

MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION
PHYSICIST SPECIALIST

JOB DESCRIPTION

Employees in this job function as professional specialists with responsibility for a physicist program or specialty area; or as an administrative assistant to an administrator or executive. Positions are (1) designated as specialists by the Appointing Authority; (2) accepted and classified by Civil Service; (3) require advanced knowledge in the field of work; (4) responsible for highly complex assignments; (5) the scope of responsibility is significant; and (6) the job function has considerable impact within the department. Typically, positions in this job do not supervise.

There are two classifications in this job.

Position Code Title - Physicist Specialist 2

Physicist Specialist 13

The employee functions as a second-level specialist or as an administrative assistant to a deputy bureau director, office director, major office director, division director, or unclassified equivalent.

Position Code Title - Physicist Specialist 3

Physicist Specialist 14

The employee functions as a third-level specialist or as an administrative assistant to a bureau director or unclassified equivalent.

NOTE: There are two professional specialist concepts:

Specialty Area: Functions administered by an agency to provide a product or service to the agency's constituency. Specialty areas must be of significant breadth, depth, complexity, and importance to the agency. Such positions are typically responsible for providing expert advice in the area of specialty to department management, outside entities, and/or the public; directing and conducting highly complex studies and analyses without technical direction; and developing and monitoring procedures, guidelines, and policies that are the foundation of the program or specialty area.

Appointing Authority designation as a specialist is required at all levels for positions assigned a specialty area. To determine if the specialist job exceeds the 13-level, the position must be evaluated by the Appointing Authority using the Professional Specialist Position Evaluation System factors to recommend the appropriate classification level.

Administrative Assistant: Professional positions that have as their predominant and essential function the responsibility to advise and assist a manager, administrator, or executive in all areas for which the official is responsible. Typically, the position does not have supervisory responsibility, but participates in a staff capacity in budget development, personnel matters, program planning, policy and procedure development, meetings on behalf of the supervisor, and other areas of the supervisor's responsibility.

Appointing Authority designation as the Administrative Assistant is required at all levels. Determination of classification levels for administrative assistant positions is based upon the duties assigned and the reporting relationship.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Administrative Assistant:

Advises and assists the official in all areas of responsibility.

Carries out special projects as assigned by the official.

Assists in program planning, policy, and procedural development.

Participates in budget development.

Represents the official at meetings.

Specialist:

Recommends and formulates procedures, policies, and guidelines for assigned programs.

Develops and implements program goals and plans.

Makes recommendations in areas of expertise for the program.

Acts as a liaison with other agencies, organizations, and employees to coordinate technical programs.

Plans and coordinates the training of staff.

Serves as a technical consultant and liaison with industry and government agencies.

Conducts special projects.

Prepares special studies and reports.

Performs studies, examinations, and investigations of radiation uses in industry, medicine, educational institutions, and professional offices to determine compliance with radiation emissions.

Participates in conducting studies of x-ray installations to determine that x-ray machines meet regulations regarding radiation.

Participates in studies in laboratories and other facilities utilizing radioactive isotopes.

Calibrates and operates special instruments such as ionization radiation meters, neutron meters, and scintillation counters.

Participates in studies and procedures relating to licensing and registration.

Consults with professional and technical personnel on structural changes, shielding factors, and other engineering and scientific factors for facility construction and equipment use as it relates to radiation exposure of patients, occupational workers, and the public.

Coordinates decontamination procedures in case of radiological incidents.

Participates in the performance of colorimetric and photometric tests of materials and devices used for illumination, signing, traffic control, construction, and maintenance of highways and their appurtenances.

Participates in developing photometric and colorimetric methods to supplement or replace existing methods for testing or evaluating highway materials.

Participates in building instruments or test apparatus for the development of new methods of testing, or the modification of existing methods.

Operates and maintains photometric and colorimetric instruments, such as photometers, brightness meters, colorimeters, reflectometers, and spectro-photometers.

Reviews and abstracts technical literature related to the work.

Maintains records, and prepares reports and correspondence related to the work.

Performs related work as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: The degree of knowledge required is a function of job complexity, program or specialty scope, and impact which increases with the level of the position.

Administrative Assistant:

Knowledge of the principles and techniques of administrative management; including, organization, planning, staffing, training, budgeting and reporting.

Knowledge of fiscal planning, budgeting, and management.

Specialist:

Knowledge of the operational and technical problems involved in the administration of a specialized program.

Knowledge of the assigned program specialty.

Administrative Assistant and Specialist:

Knowledge of methods of planning, developing, and administering programs.

Knowledge of state and federal laws and legislative processes related to the work.

Knowledge of reporting methods and techniques.

Knowledge of the principles of physics, including such areas as light, optics, electricity and electrical measures.

Knowledge of mathematics and the principles of chemistry.

Knowledge of atomic and nuclear physics.

Knowledge of radiation measuring devices.

Knowledge of current literature in the field.

Knowledge of laboratory equipment and techniques used in physical, psychophysical, and radiocounting measurement.

Ability to plan, direct, and coordinate program and administrative activities of a complex, interrelated, and interdependent nature where unknowns and numerous contingency factors are involved.

Ability to formulate policies and procedures relevant to program areas based on information of a conceptual nature from varied and complex sources.

Ability to plan, coordinate, and expedite work projects.

Ability to interpret complex rules and regulations.

Ability to communicate effectively with others verbally and in writing.

Ability to set up and use laboratory equipment.

Ability to meet and discuss technical matters with professional persons.

Ability to assist in the development of new equipment and methods.

Ability to maintain records, and prepare reports and correspondence.

Ability to maintain favorable public relations.

Working Conditions

Some jobs require an employee to risk sustaining illness and injury from the exposure to radioactive materials or contamination.

Physical Requirements

None

Education

Possession of a bachelor's degree in physics or nuclear engineering.

Experience

Physicist Specialist 13

Four years of professional experience equivalent to a Physicist, including two years equivalent to a Physicist P11 or one year equivalent to a Physicist 12.

Physicist Specialist 14

Five years of professional experience equivalent to a Physicist, including three years equivalent to a Physicist P11, two years equivalent to a Physicist 12, or one year equivalent to a Physicist Specialist 13.

Special Requirements, Licenses, and Certifications

None

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

PHYSICSPL

Job Code Description

PHYSICIST SPECIALIST

Position Title

Physicist Specialist 2

Physicist Specialist 3

Position Code

PHYSPL2

PHYSPL3

Pay Schedule

H21-033

H21-034

SA

10/25/2015