



JOB DESCRIPTION

Utilities Compliance Analyst

Date Prepared: June 2014

Class Code: 8615

SUMMARY: Under general supervision, analyzes NERC and WECC Compliance Monitoring and Enforcement Programs, including future projects and initiatives aimed to ensure reliability.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Works closely with subject matter experts and management to align and implement a NERC/WECC Internal Compliance Program which ensures compliance with the NERC and WECC Reliability Standards.
- Assist in developing and publishing procedures to comply with NERC and WECC requirements; coordinates with individual business units to finalize procedures; prepares final documents for Director's approval; publishes final documents in hard copy and Laserfiche document repository and manages working copies for periodic and annual review.
- Assist the Utilities Compliance Manager in developing the NERC and WECC Internal Compliance Program; assists management with initiatives required by FERC, NERC, and WECC to ensure electric reliability and regulatory compliance pursuant to registered functions.
- Coordinates establishment of internal controls and programs including processes, procedures, evidence, and documentation to meet promote reliable, safe and efficient business practices; assists in the development of Human Performance Improvement Program.
- Assist with internal assessments and audits of Subject Matter Experts, Light and Power business unit practices, documentation, and evidence in preparation for annual compliance self-certification, spot checks, periodic submittals, external assessments, preparatory compliance audits, external offsite table-top audits, and on-site audits.
- Identifies, analyzes, assesses, reports, and assists in mitigating risks to reliability and compliance; assists in compiling and analyzing reliability statistics and metrics.
- Coordinates Light and Power Compliance Committee meetings, informational briefings, and departmental trainings; represents the City's Light and Power division at industry conferences, workshops, and committee meetings as required.
- Communicates and coordinates activities, submittals, and procedures with other utilities and registered entities.
- Monitors changes in NERC and WECC standards; provides a variety of administrative support to Light and Power Subject Matter Experts, Utilities Compliance Manager, and Compliance Committee; conducts research to identify industry standards and best practices.
- Organizes, supports, audits, tracks, and document all NERC and WECC related submissions and subsequent deadlines.
- Assists in identifying vulnerabilities and/or compliance events in monitoring methods; assists in developing mitigation plans and solutions to prevent reoccurrence of events.
- Researches new industry practices and activities to assure the use of and stay current with Best Practices at L&P; cultivates a culture of compliance throughout department.

- Supports the relationship between the City of Vernon and the general public by demonstrating courteous and cooperative behavior when interacting with visitors and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

Bachelor’s Degree in Engineering, Business Management, Communication Studies, Political Science, Economics or Computer Science AND three years of experience in a utility operations performing regulatory or procedural compliance activities.

Knowledge of:

- City organization, operations, policies, and procedures.
- State and federal laws, statutes, rules, codes, and regulations governing public utilities, including Federal Energy Regulatory Commission (FERC), North American Electric Reliability Corporation(NERC), Western Electricity Coordinating Council (WECC), and California Public Utilities Commission.
- OATI WebCDMS, EFT Server, and NERC Alert systems.
- Principles of risk assessment, including records management, and compliance regulations.
- Safety rules and regulations, occupational hazards, and safety precautions in utilities operations.
- Record keeping and technical file maintenance principles and procedures.
- City’s electrical system and concepts of electric systems operations.

Skill in:

- Analyzing technical compliance issues, evaluating alternatives, and developing recommendations.
- Interpreting and explaining technical compliance policies, L&P program standards, and federal and state rules and regulations.
- Answering questions, investigating technical issues, advising staff, and resolving problems regarding technical and regulatory agency compliance issues.
- Researching, collecting, and analyzing data, and generating reports.
- Promoting and enforcing safety standards and practices.
- Assessing and prioritizing multiple tasks, projects and demands.
- Using initiative and independent judgment within established procedural guidelines.
- Reviewing documents and extracting relevant information.
- Operating a personal computer utilizing standard and specialized software.
- Establishing and maintaining cooperative working relationships with co-workers.
- Communicating effectively verbally and in writing.
- Applying mediation techniques and approaches.

LICENSE AND CERTIFICATION REQUIREMENTS:

A valid California State Driver’s License is required.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in a standard office environment.