources management.

**Identical-Additional (IA) positions.** Defines a number of positions that are fully identical to each other.

**Occupational group.** Related occupations that are grouped together numerically (e.g., 1300, Physical Sciences, and 800, Engineering).

**Occupational series.** A subdivision of an occupational group, comprising all positions in the same specialized line of work at various grades. Each occupational series is designated by a numerical code such as 1306, Health Physics (series within the 1300, Physical Sciences, occupational group), or 840, Nuclear Engineer (series within the 800, Engineering, occupational group).

**Position.** The fundamental unit for structuring, controlling, and assigning work within an organization.

**Position description.** A statement of the aggregate of current duties, responsibilities, and authority assigned to a position by competent supervisory authority.

**Reevaluation.** A change in the grade of a position resulting from a review of the evaluation of that position or issuance of new or revised position evaluation standards.

**Statutory position.** A position specifically provided for in the Energy Reorganization Act or other legislation for which the pay is individually set by or pursuant to Federal laws and Executive Orders.



## POSITION ACTION AND EVALUATION

Region I  
OLA 2012

## PART I. INITIATING OFFICE

1. OFFICE ABBREVIATION

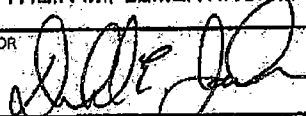
RI

2. DIVISION/BRANCH

Division of Reactor Safety/Operations Branch

**SUPERVISORY CERTIFICATION.** I CERTIFY THAT THE ATTACHED IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS, AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT OF PERSONNEL AND PAYMENT OF PUBLIC FUNDS, AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

SIGNATURE - SUPERVISOR



DONALD E. JACKSON

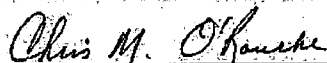
DATE

02/5/12

PART II. APPROVED POSITION EVALUATION RECORD  
(FOR USE BY OFFICE OF HUMAN RESOURCES ONLY)

1. BASIC SKILLS		2. CONTACTS		3. DECISIONS		4. SUPERVISION		5. WORKING CONDITIONS		6. EFFORT		7. TOTAL POINT VALUE
DEG 1-8	POINT VALUE	DEG 1-6	POINT VALUE	DEG 1-5	POINT VALUE	DEG 1-5	POINT VALUE	DEG 1-4	POINT VALUE	DEG 1-3	POINT VALUE	
5	275	4	90	3	125			1	5	1	5	500

SIGNATURE - HUMAN RESOURCES SPECIALIST



DATE

01/05/2012

8. POSITION NUMBER				9. ORGANIZATIONAL CODE				10. POSITION TYPE		11. PAY PLAN	12. OCCUPATIONAL SERIES		
YEAR	ORG	SEQUENCE	LEVEL					<input checked="" type="checkbox"/> 1 - PERMANENT		GG	0	0	
								<input type="checkbox"/> 2 - TEMPORARY			3	0	
13. PAY GRADE				14. FUNCTIONAL CODE		15. WORK SCHEDULE		16. POSITION DESCRIPTION NUMBER		17. POSITION TITLE CODE		18. POSITION SENSITIVITY	
APPROVED		TARGET				<input checked="" type="checkbox"/> FULL TIME		K	4	2	6	<input type="checkbox"/> Q (YES)	
1	0	1	0	0	0	<input type="checkbox"/> PART TIME						<input checked="" type="checkbox"/> L (NO)	
						<input type="checkbox"/> INTERMITTENT							

19. POSITION TITLE (40 characters)

Operator Licensing Assistant

20. UNION CATEGORY			21. FLSA		
<input type="checkbox"/> P - PROFESSIONAL	<input type="checkbox"/> M - MANAGEMENT OFFICIAL	<input type="checkbox"/> A - AUDITOR	<input type="checkbox"/> E - EXEMPT		
<input checked="" type="checkbox"/> N - NONPROFESSIONAL	<input type="checkbox"/> C - CONFIDENTIAL	<input type="checkbox"/> O - OTHER	<input checked="" type="checkbox"/> N - NONEXEMPT		
<input type="checkbox"/> S - SUPERVISOR/MANAGER	<input type="checkbox"/> L - LABOR/HUMAN RESOURCES				
22. COMPETITION CODE			23. SUPERVISORY CODE		
2 - EXCEPTED			<input type="checkbox"/> 2 - SUPERVISORY/MANAGERIAL	<input type="checkbox"/> 7 - LEADER (TWO-GRADED)	
			<input type="checkbox"/> 6 - LEADER (ONE-GRADED)	<input checked="" type="checkbox"/> 8 - NONSUPERVISORY	

24. OTHER/REMARKS

Region I  
Division of Reactor Safety  
Operations Branch

Functional Statement:

Serves as the Operator Licensing Assistant (OLA) for coordination of the licensed reactor operator administrative functions and technical/medical issues associated with the Operations Branch in the Division of Reactor Safety (DRS). Coordinates the initial reactor operator licensing examinations including processing applications for initial, upgrade, and renewal reactor operator, senior reactor operator, and limited senior reactor operator licenses. Conducts detailed reviews of reactor operator qualifications including medical conditions and restrictions, work experience, training program completion and all waivers required to document deviations from any required license condition. Teams with administrative support staff to ensure reactor operator licensing documents are processed in a timely manner.

Regular Duties:

Plans, organizes, and coordinates the review of new and renewal reactor operator, senior reactor operator, and limited senior reactor operator license applications, and amendments to applications submitted to Region I. Determines if the received data is current, complete, accurate, and in conformance with applicable NRC regulation. Assists the Operations Branch Chief, regional management, and the technical staff in the preparation of assigned technical portions of the reactor operator licenses. Reviews technical portions of the licensing documents to identify administrative and procedure inconsistencies, to assure completeness, and accuracy of findings as required by Title 10, Code of Federal Regulations (CFR), Part 55 (10 CFR 55).

Plans, organizes, and coordinates notifications to advise applicants, potential applicants, Region I examiners, regional managers, licensee managers, and Office of Nuclear Reactor Regulations (NRR), Division of Inspection and Regional Support (DIRS) personnel of the applicable NRC regulations guides and policies to be considered in the preparation and submittal of applications for examination and licensing for reactor operators at nuclear power facilities. Assures results are documented in Operator Licensing Tracking System (OLTS).

Plans, organizes, and maintains databases and action tracking systems for Operations Branch. Provides data, reports, and analyses of work methods, procedures and performance against quantitative goals from a variety of computer-maintained databases on an as-needed basis. Provides technical data to the Office of Investigations and describes the importance of the licensed reactor operators' compliance with NRC regulations. Provides data for licensed reactor operator alternative dispute resolution (ADR) cases and escalated enforcement violations. Gathers data and prepares routine and special statistical reports, such as those detailing the status of licensing actions, for submission to Region I management, and for incorporation into reports to the Commission and the Congress. Maintains records for use in preparing statistical statements.

Plans, organizes, and coordinates the establishment and maintenance of all files, dockets and reports associated with reactor operator licenses. Maintains archive schedule for reactor operator licensing documentation and Part 55 dockets.

Plans, organizes, and coordinates the creation and maintenance of electronic document packages for each reactor operator licensing examination and requalification inspection. Assures established ADAMS procedures (i.e., templates, ADAMS Desk Reference Guide, Privacy Act information, Personal Identifiable Information, Proprietary distribution, etc.) are followed when documents are classified. Assures the timely issuance of documents for declaration of Official Agency Records.

Plans, organizes, and coordinates the administrative actions on licensed reactor operator document revisions. Reviews data provided, including medical records, and composes letters requesting supplemental information needed to support revisions, including communication with NRC physicians, licensee physicians, licensing managers and training department managers. Develops and implements procedural controls for processing and tracking licensing actions. Composes correspondence in-reply to requests for information, confirmation of appointments, and other letters and memoranda of individual licensed reactor operator applications, waivers, exam results, medical status, and all docketed information.

Reviews revisions to the Commission's rule, regulations, and procedures to determine procedural effects on the reactor operator licensing process and to devise and implement administrative methods of implementing new requirements, when necessary. Coordinates instruction and orientation for new Operations Branch personnel regarding the reactor operator licensing procedures and process. Recommends improvements to Operations Branch processes. Interfaces with administrative staff for gathering and distributing documentations, as received.

Serves as the regional coordinator for administering the Generic Fundamentals Examination (GFE) Program. Provides timely notifications to the licensee management in of the GFE date, receives lists of applicants, assigns Part 55 docket numbers for applicants, and forwards information to the GFE contractor. Coordinates the documentation and final score reports to the licensee management. Assures entry of the applicants' status in OLTS.

Maintains correspondence and records regarding licensed reactor operators who fail fitness-for-duty (FFD) tests. Initiates and coordinates regional review and processes the input and response with the site licensing manager and medical department. Enters FFD information in OLTS. Initiates the fitness-for-duty response letter to the licensee that is approved by Division of Reactor Safety senior management. Coordinates the review and concurrence related to the reactor operator's status with the NRC physicians and licensee medical staff.

Develops and coordinates the outgoing reactor operator licensing correspondence, including appeals and denials of reactor operator licenses. Prepares detailed information to be provided to the Office of General Counsel (OGC) related to reactor operator hearings reviewed by administrative law judges. Ensures Privacy Act information is properly protected by coordinating changes or generic requirements with Region I Operations Branch. Assures accurate data entry of all information into OLTS.

Provides training to regional administrative staff occasionally assigned to temporary duties in reactor operator licensing activities.

Develops control systems to assure that administrative procedures are detailed, accurate, and consistent. Assists Branch Chief in assuring that procedures and guides are appropriately utilized and established deadlines are met. Coordinates the preparations for the biennial NRR DIRS review, initial exam and requalification program yearly budgets, and Operations Branch monthly budget and branch metric data. Audits Region 1 Part 55 docket files and documents the biennial OLS self-assessment.

Prepares and maintains the Region I Examination Schedule for initial and retake reactor operator licensing examinations and requalification program inspections. Provides Region I inspectors with HRMS Technical Accounting Code (TAC) information to ensure all examiner work is properly tracked to meet projected budgeted Full Time Equivalent (FTE).

#### Basic Skills

Detailed knowledge of the requirements of 10 CFR 55 to ensure all required reactor operator license applications in Region I are prepared in a timely manner to avoid delay in issuance of reactor operator licenses, and categorical licensing conditions are applied to those licenses such as medical or plant condition restrictions.

Detailed knowledge of the overall NRC mission in terms of functions and responsibilities. Knowledge of the appropriate chapters of the NRC Management Directives, the Operator Licensing Examiner Standards, and applicable NRR DIRS, Region 1, and Division of Reactor Safety procedures.

Detailed knowledge of the requirements of "American National Standard Medical Certification and Monitoring of Personnel Requiring Operator Licenses for Nuclear Power Plants," (currently ANSI 3.4, 1996 and ANSI 3.4, 1983) to ensure all required reactor operator licenses and license applicants' medical information is in compliance with appropriate ANSI standard requirements.

Detailed knowledge of the application review procedures for new, upgrade, and renewal reactor operator, senior reactor operator, and limited senior reactor operator licenses requiring thorough review of reactor operator qualifications, and ensure Privacy Act Information is not compromised.

Detailed knowledge of recording, filing, reporting, and docketing practices to assure proper coordination of reactor operator licensing activities.

Thorough knowledge of basic medical terminology, specifically terminology associated with reactor operator licensing for nuclear power plants to ensure all regulatory requirements are met for the reactor operator license applications and reactor operator licensing proposed changes.

Ability to review, analyze, and interpret changes in procedures, rules, and regulations pertaining to the reactor operator licensing process sufficient to determine the impact of the changes, and implement changes.

Skill in the use of current computer programs and applications, and NRC created databases to perform correspondence and information tracking functions.

Ability to work effectively with various levels of NRC, licensee management, and staff to accomplish assigned responsibilities in connection with coordinating activities associated with reactor operator licenses and resolving controversial reactor operator licensing issues.

Ability to respond to external stakeholders and NRC written correspondence, telephone calls, and e-mails to furnish information necessary to provide appropriate referral depending upon the nature of the call.

Contacts:

Continuous contact with NRC headquarters and regional administrative and technical personnel to receive and process information.

Continuous contact with managerial staff of licensees and applicants relative to procedural matters and status of license applications.

Frequent contact with staffs of nuclear facilities and various members of the public having an interest in specific licensing and inspection issues. Contacts are for the purpose of providing requested information, assuring coordination, or obtaining information and assistance. Frequent contact with regional management and representatives of the Office of NRR to coordinate and ensure resolution of licensing matters referred to that group for technical or procedural comment.

Frequent contact with physicians and examiner contractors of the NRC relative to licensed reactor operator medical issues.

Frequent contact with NRR Program Management, Policy Development and Analysis Staff, Information Technology Branch for RPS OLTS operating problems and improvements.

Occasional contact with NRC management in other regions in the areas of OLS responsibility.

Responsibility for Decisions:

Supervision Received

Chief, Operations Branch, DRS

General Supervision "B"

Guidelines are CFR Title 10, Examiner Standards, NRC Correspondence and Filing Manuals, Operator Licensing Regional Office procedures and correspondence control procedures, applicable chapters of the NRC Management Directives, office and division procedures, and NUREG 0273, ADAMS guide.

Independent Action

Coordinates the issuance of reactor operator and senior reactor operator licensing action letters, amendments and orders modifying or suspending such licenses.

Implements and maintains a system that tracks appeals for the denial of reactor operator, senior reactor operator, and limited senior reactor operator licenses based on the results of licensing examinations.

Maintains cognizance of the most up-to-date NRC rules, regulations, and procedures applicable to the reactor operator licensing process. Reviews examiner standards and the OLB Policy Manual to assure appropriate administrative procedures, requirements, and organizational provisions are consistently applied in Region I.

Coordinates the Region I facilities' participation in the GFE program.

Initiates correspondence and maintains records of FFD cases.

Plans, organizes, and maintains records systems for readily obtaining information for preparing statistical reports, schedules, and determining status of licensing actions pending in the Operations Branch.

Maintains responsible for the control, custody, and distribution of licensing documents, which include Privacy Act controls.

Coordinates with NRR Program Management, Policy Development and Analysis Staff, Information Technology Branch on RPS OLTS upgrades and testing.

Determines what data to be used to compile statistics for various reports. Compiles statistics from available records.

Provides background information to appropriate sections in the branch on incoming mail and other items referred to the Operator Licensing sections. Follows up on assignments given to other personnel in the Operator Licensing sections, reporting progress on work items involving timely critical deadlines.

Establishes and maintains necessary communications with nuclear industry stakeholders in order to assure proper distribution of information.

Maintains security of OLTS, including personnel security access and storage of sensitive data as the Region I Primary Systems Security Officer for OLTS.

Recommends improvements in the administrative processing of license applications and originates actions necessary for implementation and recommends improvements in the administration of Region I reactor operator licensing relative to priorities, coordination, scheduling actions, record keeping, and files maintenance.

Recognizes unique or new procedural and administrative aspects of reactor operator licensing activities and develops recommendations to management on procedures and methods for process improvements.

Proposes changes to current administrative procedures to assure that licensing actions and the related notifications to others are completed in accordance with new rules.

Plans, organizes, coordinates, and directs the administrative processing of many licenses and license amendment applications, and to integrate a variety of information into well-organized, clear, concise, and meaningful licensing documents and written correspondence.

Coordinates Operations Branch actions with the Region I fee management branch.

Supervision:

None

Working Conditions:

Works in a typical office environment where some noise and disruption may occur.

Effort:

Work places no unusual physical demands on the incumbent.

Region I  
Division of Reactor Safety  
Operations Branch

## **EVALUATION STATEMENT**

### **BACKGROUND:**

This position description (PD) evaluation was completed based on a request for a desk audit of the position from the incumbent. The incumbent, through her Branch Chief at the time, submitted a revised PD and a request for a desk audit. The draft PD submitted by the incumbent and Branch Chief was returned for further revisions to conform to NRC position management standards. Subsequently, a new branch chief was assigned to the branch. After several meetings with Division of Reactor Safety (DRS) management and additional edits, a new PD was established.

The position description was previously revised in June 2004. The incumbent has occupied the position since July 2004. Once the revised PD was approved by DRS management, this evaluator conducted a desk audit with the incumbent to verify the content of the PD and establish the series, title and grade for the position. Below is an explanation of the series, title and grade determination.

### **REFERENCES:**

Position Classification Flysheet for Miscellaneous Clerk and Assistant Series, GS-0303;  
Position Classification Standard for Secretary Series, GS-0318, TS-34, 01/79.  
NRC Management Directive 10.37, Position Evaluation and Benchmarks

### **BENCHMARK POSITION USED:**

S&C 105, Secretary, GG-0318-10

### **TITLE AND SERIES DETERMINATION:**

The Miscellaneous Clerk and Assistant Series, GS-0303 includes positions the duties of which are to perform or supervise clerical, assistant, or technician work for which no other series is appropriate. The work requires knowledge of the procedures and techniques involved in carrying out the work of an organization, and involves application of procedures and practices within the framework of established guidelines. Positions classified to this series must meet two criteria: the primary work of the position is one-grade interval in nature; and the primary work of the position is not classifiable in any other series.

The incumbent serves as an Operator Licensing Assistant in the Operations Branch of DRS, responsible for processing applications for new and renewal reactor operator, senior reactor operator, and limited senior reactor operator licenses which requires an initial review of reactor operator qualifications as well as the control, custody, and distribution of licensing documents. The incumbent coordinates the review of new and renewal reactor operator, senior reactor operator, and limited senior reactor operator license applications and amendments to applications submitted to Region I to establish that the required non-technical data and medical requirements information are current;



## **Operator Licensing Assistant, GG-0303-10**

**PD # K426**

complete, accurate, and in conformance with applicable NRC regulation (Part 55) and office policies and practices. The incumbent assists the technical staff in the preparation of assigned technical portions of licenses. The incumbent coordinates generic changes to advise applicants, potential applicants, and Region I examiners of the applicable NRC regulations, guides, and policies to be considered in the preparation and submittal of applications for examination and licensing for reactor operators at power facilities.

The duties of this position meet the requirements for classification to the Miscellaneous Clerk and Assistant Series, GS-0303. The title and series for the position are established as Operator Licensing Assistant, GG-0303.

### Grade Determination

#### Basic Skills

#### Degree 5, 275 Points

#### Degree Level

This factor measures the minimum amount of knowledge, mental ability, and manual skill required to perform the duties assigned to the position.

At Degree 4, work requires knowledge of the principal techniques, work methods, or procedures involved in non-repetitive work. Assignments are not controlled by well-defined procedures, and judgment is required to get the work done. This position exceeds this level of comparison to the factor.

Degree 5 requires knowledge of the principles and theory of a field of work and the ability to apply them in normal situations without guidance. For positions which do not require professional education or skills, work requires detailed knowledge (gained by experience and administrative background) of a broad and complex set of administrative practices, procedures, and work flow, and administrative ability. The incumbent must have knowledge of the overall NRC mission in terms of functions and responsibilities, including appropriate parts of Title 10 of the Code of Federal Regulations, the NRC Management Directives, and Region I office and division procedures.

The incumbent applies a basic knowledge of medical terminology in order to review, maintain, and write the required correspondence pertaining to license reactor operator files. A thorough knowledge of the requirements of 10 CFR Part 55 is required to ensure that all reactor operator license applications in Region I are prepared in a timely manner to avoid delay in issuance of reactor operator licenses and that categorical licensing conditions are applied to those licenses such as medical or plant conditions required. The incumbent must have knowledge of the application review aspects of new and renewal reactor operator, senior reactor operator, and limited senior reactor operator licenses requiring limited review of reactor operator qualifications. Ability to analyze and interpret changes in procedures, rules, and regulations pertaining to the reactor operator licensing process sufficient to coordinate administratively assigned reactor operator licensing projects is required. The incumbent must have an ability to review changes in Commission procedures, rules, and regulations, and to determine which changes impact the reactor operator. Degree 5 is applicable to this position.

The position does not match the requirements for assignment of Degree 6 to this factor as the position does not require more advanced training in the principles and theory of a

field of work (usually gained by completion of study appreciably in excess of that required for a bachelor's degree) and the ability to apply them under guidance.

Points

Review of the major duties and basic skills required of this position closely match the duties and basic skills in Benchmark Position, S&C 105, Secretary, GG-0318-10. Both positions review and process all non-technical aspects of assignments. Both positions advise staff members of applicable NRC regulations, guides, and policies to be considered in the preparation and submittal of their assignments. Both positions originate and processes documents for a variety of individuals, Federal, State and/or local officials involving the projects assigned. Comparison of the Basic Skills requirements to Benchmark Position, S&C 105 is a match, and allows for 275 points to be assigned to this factor.

Contacts

Degree 4, 90 points

Degree Level

This factor measures the type and level of contacts normally required by the position in meeting and dealing with people inside and outside the organization.

At Degree 3 contacts are for resolving minor differences on relatively routine matters within the organization, adjusting factual discrepancies in reports or other data, or obtaining or giving factual information. Contacts outside the agency require tact, diplomacy, and finesse to prevent damage to public relations. Continuous and frequent contacts required of this position exceed this level of comparison to the reference.

At Degree 4, contacts are with responsible personnel of NRC, license applicants, licensees, contractors, outside agencies, the press, or representatives of the public to inquire about information concerning methods, techniques, or practices for use in analyzing the effectiveness of operations, recommend new or revised systems, plans or approaches to resolve technical problems, reconcile divergent views or negotiate agreement or adjustment on specific, individual technical or management problems of some significance, present the organization's previously established position, or provide assistance on technical or management matters of some significance that require explanation of underlying purpose or reasons for the position.

This position has continuous contact with regional, administrative and technical personnel in receiving and furnishing casework information. The incumbent has continuous contacts, through telephone conversations, with managerial staff of licensees and applicants relative to procedural matters and status of applications. Frequent contacts with regional management and representatives of the Office of NRR are required to coordinate and help resolve licensing matters referred to that group for technical or procedural comment.

The incumbent has frequent contact with physicians and examiner contractors of the NRC relative to procedural matters; and occasional contacts with NRC management in other regions in the areas of responsibility.

This level of contacts matches the intent for assignment of Degree 4 to this factor.

The position does not meet the requirements for assignment of Degree 5 to this factor. Degree 5 requires contacts with NRC office and division directors, top management officials, applicants, architectural, and engineering firms for the purpose of defending new or highly controversial technical and scientific positions, convincing others that a policy, a decision, or a course of action is correct or desirable, defending controversial scientific and technical positions subject to conflicting interpretations, or obtaining endorsement, concurrence, or action in establishing or revising methods, plans, regulations, or systems for execution of a program or project within policy or program limitations.

#### Points

Comparison of the contacts required in the proposed position description to the contacts in Benchmark S&C 105 are a close match. Both positions have contacts with high level NRC staff to keep apprised of the current status of assignments. Both positions advise on procedural matters involving the administrative requirements of their assignments. As the contacts required of Benchmark S&C 105 match the nature and intent of the contacts outlined on the proposed job description, 90 points is assigned to this factor.

#### Responsibility for Decisions

#### Degree 3, 125 points

##### Degree Level

This factor measures any decision which reflects the independent action required by the assigned function, from independently furnishing or securing information, to finally approving programs and policies.

At Degree 2, decisions are generally based on specific instructions and standards; some interpretation is required because of the non-routine nature of the work. The Responsibility for Decisions requirements of this position exceeds this level of comparison to the factor.

At Degree 3, decisions require interpretation of existing standards and procedures and their adaptation without guidance to problems of normal complexity. Errors would cause confusion, delay, or waste. Review of this factor for this position matches this level of comparison to the reference. The incumbent coordinates the issuance of reactor operator and senior reactor operator licensing action letters, amendments and orders modifying or suspending such licenses, initiating correspondence and maintains records of licensing actions including fitness for duty (FFD) cases. The incumbent implements and maintains a system for the tracking of appeals for the denial of reactor operator, senior reactor operator, and limited senior reactor operator licenses based on the results of licensing examinations.

The incumbent plans, organizes, and maintains records systems for readily obtaining information for preparing statistical reports; and schedules and determining status of licensing actions pending in the Operations Branch. Independently, the incumbent determines what data shall be recorded in order to compile statistics for various reports. Statistics are generally accepted without detailed review. Examples of reports that are independently prepared on a routine basis include the monthly resource utilization report for submission to Operator Licensing Branch, NRR, and quarterly and annual statistical reports for use by the Branch Chief in the Operations Branch. The incumbent furnishes background information to appropriate staff in the branch on incoming mail and other items referred to the Operations Branch. The incumbent follows up on assignments given to other assigned personnel, reporting progress on work items involving a deadline.

The incumbent maintains cognizance of the most up-to-date NRC rules, regulations, and procedures applicable to the reactor operator licensing process. The incumbent is expected to periodically review Examiner Standards and the OLB Policy Manual to assure appropriate administrative procedures, requirements, and organizational provisions are carried out in Region I. As necessary, the incumbent establishes communications with industry officials in order to assure proper distribution of information. As the Region I primary systems security officer for OLTS, the incumbent maintains security of OLTS, including personnel security access and storage of sensitive data.

The incumbent recommends improvements in the administrative processing of license applications and originates actions necessary for implementation and recommends improvements in the administration of Region I reactor operator licensing relative to priorities, coordination, scheduling actions, record keeping, and files maintenance. The incumbent is expected to recognize unique or new procedural and administrative aspects of reactor operator licensing activities and develop recommendations to management on procedures and methods for resolving. This is a clear match to the requirements of this position to be assigned Degree 3 to this factor.

The position does not match the requirements to be assigned Degree 4, where decisions require considerable adaptation of standards, and guidelines to problems which are controversial, complex or without clear precedents, and result in substantive recommendations concerning programs or important projects.

#### Points

Review of the independent actions in Benchmark S&C 105 match this level of responsibility for decisions. Both positions use independent judgment and action in the recommendation of changes to current administrative procedures to assure that actions and their related administrative requirements are completed in accordance with directives. Both positions incorporate all conditions, provisions, requirements, and limitations, as provided by technical personnel related to their responsibilities. Both positions originate and process correspondence covering the administrative and procedural aspects for their assigned projects. As the updated position description matches Benchmark S&C 105's requirements, 125 points is assigned to this factor.

#### Supervision

Operator Licensing Assistant, GG-0303-10

PD # K426

None — no points awarded.

Working Conditions

Degree 1, 5 points

Work is performed in a typical office environment.

Effort

Degree 1, 5 points

Normal.

**FACTOR SUMMARY AND POINTS ASSIGNED**

FACTOR	DEGREE	POINTS
Basic Skills	5	275
Contacts	4	90
Responsibility for Decisions	3	125
Supervision	0	0
Working Conditions	1	5
Effort	1	5
<b>TOTAL</b>		<b>500</b>

**FINAL DETERMINATION:**

Based on the above evaluation of the updated position description, and a compilation of the points awarded, this position is properly classified as: Operator Licensing Assistant, GG-0303-10.

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Chris M. O'Rourke  
Human Resources Specialist  
Region I

Date

Region IV OLA  
2015

EVALUATION STATEMENT

U.S. Nuclear Regulatory Commission  
Region IV  
Division of Reactor Safety (DRS)  
Operations Branch  
Licensing Assistant, GG-303-11

(b)(5)

Evaluator: Ernest Sallee  
HR Specialist, FPMI  
5/15/2015

(b)(5)

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HR Specialist, FPMI  
5/15/2015

(b)(5)

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5/15/2015



(b)(5)

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HR Specialist, FPMI  
5/15/2015

(b)(5)

\*Note - GG 10 485-520 , GG-11 525-590 per MD 10.37  
Pg 48.

**From:** Gartman, Michael  
**To:** Lopez, Joseph; Kennedy, Kriss; Scott, Mary  
**Cc:** Silberfeld, Dafna; Watson, Madonna  
**Subject:** FW: Operator Licensing Assistant  
**Date:** Wednesday, August 19, 2015 5:42:53 PM  
**Attachments:** PD - Licensing Assistant GG-303-11 Differences.docx

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Joseph,

(b)(5)



I am happy to discuss in further detail. Thank you, Michael

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**From:** Lopez, Joseph  
**Sent:** Monday, July 13, 2015 7:45 AM  
**To:** Gartman, Michael <Michael.Gartman@nrc.gov>; Silberfeld, Dafna <Dafna.Silberfeld@nrc.gov>  
**Cc:** Scott, Mary <Mary.Scott@nrc.gov>  
**Subject:** Operator Licensing Assistant

Michael, Dafna,

(b)(5)



Thanks,

ji

Licensing Assistant, GG-303-11  
U.S. Nuclear Regulatory Commission  
Region IV  
Division of Reactor Safety (DRS)  
Operations Branch

FUNCTIONAL STATEMENT

(b)(5)

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(b)(5)

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(b)(5).

