



# Compliance Specialist I

|                     |                              |                   |                                  |  |                 |
|---------------------|------------------------------|-------------------|----------------------------------|--|-----------------|
| <b>Job Code</b>     | 20000318                     | <b>Job Family</b> | Regulatory & Compliance          | <b>Professional / Knowledge Worker</b> |                 |
| <b>Department</b>   | Rlbty Compliance & Reg Trans | <b>Reports to</b> | Sr Mgr Trans Mgmt/NERC Comp Ofcr | <b>Union Status</b>                    | Non-Represented |
| <b>FLSA Status</b>  |                              | <b>Pay Grade</b>  | 2053                             | <b>This Job is a Lead</b>              | No              |
| <b>Last Updated</b> | 12/1/2022                    |                   |                                  |  |                 |

## Accountability for Workplace Culture

Our PUD values are at the center of our culture. Putting the safety, health, and well-being of our communities and those we work with is valued above all else and everyone on Team PUD must meet this commitment daily. Nothing we do in achieving our Mission is worth a single injury, and all who interact with us must feel they are valued and welcomed as individuals.

Everyone on Team PUD, in all positions, is accountable for achieving this safe and welcoming culture by:

1. Taking full ownership for the safety of themselves and their coworkers, while ensuring everyone feels valued and welcomed.
2. Taking action to identify and eliminate their own and others' at-risk behaviors, including the behaviors that may undermine another's feelings of being welcomed and valued.
3. Following all safety rules and regulations and ensuring the PUD's expectations for conduct and respect are maintained.
4. Openly sharing near-misses, safety learning opportunities, and ways we can learn to be a more welcoming place while encouraging others to do the same.
5. Utilizing Stop Work Authority to intervene with anyone, anytime, in any place.
6. Intervening or seeking guidance to stop actions that are harmful to the wellbeing, health, or sense of belonging of others, and which are detrimental to our PUD values.

## Job Summary

The Compliance Coordinator I supports the Compliance Coordinator II and III with maintaining documents and records that demonstrate the District's compliance with North American Electric Reliability Corporation ("NERC") and Western Electricity Coordinating Council ("WECC") Reliability Standards and may support the Regional Transmission function. Supports the Compliance Coordinator II, III, and the compliance plan process owners (Standard Leads) to update existing compliance documents and records as well as develops new processes and procedures for meeting Reliability Standard requirements and maintaining NERC Functional Model Registration. Supports the development of training and other informational programs which ensure staff are educated on the District's Internal Compliance Program and expectations in maintaining compliance with NERC Reliability Standards. The Compliance Coordinator I may assist with the coordination of filing data requests, requests for information, self-reports, data submittals, surveys, and other confidential documents. Assists the Compliance Coordinator II, III, and Senior Manager, Transmission Management/NERC Compliance Officer on NERC/WECC compliance with overall project management, monitoring, and reporting of NERC/WECC compliance throughout the District.

## Accountabilities

### Accountability #1

Achieve the highest level of customer and community trust in how the District manages reliability compliance by assisting the Compliance Coordinators 2 and 3 with supporting the coordination and maintenance of communications, data submittals/filings, data requests/requests for information, self-certifications, compliance enforcement settlements, including mitigation plans and other compliance matters with District stakeholders and to help ensure the communications and data provided to Regulatory Authorities is complete, accurate, and timely. This includes, maintaining and securing compliance and other sensitive or confidential information and records, leveraging District DIG and IT subject matter experts, NERC/WECC secure portals, and other related technologies, and fulfilling the department and the District's obligations to WA State records retention requirements and the requirements of the Regulatory Authorities, resulting in sound record management processes and less risk for the District, and similar responsibilities.

### Accountability #2

Achieve the highest level of customer and community trust in how the District manages reliability compliance by assisting the Compliance Coordinator 2 and 3 with ensuring possible violations/findings are investigated and coordinating the development of self-reports with District stakeholders and submitting self-reports and evidence to Regulatory Authorities and their enforcement staff. May assist the Compliance Coordinators 2 and 3 as a liaison between Regulatory Authorities and District stakeholders for any follow-up communications and/or data requests/requests for information related to

active self-report activities, as directed. Supports Compliance Coordinators 2 and 3 in ensuring communications and reporting are accurate, complete, and provided in a timely manner, influencing a more favorable outcome for the District, and similar responsibilities.

**Accountability #3**

Increases the public's confidence in the quality of how the District manages reliability compliance by assisting the Compliance Coordinators 2 and 3 as directed, in reviewing and maintaining the District's Internal Compliance Program ("ICP") documentation, providing updates to communicate and/or improve clarity and understanding for District stakeholders. May assist with coordinating internal compliance meetings, internal self-audits, ICP training, and other compliance-related activities, which help ensure District stakeholders are informed regarding the District's ICP and provides opportunities for internal compliance outreach, resulting in a robust and effective compliance program for the District, and similar responsibilities.

**Accountability #4**

Increases the public's confidence in the quality of how the District manages reliability compliance by providing support to the Compliance Coordinators 2 and 3 by contributing to the review and maintenance of the District's NERC and WECC audit document management criteria and providing guidance for District stakeholders, to reference in preparation and review of compliance documentation and evidence. Providing the criteria and guidance helps ensure documentation is prepared consistently, accurately, and in the Regulatory Authority's preferred format, thereby resulting in improved audit outcomes and similar responsibilities.

**Accountability #5**

Delivers exceptional value to our customers through continual improvement and innovation by assisting the Compliance Coordinators 2 and 3 with the promotion of participation in reliability compliance workshops and forums by representing the District in NERC, WECC, and industry trade organizations compliance forums, contributing, and providing input on behalf of the District and its stakeholders. This includes supporting NERC and WECC balloting, commenting, and the NERC Standard development process. The District's involvement supports the efficient application of Reliability Standards to the District's Bulk Electric System. Participate in Regulatory Authority-sponsored compliance workshops, webinars, and training. These efforts provide educational and networking opportunities within the electric industry with peers, consultants, and Regulatory Authority contacts, which can be used to help gain understanding, provide varying perspectives, and/or to vet District approaches on compliance matters, and similar responsibilities.

**Accountability #6**

Demonstrates outstanding value relative to cost to our customers by assisting the Compliance Coordinators 2 and 3 in supporting and reviewing other department activities as assigned which may include department budget activities, benchmarking, administrative support, procedure development, research, technical analysis, and transmission bill and loss analysis reviews, helping ensure the District

and department's strategic priorities are met on-budget and on-time with the resources allocated, and similar responsibilities.

**Accountability #7**

**Accountability #8**

**Accountability #9**

**Accountability #10**

**Minimum Qualifications Note**

The minimum qualifications listed below are representative of the knowledge, skills, and abilities needed to perform this job successfully, as described in the Accountabilities. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential Accountabilities (duties and responsibilities) of this position. If you need assistance and/or a reasonable accommodation due to a disability during the application or recruiting process, please contact Human Resources at [HRRecruiting@snopud.com](mailto:HRRecruiting@snopud.com), or by phone at 425-783-8655.

**Qualifications – Education and Experience**

**Minimum Required Education and Experience:**

Bachelor's Degree in Engineering, Business, Accounting, or related field;

OR

Four (4) years of professional experience in business administration, accounting, auditing, legal/paralegal, training coordination, or related field.

**Preferred Education and Experience:**

## Qualifications – License(s) and/or Certification(s)

### **Minimum Required License(s) and/or Certification(s):**

Valid Washington State Driver's License

### **Preferred License(s) and/or Certification(s):**

## Qualifications – Skills and Abilities

### **Minimum Required Skills and Abilities:**

Function as a team member at all levels and across department and functional lines.  
Promote the success of others and work constructively and respectfully to resolve disagreements.  
Work in a flexible, self-directed team environment.  
Communicate professionally and effectively, both verbally and in writing, with all levels of the organization, Regulatory Authorities, outside agencies, contractors/consultants, and the public.  
Identify, research, investigate, and resolve issues, employing research, analysis, and problem-solving techniques.  
Collect and compile data from various sources and analyze and develop reports/documents, using analysis and report writing techniques.  
Intermediate experience with general computer applications and technologies including, but not limited to Microsoft Office, Word, Excel, PowerPoint, Outlook, MS Teams.  
Experience in utilizing document management systems, identifying best practices, and organization.  
Learn, identify, interpret, apply, and communicate District and/or Reliability Compliance-related programs, projects, methods, and procedures.  
Learn, interpret, and apply District Directives.  
Assist in the coordination of a variety of complex business tasks and/or communications simultaneously.  
Use independent and discretionary judgement to help make decisions independently.  
Identify and manage sensitive/confidential information with discretion, discernment, and compliantly.  
Develop and maintain projects/programs and schedules using project management techniques.  
Develop, coordinate, and present training/presentations, using public speaking and training coordination skills and techniques.

**Preferred Skills and Abilities:**

Familiar with WECC, NERC, and FERC Reliability Compliance requirements.  
Strong customer service experience, using customer service practices and principles.  
Knowledge of contracts and purchasing concepts and methods.  
Familiar with GAGAS or auditing principles.

**Competencies**

The following competencies describe the cluster of behaviors associated with job success in the job group identified as “Professional / Knowledge Worker”.

- Adaptability
- Building Customer Loyalty
- Building Partnerships
- Communication
- Continuous Improvement
- Continuous Learning
- Courage
- Decision Making
- Earning Trust
- Emotional Intelligence Essentials
- Facilitating Change
- Influencing
- Initiating Action
- Innovation
- Leveraging Feedback
- Mentoring
- Planning and Organizing
- Positive Approach
- Professional Knowledge and Aptitude
- Stress Tolerance
- Technology Savvy
- Valuing Differences
- Work Standards

**Physical Demands**

| <b>Physical Demands List</b>   | <b>Frequency</b>    |
|--|---------------------|
| Sit  | Constant (67-100%)  |
| Walk   | Occasional (11-33%) |
| Stand  | Occasional (11-33%) |
| Drive  | Seldom (1-10%)      |
| Work on ladders  | Never               |
| Climb poles or trees   | Never               |
| Work at excessive heights (note heights in open text box below)      | Never               |
| Twist  | Seldom (1-10%)      |
| Bend/Stoop   | Seldom (1-10%)      |
| Squat/Kneel  | Seldom (1-10%)      |
| Crawl  | Never               |
| Reach  | Seldom (1-10%)      |
| Work above shoulders (note specific activity in open text box below) | Seldom (1-10%)      |
| Use Keyboard /mouse  | Constant (67-100%)  |
| Use wrist (flexion/extension)  | Seldom (1-10%)      |
| Grasp (forceful)   | Seldom (1-10%)      |
| Fine finger manipulation   | Constant (67-100%)  |
| Operate foot controls  | Seldom (1-10%)      |
| Lift (note weight in open text box below)                            | Seldom (1-10%)      |
| Carry (note weight in open text box below)                           | Seldom (1-10%)      |
| Push/Pull (note specifics in open text box below)                    | Seldom (1-10%)      |
| Work rapidly for long periods  | Occasional (11-33%) |
| Use close vision   | Constant (67-100%)  |
| Use distance vision  | Occasional (11-33%) |
| Use color vision   | Constant (67-100%)  |
| Use peripheral depth perception                                      | Occasional (11-33%) |
| Speak  | Constant (67-100%)  |
| Hear   | Constant (67-100%)  |

**Additional Physical Demands not listed above and associated frequency below.**

| <b>Mental Demands</b>                                  |                   |
|--|-------------------|
| <b>Communication</b>                                   | <b>Frequency</b>  |
| Understand and carry out simple oral instructions      | Frequent (34-66%) |
| Understand and carry out complicated oral instructions | Frequent (34-66%) |

|   |                    |
|---|--------------------|
| Train other workers   | Constant (67-100%) |
| Work alone  | Constant (67-100%) |
| Work as a member of a team                                  | Constant (67-100%) |
| Follow standards for work interactions                      | Constant (67-100%) |
| Write communications for clarity and understanding          | Constant (67-100%) |
| Speak with clarity with others                              | Constant (67-100%) |
| <b>Comprehension</b>  | <b>Frequency</b>   |
| Read and carry out simple instructions                      | Frequent (34-66%)  |
| Read and carry out complicated instructions                 | Frequent (34-66%)  |
| Retain relevant job information                             | Constant (67-100%) |
| <b>Reasoning</b>  | <b>Frequency</b>   |
| Read and interpret data                                     | Constant (67-100%) |
| Count and make simple arithmetic additions and subtractions | Frequent (34-66%)  |
| Use intermediate and/or advanced math                       | Frequent (34-66%)  |
| <b>Organization</b>   | <b>Frequency</b>   |
| Plan own work activities                                    | Frequent (34-66%)  |
| Plan work activities of others                              | Seldom (1-10%)     |
| Direct work activities of others                            | Seldom (1-10%)     |
| <b>Resilience</b>   | <b>Frequency</b>   |
| Work under pressure   | Frequent (34-66%)  |
| Work for long periods of time                               | Frequent (34-66%)  |
| Work on several tasks at the same time                      | Constant (67-100%) |

**Additional Mental Demands not listed above and associated frequency below.**

### Work Environment

| Environmental Conditions List           | Frequency      |
|---|----------------|
| Exposure to weather                     | Seldom (1-10%) |
| Wet and/or humidity                     | Seldom (1-10%) |
| Atmospheric conditions                  | Seldom (1-10%) |
| Confined/restricted working environment | Never          |
| Vibratory Tasks – High                  | Never          |
| Vibratory Tasks – Low                   | Never          |



**Additional Environmental Conditions in this job not listed above and the associated frequency below.**

| <b>Risk Conditions List</b>            | <b>Frequency</b>    |
|--|---------------------|
| Exposure to Heights                    | Never               |
| Exposure to Electricity                | Never               |
| Exposure to Toxic or Caustic Chemicals | Never               |
| Working with Explosives                | Never               |
| Exposure to Radiant Energy             | Seldom (1-10%)      |
| Extreme Cold                           | Never               |
| Extreme Hot                            | Never               |
| Proximity to Moving Mechanical Parts   | Never               |
| Noise Intensity                        | Never               |
| Exposure to animals                    | Never               |
| Working with angry customers           | Occasional (11-33%) |

**Additional Risk Conditions present in this job not listed above and the associated frequency below.**

**On-Call Status and Frequency**

**On-Call is required.**

- Yes
- No

**On-call activities and frequency.**

Occasionally - 1x quarter or 4-6 times a year Callouts are rare.

**Work Location**

**The primary assignment for this position is:**

- Remote
- Office Hybrid
- On-Site
- Field/Job Site

While this description has provided an accurate overview of responsibilities, it does not restrict management's right to assign or reassign duties and responsibilities to this job at any time. This position description is designed to outline primary duties, qualifications, and job scope, but not limit our employees or the organization to complete the work identified. In order to serve our customers best, each employee will offer their services wherever and whenever necessary to ensure the success of the District in serving our customers, to further the safety, health, and inclusivity of employees and the public, and achieve expectations of the District overall, while also remaining flexible in recognition of the employee's wellbeing.