

Position Description (PD) Template for Yucca Mountain Lead Lab Activities

SAND2008-4458P

Position Description Number	YM230	
Creation Date of PD	06/23/2008	
Job Title	Hearing Support Coordinator	
SNL Dept Name	Licensing Assessment & Technical Analysis (LL Licensing Integration)	
SNL Org Number (or TBD)	06783	
Number of Openings	1	
Description of Position	<p>The Hearing Support Coordinator is part of the LA Support Group within the Lead Lab Licensing Integration Department. The Hearing Support Coordinator (1) maintains all the information related to activities that the LL undertakes in support of the DOE legal team (DOE Office of General Counsel and its legal support contractor) for the adjudicatory hearings that the Atomic Safety & Licensing Board will conduct as part of the Yucca Mountain Project licensing proceedings; (2) maintains the database of technical staff resources that the LL will rely on to support the defense of the postclosure LA sections and the underlying technical baseline; (3) coordinates these hearing support activities with LL technical staff in the Licensing Integration and Performance Assessment & System Integration departments as well as other LL organizations, as necessary; (4) coordinates LL hearing support activities with the SNL legal division, as necessary; (5) coordinates these activities with DOE and other YMP participants, as necessary; and (5) coordinates interactions between the DOE legal team and LL staff. This position is based in Las Vegas, NV; however, some travel may be necessary in order to meet project needs and timetables.</p>	
Required Skills & Experience	<p>10 or more years of experience related to work in support of legal proceedings; experience working with technical and non-technical support staff; excellent written and verbal communication skills; experience in the preparation of technical documents used for support of legal proceedings; experience in interacting with senior management staff both in internal and external organizations.</p> <p>3 or more years of experience in the Yucca Mountain Project.</p>	
Desired Skills & Experience (if applicable)		
Required Education (Degrees & Levels)		
Desired Education (Degrees & Levels - if applicable)		
Full Time Position? (Y/N)	Yes	
Job Requires lifting 35+ Pounds (Y/N)	No	
Desired Start Date	August 1, 2008	
Anticipated End Date	The duration of this assignment will be at least 3 years	
Can this position accommodate...		
Part Time Employees? (Y/N)	Telecommuting? (Y/N)	Foreign Nationals? (Y/N)
N	N	N

Please Select All Related WBS Elements for this PD
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WBS Elements of 1.5.01	Name	
WBS Elements of 1.5.02		
1.5.02.06	License Defense	X