

**MAJOR FUNCTION**

This is specialized professional, technical, supervisory and administrative work responsible for directing the development, implementation, and maintenance of an effective Electric System Compliance Program for the City of Tallahassee Electric Utility. The compliance program will be focused on compliance with FERC, NERC, and FRCC Reliability Standards. Works directly with the General Manager–Electric Utility for all compliance matters requiring senior management decision and support. Supports City of Tallahassee Electric Utility divisions in identifying, assessing and managing electric compliance activities. Implements and administers protocols to ensure timely reporting of all electric system compliance activities. Implements and maintains a process to ensure that all required FERC, NERC, and FRCC reports are prepared and submitted as required by the reliability standards; coordinates internal compliance reviews. Serves as the primary interface with legal counsel for electric compliance issues. Responsible for coordination with the General Manager–Electric Utility in preparing and submitting any self-reporting of a compliance violation. Duties involve the exercise of considerable independent judgment with review received through conferences, reports, observations, and by results obtained.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Develops, communicates, implements and oversees policies and procedures to ensure that Electric Utility staff and systems are compliant with applicable reliability standards. Develops and administers the operating budget for the Electric System Compliance Division. Tracks changes in laws, regulations, standards, requirements and procedures applicable to reliability compliance in the electric industry. Recommends modifications to policies and procedures to maintain compliance. Communicates changes to Electric Utility management and staff. Develops and implements strategies and procedures to assure training of Subject Matter Experts (SME) in NERC/FRCC compliance requirements. Maintains records of SME training activities. Assists Electric Utility divisions in establishing processes, policies and metrics as required by reliability standards and internal policy. Reviews processes, policies, and metrics to ensure compliance with applicable requirements. Maintains documentation of evidence for applicable reliability requirements. Leads Electric Utility compliance team in preparation for compliance audits. Schedules and coordinates periodic internal compliance reviews. Conducts operational compliance performance reviews. Makes periodic reports of compliance metrics to General Manager and senior Electric Utility staff. Notifies appropriate division manager of compliance concerns. Submits reports for potential non-compliance and mitigation plans to appropriate entities. Continually updates knowledge and remains current with respect to electric compliance matters in the electric industry. Keeps all Electric Utility divisions informed of any new compliance activities and standards or standard changes. Continually monitors Electric Utility reliability compliance program. Participates in NERC and FRCC committees as appropriate. Participates in NERC and FRCC compliance audits of other utilities as appropriate. Recommends the selection, advancement, transfer, discipline, termination and grievance adjustment of supervised staff. Conducts performance reviews and recommends the approval or disapproval of merit increases.

**Other Important Duties**

Assigns, instructs and checks the work of other employees in the area of electric compliance in cooperation with appropriate division managers. Performs related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Thorough knowledge of the electric utility industry, business and operations. Knowledge and understanding of FERC, NERC, FRCC and state regulatory requirements and issues. Ability to

perform quantitative analysis using available tools. Possess superior interpersonal skills and excellent communication skills. Ability to work effectively across divisions of the Electric Utility to ensure effective coordination of procedures, practices, and measurements. Ability to make sound business decisions based on available information with little or no direct supervision. Ability to work with other utilities in committees and task forces. Ability to maintain effective working relationships with other employees, other government agencies, and the general public. Have a working knowledge of spreadsheets, databases and word processing software. Ability to schedule, manage and coordinate the work of interdisciplinary teams.

Minimum Training and Experience

Possession of a bachelor's degree in engineering, business or accounting and five years of professional experience that includes electric utility operations, electric utility system planning, electric production, electric utility accounting or electric utility regulatory compliance; or an equivalent combination of training and experience. One year of the required experience must have been in a supervisory capacity.

Necessary Special Requirement

Must possess a valid Class E State driver's license.

Established: 07-18-09  
07-22-10  
09-25-10