



JOB DESCRIPTION

Utilities Compliance Manager

Date Prepared: March 2014

Class Code: 8610

SUMMARY: Under general supervision, manages City Gas & Electric (G&E) Department technical compliance activities and regulatory requirements; develops and coordinates programs and procedures to foster technical reliability and operational excellence, and assures G&E operations are in compliance with state and federal regulatory guidelines and standards.

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:*

- Manages G&E regulatory compliance activities and programs; works with City management and external agencies to develop programs, systems, training curriculum, and administrative procedures to foster reliability, operational excellence, safety, and preparedness; assures G&E operations are in compliance with state and federal regulatory guidelines and standards.
- Identifies risk to the safe and reliable supply of public utilities to G&E customers, and develops risk reduction practices, procedures, evaluation tools, and operational standards.
- Manages G&E operational and documentation procedures to meet state and federal requirements; develops plans to achieve a workplace environment committed to safety and quality standards.
- Manages initiatives from regulatory agencies to assure G&E meets compliance standards; manages internal controls, programs, procedures, and documentation to meet mandated reliability standards; reviews and evaluates operations and documentation to assure G&E is in compliance with quality and safety standards.
- Reviews internal controls and control policies; evaluates compliance to policies; presents recommendations for risk reduction and performance improvements.
- Audits department records, and interviews staff to measure G&E compliance with management goals, laws, regulations, policies, and procedures.
- Monitors operational indices and trends, and verifies performance standards are met.
- Develops emergency response plans and programs, and coordinates with regional agencies.
- Responds to adverse events, and analyzes causes and regulatory issues; evaluates incident reports, and develops training programs to address procedural deficiencies.
- Evaluates security and reliability of G&E operations, and develops recommendations for improvements.
- Stays current with new industry practices and activities to assure the use of Best Practices at G&E.
- Manages assigned staff; assigns job tasks, and initiates deadlines.
- 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, Computer Science, Business, Public Administration or related field; AND five years of experience in utilities operations and compliance programs.

Knowledge of:

- City organization, operations, policies, and procedures.
- State and federal laws, statutes, rules, codes, and regulations governing public utilities, including Occupational Safety and Health Administration (OSHA), Federal Energy Regulatory Commission (FERC), North American Electric Reliability Corporation (NERC), Western Electricity Coordinating Council (WECC), and California Public Utilities Commission (CPUC).
- Principles of risk management, 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.

Skill in:

- Analyzing technical compliance issues, evaluating alternatives, and developing recommendations.
- Interpreting and explaining technical compliance policies, G&E 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.

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.