Manager, Enterprise Risk Management

Job Code	20000980	Job Family	Manager/1st Level leader	Leader	
Department		Reports to	Senior Manager, Treasury Risk Management & Supply	Union Status	Non-Represented
FLSA Status	Exempt	Pay Grade	2060		
Last Updated	10/3/2023				

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

Works cooperatively with and in support of the Senior Manager, Treasury Risk Management & Supply Chain to provide management and leadership over the operation of the District's Enterprise Risk Management and Risk Analysis programs. Manage the design, implementation, and operation of these programs through risk identification, risk control analysis, and associated work plans to address gaps and improvements. Manage the financial and management reporting of these programs. Manage collaborative relationships with the District's division and department leaderships, working in partnership to support enterprise risk management. Support the District's core values and strategic priorities by working as a trusted partner with all divisions of the District.

Accountabilities

Accountability #1
Leadership and Governance:Manage the District's dedication to safety, career growth, a supportive work environment, and community leadership by: providing management and oversight over the application of its enterprise risk management and risk analysis related business processes in alignment with District strategic priorities; developing, recommending, and effectively managing budgets; identifying, evaluating and recommending resource options that reflect appropriate prioritization and tradeoffs between cost and quality results; managing the quality control and leadership over program deliverables in a manner that provides positive development and career growth; managing the research, guidance, coaching, and training provided to ensure there is a commitment to employees and the community; determining and realizing opportunities for improved efficiency and effectiveness; and similar responsibilities.

Accountability #2
Relationship Management:
Delivery of exceptional value to our customers, stakeholders, and external service providers through effective cross-functional partnerships and collaboration by: managing the District's ability to continuously improve business processes that impact the provision of a systematic and disciplined approach to enterprise risk management and risk analysis activities; ensuring a culture of caring, mutual respect, and trust that empowers current and future employees to do their best work, develop positive working relationships at the District's division, department, work group, employee, and external service provider levels; providing management and leadership over the cross-functional collaboration in pursuit of enterprise-wide strategic goals and initiatives; responding to and providing guidance on internal and external correspondence as a member of the Risk Management team; managing processes to ensure program requirements are professionally implemented; managing ad hoc committees; managing and leading the development and implementation of program goals and objectives; promoting the District's core values; working daily to ensure an equitable and inclusive environment; and similar responsibilities.

Accountability #3

Enterprise Risk Management Program:

Achieve the highest level of employee and community trust in how the District manages enterprise risk by: providing management and leadership over a professional framework of risk identification, assessment, response, communication, and monitoring in areas, including but not limited to hazard, financial, operational, and strategic risk; managing the reassessment of various strategic and major risks to ensure employee and customer safety, financial security, achievement of strategic and operational objectives; working collaboratively with all business areas and functions to ensure the program effectively supports current and long-term decision making; and similar responsibilities.

Accountability #4

Risk Analysis Program:

Achieve the highest level of employee and community trust in how the District manages risk assessment by: managing the risk assessment of the District's financial, operational, technological, compliance, and governance processes and systems; ensuring the identification, evaluation, and documentation of internal and external risks; managing the provision of industry standard recommendations and enhancements to promote effective business process and control environment design and implementation; managing the daily, monthly, quarterly, and annual control activities that minimize financial, operational, and technological risk; and ensuring control and governance environments that can be relied upon for sound decision making; and similar responsibilities.

Accountability #5

Compliance:

Achieve the highest level of employee and community trust in how the District manages its compliance with Federal, State and Local agencies by managing the District's accountability to these agencies through: consistent leadership for the application of knowledge regarding how the District's enterprise risk management and risk analysis programs are impacted by law, regulation and District specific policy including its Collective Bargaining Agreement, statutory and administrative regulations through RCW's, WAC's, and rule based regulatory bodies and regimes including but not limited to FERC, GASB, IRS, RCW, WAC, PCI, PII, NERC-CIP; providing management and leadership over the research, analysis and resolution of complex enterprise risk management and risk analysis questions; management over the professional design, development, and the maintenance of program documentation sufficient to comply with audits requiring enterprise risk management and risk analysis support; and similar responsibilities.

Accountability #6

Reporting:

Achieve the highest level of employee and community trust in concerning how the District manages its reporting and its transparency to the District's rate payers and financial investors by: providing management and leadership in the consistent application of internal controls over the District's enterprise risk management and risk analysis activities sufficient to mitigate risks to the completeness, accuracy, and timeliness of internal and external reporting; managing the research, development and analysis underlying ad hoc managerial reporting to aid decision making; ensuring the design and development of

monthly, quarterly, and annual internal and external reporting as well as other key performance indicator metrics as they pertain to enterprise risk management and risk analysis activities; and other similar responsibilities.

Accountability #7
Business Applications/Data Management:
Increasing the public's confidence in the quality of the District's enterprise risk and risk analysis management by ensuring the integrity of the related business applications and data by: managing the continuous assessment of risks related to complex risk identification and mitigation requirements; overseeing the consistent application of systematic business processes; managing the maintenance of data warehouses and tables; leading the design and training for complex data analytics to ensure the flow of program data between District systems, workgroups, data processing vendors, third party administrators and regulating agencies is timely, accurate and complete; and similar responsibilities.

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 Business, Accounting, Finance, Economics, Risk Management, Statistics, Engineering, or other quantitative field, AND
Two (2) years of experience in a related quantitative or analytical field;

OR

Six (6) years of experience in a related quantitative or analytical field.

Preferred Education and Experience:
Master's Degree in Business, Accounting, Finance, Economics, Risk Management, Statistics, Engineering, or other quantitative field.
Lead or supervisory experience.

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

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

Preferred License(s) and/or Certification(s):
Professional Risk Manager (PRM)
Financial Risk Manager (FRM)
Project Management Processional (PMP)
Certified Regulatory Compliance Manager (CRCM)
Certified Public Accountant (CPA)
Certified Financial Analyst (CFA)
Certified Internal Auditor (CIA)
Certified Management Accountant (CMA)
Payment Card Industry Internal Security Assessor (ISA)
Certified Information Systems Auditor (CISA)
Certified Government Auditing Professional (CGAP)
Professional Engineer (PE)

Qualifications – Skills and Abilities

Minimum **Required Skills and Abilities:**

Commercial awareness: strong market knowledge and be up to date with market changes, policies, regulations, and regulatory filings in the utility industry

Analytical skills: strong quantitative, analytical, and conceptual skills to understand and reach inferences from broader business issues and review data to identify discrete area and overall program or project risk in terms of schedule, cost, and performance

Presentation skills: present technical/ numerical information in a clear and understandable manner

Communication skills: demonstrated ability to speak in front of groups, with the ability to manage meetings and lead discussions. Demonstrated report writing techniques and practices to communicate to diverse audiences through written or visualized communication

Decision making skills: ability to evaluate situations and make clear, well thought out decisions, through clear and concise actions

Interpersonal skills: ability to work with multiple parties; establish and develop working relationships

Computer skills: possess strong skills in Microsoft Office programs (Word, Excel, Access, and PowerPoint) and ability to work with database systems. Skilled in building spreadsheets to provide monthly/quarterly reports

Organizational skills: ability to prioritize assignments and effectively handle multiple tasks/ activities on a daily basis

Project management techniques and practices: ability to provide management to small and large projects, effecting sound decision making through a supportive environment

Research and analysis techniques: ability to respond dynamically to planned and ad hoc risk assessment and informational requests using varying resources to achieve optimal results

Preferred **Skills and Abilities:**

Utility industry experience

Risk management guidance and toolsInternal controls, risk assessment and mitigation

Enterprise risk management and regulatory environment relating to risk

Industry best practices in Enterprise Risk Management

Experience with the application or assessment of compliance with PCI-DSS Knowledge of Governmental Accounting Standards Board (GASB) principles of accounting

Knowledge of Federal Energy Regulatory Commission (FERC)

Knowledge of National Association of Regulatory Utilities Commission (NARUC) uniform system of accounts

Knowledge or experience working with laws and compliance aspects of tax-exempt entities

Knowledge of or experience with SAP enterprise resource planning systems

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	Occasional (11-33%)
Stand	Occasional (11-33%)
Drive	Occasional (11-33%)

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	Seldom (1-10%)
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	Occasional (11-33%)
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	Seldom (1-10%)
Use distance vision	Seldom (1-10%)
Use color vision	Seldom (1-10%)
Use peripheral depth perception	Seldom (1-10%)
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	Occasional (11-33%)
Understand and carry out complicated oral instructions	Frequent (34-66%)
Train other workers	Frequent (34-66%)
Work alone	Occasional (11-33%)
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	Frequent (34-66%)
Direct work activities of others	Frequent (34-66%)
Resilience	**Frequency**
Work under pressure	Constant (67-100%)
Work for long periods of time	Constant (67-100%)
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	Seldom (1-10%)
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	Seldom (1-10%)
Exposure to Electricity	Seldom (1-10%)
Exposure to Toxic or Caustic Chemicals	Never
Working with Explosives	Never
Exposure to Radiant Energy	Seldom (1-10%)
Extreme Cold	Seldom (1-10%)
Extreme Hot	Seldom (1-10%)
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.

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.