

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

SAND2006-6945P

Position Description Number	YM085	
Creation Date of PD	10/31/2006	
Job Title	FEP Assistant	
SNL Dept Name	Performance Assessment Integration	
SNL Org Number (or TBD)	06781	
Number of Openings	1	
Description of Position	<p>Assist the Project Lead who is responsible for preparing the final screening decisions and screening justifications for the features, events, and processes (FEPs) that might affect the postclosure performance of the Yucca Mountain disposal system. As directed by the Project Lead, the FEP Assist will:</p> <ul style="list-style-type: none"> • organize data and information, • prepare reports, tables, figures, and charts, and • respond to information requests. 	
Required Skills & Experience	<u>Required Skills</u> Proficiency in MS Office suite of programs (Word, PowerPoint, Excel, and Access) and Bachelor's Degree or higher in a technical field of study.	
Desired Skills & Experience (if applicable)	<u>Desired Skills</u> Experience in regulatory compliance, quality assurance, and records management; experience working with Access databases.	
Required Education (Degrees & Levels)	Bachelor's degree in science is required.	
Desired Education (Degrees & Levels - if applicable)	Graduate degree in a technical area.	
Full Time Position? (Y/N)	Y	
Job Requires lifting 35+ Pounds (Y/N)	N	
Desired Start Date	11/1/06	
Can this position accommodate...		
Part Time Employees? (Y/N)	Telecommuting? (Y/N)	Foreign Nationals? (Y/N)
N	N	Y

Please Select All Related WBS Elements for this PD
(required for distributing PDs to contract providers for sourcing)

WBS Elements of 1.5.03		
1.5.03.01	Safety Analyses Integration-Post Closure Safe	X