



Compliance Specialist II

Job Code	20001043	Job Family	Regulatory & Compliance	Professional / Knowledge Worker	
Department	Rlbty Compliance & Reg Trans	Reports to	Sr Mgr Trans Mgmt/NERC Comp Ofcr	Union Status	Non-Represented
FLSA Status		Pay Grade	2056	This Job is a Lead	No
Last Updated	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 II maintains 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. Assists the Compliance Coordinator III and 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. Maintains and/or assists in 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 II also assists with the coordination of filing data requests/requests for information, self-reports, data submittals, surveys, and other confidential documents. May also assist with enforcement settlement negotiations, if applicable. Assists the Compliance Coordinator 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 Coordinator 3 with 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 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. Assists the Compliance Coordinator 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.

Assists the Compliance Coordinator 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 Coordinator 3 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. Assists 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 provide 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 assistance to the Compliance Coordinator 3 by supporting and 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 Coordinator 3 in 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 performing analytical tasks, including 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, 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, AND
Two (2) years of professional experience in business administration, accounting, auditing, legal/paralegal, training coordination, or related field;

OR

Six (6) 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.
Advanced experience with general computer applications and technologies including, but not limited to Microsoft Office, Word, Excel, PowerPoint, Outlook, and MS Teams.
Moderate experience with electronic file transfer servers and/or other secure portals used to transport confidential and secure records.
Proficient 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.
Coordinate 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:

Experience 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.
Experience with settlement negotiations, settlement communications, and dispute resolution.

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

Physical Demands List

Frequency

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.

Mental Demands

Communication

Frequency

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%)
Comprehension	Frequency
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%)
Reasoning	Frequency
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%)
Organization	Frequency
Plan own work activities	Constant (67-100%)
Plan work activities of others	Occasional (11-33%)
Direct work activities of others	Occasional (11-33%)
Resilience	Frequency
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.

Risk Conditions List	Frequency
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 0

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.