

ELECTRIC RELIABILITY COMPLIANCE ANALYST

PURPOSE AND NATURE OF WORK

Position in this class is responsible for researching National Electric Reliability Standards Corporation (NERC) standards, initiating compliance efforts by the electric utility, participating in ongoing compliance activity, preparing reports and analyses and recommendations. Position reports to the Electric Reliability and Environmental Compliance Administrator, and has no supervisory responsibility.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Initiates and participates in compliance external auditing, prepares internal self-auditing plan, participates in Internal Compliance Program Committee meetings, in preparing self-certification reports, exception reports, self-reports and mitigation plans; the development and maintenance of a compliance management system. Tracks mitigation plan performance, coordinates review and approval of policies, guidelines and procedures for numerous applicable National Energy Reliability Council (NERC) and Southwest Power Pool reliability standards. Receives and reviews supporting data from engineering and operations staff demonstrating electric reliability standard compliance, progress toward compliance, mitigation of non-compliant methods or materials, and assures work is within time constraints.

Monitors changes and proposed changes to reliability standards, informs the Utility's subject matter experts in a timely manner, participates in and coordinates the utility's involvement in the development of reliability standards, participates in professional organizations relevant electric reliability and attends meetings of regulatory agencies.

Works during outages, nights, weekends and system failures that affect interconnected electric utility systems, provides substantial input into analyses of events and reporting consequences. Communicates with other utilities, provides reports to NERC within strict timelines, usually one hour. Participates in negotiations in event of substantial fines and penalties levied by NERC.

Performs related work as required.

NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of National Electric Reliability Corporation and related agency standards, compliance and reporting requirements.

Knowledge of the administrative organization and agencies generating compliance standards as well as enforcement and appeals procedures.

Knowledge of electric generation, transmission and distribution utility materials and methods.

Knowledge of extent of interconnections of electric utility systems, their operations and consequences of failure in interconnected electric utility services.

Ability to differentiate between events, identify which are reportable, and report so that time and other requirements are met.

Ability to use standard office computers and applications.

Ability to form and maintain productive business relationships with regulatory agency staff, utility managers, employees and consultants.

DESIRABLE TRAINING AND EXPERIENCE

Baccalaureate degree in Electrical or Mechanical Engineering or related field, and working experience yielding a knowledge of electric generation, transmission and distribution methods and materials as well as electrical reliability standards and environmental regulation, or an equivalent combination