

Senior Manager, Transmission Management & NERC Compliance Officer



Job Code	20000322	Job Family	Senior Manager	Leader	
Department	Rlbty Compliance & Reg Trans	Reports to	AGM Gen Pwr Rates & Trans Mgmt	Union Status	Non-Represented
FLSA Status	Exempt	Pay Grade	2063		
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

Manages issues related to regional transmission policies, planning, and operations that are external to the District system but could impact the Bulk Electric System. Represents the District at regional transmission forums and meetings; participates in regional transmission planning, operations, and policy activities. Performs the duties of the NERC Compliance Officer. Manages the District's work program for meeting North American Electric Reliability Corporation ("NERC") and Western Electricity Coordinating Council ("WECC") reliability standards; represents the District on compliance issues before the Federal Energy Regulatory Commission ("FERC"), NERC, WECC, and external audiences. Establishes work priorities, staff assignments and administrative procedures.

Accountabilities

Accountability #1

Create a culture of caring, mutual respect and trust that empowers employees to do their best work for the benefit of team members, customers, partners and stakeholders. Provide employees the opportunity to develop through training, positive feedback and coaching. Leads positive change in the organization, recognize employee performance and achievements, be open to receiving feedback from employees and create a safe, equitable and inclusive environment. Ensures staff understands and complies with District Directives, safety rules and other related policies and procedures. Ensures department goals and objectives align with District goals and objectives. Ensures that the department is appropriately staffed, including determining the needs of the department to ensure that employee skill sets match the work, ensure the right person is hired for the right job and that the right employee is doing the right job and similar responsibilities.

Accountability #2

Achieve the highest level of employee and community trust in how the District manages compliance by developing, implementing and leading the District's NERC compliance program. Identify and address issues that could put electric system reliability at risk and jeopardize the District's NERC compliance obligations. Ensures compliance violations are addressed and mitigation plans are completed and filed in a timely manner; approve all plans and compliance filings; coordinate corrective actions with the appropriate division AGM and the Leadership Team. Represent the District as the Compliance Contact Authorized Officer for all official compliance communication with WECC including audits, self-certification, Notice of Alleged Violation, settlement negotiations, Proposed Penalty or Sanction, and mitigation plans. Lead ICP investigations and work with the NERC Compliance Steering Team and Human Resources to address willful violations or willful concealment of a violation. Ensure NERC Compliance Steering Team, Board of Commissioners and District leadership are kept apprised on NERC related issues. Ensure appropriate District representation in Compliance meetings, NERC Reliability Standards Drafting teams, WECC committees, electric industry trade organizations and other forums that address compliance with reliability standards. Lead and manage onsite Reliability Compliance audits which include broad District

participation as well as auditors from WECC, NERC and FERC and similar responsibilities.

Accountability #3

Demonstrate powerful partnership that reflects an understanding of community and customer needs by ensuring the District interests are represented in regional transmission and market work. Lead and coordinate District representation and participation in regional transmission planning and operations organizations, markets and policy activities. Ensure representation of District regional transmission and market interests with BPA. Deliver technical support for BPA rate cases, contracts, transmission market activities, and in modeling and assessing the regional transmission system. Develop and deliver technical review and guidance on BPA transmission project proposals including cost-benefit analysis and review of non-transmission alternatives. Develop and deliver technical review and guidance on day-to-day transmission issues as appropriate. Acts as the District's lead for transmission organization main point of contact and similar responsibilities.

Accountability #4

Leads and creates a culture of continual improvement that delivers outstanding value to our customers by recognizing opportunities for improved efficiency and effectiveness and working with employees to create positive change. Develops accurate budgets, track actuals and make adjustments through the year as needed and similar responsibilities.

Accountability #5

Accountability #6

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, AND
Six (6) years electric utility engineering experience.

Preferred Education and Experience:

Bachelor of Science degree in Electrical Engineering

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

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

Professional Engineering license demonstrates understanding of engineering concepts to perform the work
Must be able to drive to regional meetings

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

Qualifications – Skills and Abilities

Minimum Required Skills and Abilities:

Computer based advanced transmission planning principles, techniques and applications
Computer applications including word processing, spreadsheets and data bases

Project management, relationship building/partnering, and conflict management/mediation
Energy Markets and Regional Transmission Organizations
Regional Transmission Planning and associated FERC Orders
Read and understand NERC Reliability Standards and related standards including IEEE/ANSI
Perform electric system power flows and transient stability analysis
Apply knowledge of electric system operations and protection schemes to solve complex problems
Manage and interpret complex information for use in developing recommendations for course of action related to reliability standards compliance procedures, financial/economic decisions
Apply advanced techniques to modify common precepts and practices for engineering problem solution
Apply advanced techniques to modify common precepts and practices for system analysis techniques and high level mathematics
Supervise, coach and assist staff in development of management/leadership skills
Communicate and work effectively with all levels of the organization, outside agencies, contractors and the public
Use independent and discretionary judgment
Interpret and apply District directives, policies and procedures.
Manage confidential information.
Manage budgets and resources.

Preferred Skills and Abilities:

Competencies

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

Adaptability
Building Customer Relationships
Building Talent
Business Acumen
Coaching
Communication
Continuous Learning
Courage
Creating a Culture of Trust
Creating an Inclusive Environment

Cultivating Networks and Partnerships
 Customer Focus
 Delegation and Empowerment
 Driving for Results
 Driving Innovation
 Emotional Intelligence Essentials
 Facilitating Change
 Financial Acumen
 Guiding Team Success
 Initiating Action
 Inspiring Others
 Leveraging Feedback
 Planning and Organizing
 Positive Approach
 Professional Knowledge and Aptitude
 Strategic Planning
 Stress Tolerance

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	Never
Climb poles or trees	Never
Work at excessive heights (note heights in open text box below)	Never
Twist	Never
Bend/Stoop	Never
Squat/Kneel	Never
Crawl	Never
Reach	Never
Work above shoulders (note specific activity in open text box below)	Never
Use Keyboard /mouse	Constant (67-100%)
Use wrist (flexion/extension)	Seldom (1-10%)
Grasp (forceful)	Never
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	Occasional (11-33%)
Use distance vision	Seldom (1-10%)
Use color vision	Frequent (34-66%)
Use peripheral depth perception	Seldom (1-10%)
Speak	Occasional (11-33%)
Hear	Occasional (11-33%)

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	Occasional (11-33%)
Train other workers	Occasional (11-33%)
Work alone	Occasional (11-33%)
Work as a member of a team	Frequent (34-66%)
Follow standards for work interactions	Frequent (34-66%)
Write communications for clarity and understanding	Occasional (11-33%)
Speak with clarity with others	Occasional (11-33%)

Comprehension

	Frequency
Read and carry out simple instructions	Seldom (1-10%)
Read and carry out complicated instructions	Occasional (11-33%)
Retain relevant job information	Constant (67-100%)

Reasoning

	Frequency
Read and interpret data	Occasional (11-33%)
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	Occasional (11-33%)
Direct work activities of others	Occasional (11-33%)

Resilience

	Frequency
Work under pressure	Occasional (11-33%)

Work for long periods of time

Seldom (1-10%)

Work on several tasks at the same time

Occasional (11-33%)

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

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.
Office work with travel to regional meetings.

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

Never

Noise Intensity

Never

Exposure to animals

Never

Working with angry customers

Never

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.