



Manager, ECC NERC Compliance

Job Code	20000821	Job Family	Manager/1st Level leader	Leader	
Department	Energy Control Dispatch	Reports to	Energy Control Superintendent	Union Status	Non-Represented
FLSA Status	Exempt	Pay Grade	2060		
Last Updated	8/29/2022				

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

Ensure the accurate and timely incorporation of new and updated NERC/WECC Reliability Standards into the District's Operations Compliance and Energy Control Center training department. Accurately write procedures for System Operators for the real-time operation of the Bulk Electric System. Develop, implement, and train to meet operational procedures and plans. Uphold all NERC/FERC/WECC operating guidelines for reporting, monitoring, and logging all events. Project Manager for Standards Leads and Subject Matter Experts for inter-department cross training and compliance evidence retention. Consistently research, monitor, and train on evolving Standards changes for compliance with ECC Operations, System Operators, and field personnel. Accurately train on new equipment, facilities, and all operational procedures for System Operators.

Accountabilities

Accountability #1

Create a culture of caring, mutual respect and trust that empowers current and future employees to do their best work for the benefit of our team members, customers, partners and stakeholders. Provide employees with opportunities to develop and support employees through change. Support hiring qualified employees and recognize employee performances and accomplishments. Openly discuss feedback for the benefit of the team. Work daily to ensure a more equitable and inclusive environment and similar responsibilities.

Accountability #2

Demonstrate continual improvement that delivers outstanding value to our customers by researching, understanding, evaluating, and recommending a consistent training platform that instills the values of operating the Bulk Electric System in a safe and reliable manner. Identify appropriate results to improve aspects of training of System Operators. Prioritize necessary improvement needed to fulfill ongoing efficiency and effectiveness in the training platform based on System Operator feedback and evaluations, and similar responsibilities.

Accountability #3

Achieve the highest level of employee and community trust in how the District manages compliance with NERC/WECC Reliability Standards by developing, implementing, and completing all new NERC/WECC Reliability Standards for System Operator procedures and training. Develop and recommend to the System Operations Training Coordinator all new requirements associated with Standards for training to ensure compliance. Develop slides, procedures, and learning objectives to fulfill Standards and Job Tasks for new and established System Operators. Understand NERC/WECC compliance implications to ensure requirements meet learning criteria and avoiding potential violations. Ensure System Operators understand material presented, answering all questions for operational safety, compliance requirements,

and similar responsibilities.

Accountability #4

Increase the public's confidence in the quality of NERC/WECC standards management by solving all Reliability related issues through understanding material and review NERC/WECC guidelines to incorporate finished product to customers. Be transparent in the research, material, and implementation for customers understanding and training. Cross train with inter-departments to understand evidence flow and procedural creation. Complete and implement all associated material for compliance deadlines for Standards in effect and future implementation, and similar responsibilities.

Accountability #5

Achieve the highest level of employee and community trust in how the District manages compliance with NERC/WECC Reliability Standards by leading and delivering all associated NERC/WECC reporting events and requested data, evidence, and creation of procedural interconnected plans and processes. Consistently produce high quality procedures and safe operational plans and procedures to meet the Energy Control Center and the District's commitment to safety, and similar responsibilities.

Accountability #6

Demonstrate powerful partnership that reflects an understanding of regulatory and employee needs by guiding others in the fulfillment of compliance requirements associated with operational Standards and requirements. Support departments in identifying supporting evidence for compliance with all operational Standards and ensuring that the evidence is relevant and submitted according to NERC/WECC criteria. Participate in daily, weekly, monthly, and yearly meetings and ensuring all reports and evidence retention is validated. Guide others in understanding operational needs based on Reliability Standards and compliance reporting, and similar responsibilities.

Accountability #7

Demonstrate continual improvement that delivers outstanding value to our customers by effectively managing NERC/WECC compliance audits. Identify, evaluate, and recommend necessary job tasks and responsibilities to fulfill compliance requirements that meet auditable Standards associated with the District. Project Leader for outlining direction for projected new Standards and requirements, workflow processes and procedures, and similar responsibilities.

Accountability #8

Deliver exceptional value to our customers through fiscally responsible planning and management by developing, recommending, and effectively managing the department budget, identifying, evaluating, and recommending resource options that reflect appropriate prioritization and tradeoffs between cost and quality, and similar responsibilities.

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 Business Administration, Engineering, Computer Science, or related field,
AND

Two (2) years of progressive electric utility operations, engineering, transmission or distribution
experience;

OR

Six (6) years of progressive electric utility operations, engineering, transmission or distribution
experience.

Preferred Education and Experience:

Bachelors Degree in Electrical Engineering

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

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

Understand concepts for minimum training requirements for System Operators following NERC/WECC requirements.

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

Qualifications – Skills and Abilities

Minimum Required Skills and Abilities:

- Management principles and practices
- Communicate effectively, both verbal and in writing, with all levels of the organization, government agencies, vendors and contractors
- Manage confidential information
- Use independent and prudent judgment
- Analyze situations and develop effective solutions
- NERC and WECC operation guidelines
- Transmission, distribution and/or substation system operations
- Real-time electrical system operation applications Hydroelectric generation systems
- Co-Generation and Inter-Utility operations
- Governmental safety regulations
- Maintain NERC Transmission Operator Certification

Preferred Skills and Abilities:

- Electrical engineering principles and practices
- Line equipment (both manual and automated, conductor load capabilities, and protective devices)
- Transmission, distribution and substation system operations
- Neighboring Northwest Utility operation guidelines

Competencies

The following competencies describe the cluster of behaviors associated with job success in the job group identified as “Leader” at the Manager level.

- Adaptability
- Aligning Performance for Success

Building Customer Relationships
 Building Talent
 Coaching
 Communication
 Continuous Improvement
 Continuous Learning
 Courage
 Creating a Culture of Trust
 Creating an Inclusive Environment
 Customer Focus
 Delegation and Empowerment
 Driving for Results
 Driving Innovation
 Emotional Intelligence Essentials
 Empowering Decision Making
 Execution
 Guiding Team Success
 Initiating Action
 Inspiring Others
 Leveraging Feedback
 Positive Approach
 Professional Knowledge and Aptitude
 Selecting Talent
 Stress Tolerance
 Technology Savvy

Physical Demands

Physical Demands List

Frequency

Sit	Constant (67-100%)
Walk	Seldom (1-10%)
Stand	Seldom (1-10%)
Drive	Seldom (1-10%)
Work on ladders	Seldom (1-10%)
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)	Never
Carry (note weight in open text box below)	Never
Push/Pull (note specifics in open text box below)	Never
Work rapidly for long periods	Seldom (1-10%)
Use close vision	Constant (67-100%)
Use distance vision	Occasional (11-33%)
Use color vision	Occasional (11-33%)
Use peripheral depth perception	Seldom (1-10%)
Speak	Frequent (34-66%)
Hear	Constant (67-100%)

Additional Physical Demands not listed above and associated frequency below.

This position may be called upon to provide storm support for an extended period of time (24+ hours)

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	Frequent (34-66%)
Work alone	Frequent (34-66%)
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	Occasional (11-33%)

Use intermediate and/or advanced math	Occasional (11-33%)
Organization	Frequency
Plan own work activities	Constant (67-100%)
Plan work activities of others	Frequent (34-66%)
Direct work activities of others	Frequent (34-66%)
Resilience	Frequency
Work under pressure	Frequent (34-66%)
Work for long periods of time	Occasional (11-33%)
Work on several tasks at the same time	Frequent (34-66%)

Additional Mental Demands not listed above and associated frequency below.

Work Environment

Environmental Conditions List	Frequency
Exposure to weather	Never
Wet and/or humidity	Never
Atmospheric conditions	Never
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	Never
Extreme Cold	Never
Extreme Hot	Never
Proximity to Moving Mechanical Parts	Seldom (1-10%)

Noise Intensity	Seldom (1-10%)
Exposure to animals	Never
Working with angry customers	Seldom (1-10%)

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.

Respond to on-call notifications to system emergencies for training, procedural issues or NERC/WECC compliance events necessitating timely reporting to NERC, WECC, Reliability Coordinator, and Department of Energy. Monitoring of alarms that may have an impact and response requirement to system operations and NERC/WECC compliance: i.e. Host Advanced Network Applications for RC West. May be called in to provide Storm support. Daily

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.