

Who we are:

The Department of Environment and Conservation exists to enhance the quality of life for citizens of Tennessee and to be stewards of our natural environment.

Our Department is committed to providing a cleaner, safer environment that goes hand-in-hand with economic prosperity and increased quality of life in Tennessee. We deliver on our mission through managing regulatory programs that maintain standards for air, water and soil quality while providing assistance to businesses and communities in areas ranging from recreation to waste management. We manage the state park system and programs to inventory, interpret and protect Tennessee's rich natural, historical and archaeological heritage.

About the Division of Radiological Health (DRH):

The Division of Radiological Health is responsible for protecting Tennesseans and the environment from the hazards associated with ionizing radiation. This responsibility encompasses regulating the use and possession of radioactive materials and radiation producing machines within the state, as well as responding to accidents involving radiation. The Division regulates and interacts with medical, academic, industrial, and nuclear safety professionals. In addition, the Division monitors the environment for radiation, especially around nuclear facilities, and other major radioactive material users.



Data Specialist Division of Radiological Health Nashville Central Office Annual Salary Range: \$55,296 - \$82,716

Looking for an opportunity to work with a collaborative team at the Tennessee Department of Environment and Conservation (TDEC)? The Division of Radiological Health's (DRH) X-ray Registration Program is seeking a candidate for our Nashville Central Office to work with a diverse team and client base conducting data querying, validation, analysis, reporting, and research to identify discrepancies, support registration and invoicing activities, and improve data quality and program operations.

We are seeking a candidate who possesses excellent computer knowledge; customer service, analytical, problem-solving, and time management skills; and can effectively communicate with a diverse external and internal customer. A bachelor's degree with six semester hours in a quantitative discipline (e.g., computer science, statistics, engineering, etc.) and one year of full-time experience sourcing, collecting, validating, analyzing, or presenting data in a professional environment is required. Candidates must meet the minimum qualifications (MQs) for this position. For MQs and how to apply, please visit: <http://www.tn.gov/careers>.

Highlighted Responsibilities:

- Query, collect, validate, analyze, and compile data from registration, invoicing, and related systems.
- Develop reports, identify data trends and discrepancies, and provide training on database and data-entry procedures.
- Research and process assigned X-ray registration transactions, including unregistered equipment, new equipment, address changes, ownership changes, and deletions.
- Research complex registration and fee discrepancies and assist staff and regulated community with registration and payment information.

Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.