



SURVEY SPONSORS

- Alabama Municipal Electric Authority*
- Chelan County PUD*
- Florida Municipal Power Agency*
- Illinois Municipal Electric Agency*
- Michigan Public Power Agency*
- Missouri Public Utility Alliance*
- Missouri River Energy Services*
- NMPP Energy*
- Northern California Power Agency*
- Oklahoma Municipal Power Authority*
- Platte River Power Authority*
- Southern Minnesota Municipal Power Agency*
- WPPI Energy*

INVITATION TO PARTICIPATE

The attached materials contain the instructions for preparing your input to the 15th annual Utilities Compensation Survey. The survey is being sponsored by 13 utilities companies across the US. With 95 participants last year, we would like to add your organization to this year's list.

There is **no cost** for your participation and your organization will receive a free copy of the Summary Report PDF just by submitting your data, with the option to purchase different sets of results which meet your specific needs.

This survey covers Total Cash Compensation in the form of Base Salaries, Bonuses and Profit Sharing as well as Target Bonus data. Data is collected on an incumbent basis to ensure a complete picture of all compensation elements and true percentile analysis.

The schedule for this study is:

<i>December 2018</i>	Distribution of Input Materials to invited participants
<i>1 January 2019</i>	Effective date of data
<b><i>28 February 2019</i></b>	<b>Deadline for submission of data to WMG – Save \$100!</b>
<i>May 2019</i>	Production and distribution of survey results to participants

In order to ensure that participating companies will be able to use this data for salary planning purposes, participants will need to meet the 28 February input deadline. If you anticipate having difficulty in meeting this deadline, please contact us directly.

In addition to the detailed pay data provided, significant Policy & Practice information is also covered and analyzed on our web site at **PolicyCentral**<sup>®</sup>. You can logon at [www.wmgnet.com](http://www.wmgnet.com) to report and access this information. If you are a previous participant in any WMG survey, your policy information may already be entered in **PolicyCentral**. Just logon, review and update them as necessary.

Western Management Group is a consulting firm whose practice, since 1972, has been exclusively oriented to the development and conduct of third party, specialized compensation surveys. All data received by Western Management Group is safeguarded in accord with the highest professional standards. You may be assured that no company will have independent access to your data. All data for this survey will remain confidential and will not be divulged to any outside party.

We invite and welcome your participation and trust that the resulting report will be of considerable value in the analysis of your compensation programs. Should you have any questions regarding the survey, please feel free to contact me directly at +1 408 571 6378 or [ellie@wmgnet.com](mailto:ellie@wmgnet.com).

Best Regards,

Ellie Nakhforoush  
Survey Coordinator

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## KEY SURVEY FEATURES

- Total Cash Compensation data including Base Salary, Profit Sharing, Performance Bonuses, Team Awards, Discretionary Bonuses, etc.
- Geographic breakouts of data for major regions, state, and over 100 major metropolitan areas throughout the country.
- Product and Revenue Level breakouts.
- 95 participants were included in the 2018 edition.
- 107 benchmark jobs, each with detailed job descriptions.

## SURVEY SCHEDULE

Our schedule calls for the production and distribution of the survey in late May 2018. In order to meet this output schedule, it is extremely important for you to submit your information to us as soon as possible, so we may audit and verify your entries, and have adequate time to clarify any data or policy questions with you.

*December 2018*

*1 January 2019*

***28 February 2019***

*May 2019*

Distribution of Input Materials to invited participants

Effective date of data

**Deadline for submission of data to WMG, (\$100 Discount)**

Production and distribution of survey results to participants

## NEW FOR 2019

### **New Survey Positions**

23 new positions have been added this year, as listed below and indicated in ***bold red italics*** in the survey job descriptions.

- 8005 Director of Technology Solutions
- 10101 Water Treatment Plant Supervisor
- 10111 Water Treatment Plant Operator 1
- 10112 Water Treatment Plant Operator 2
- 10113 Water Treatment Plant Operator 3
- 10201 Wastewater Treatment /Reclamation Plant Supervisor
- 10211 Wastewater Treatment /Reclamation Plant Operator 1
- 10212 Wastewater Treatment /Reclamation Plant Operator 2
- 10213 Wastewater Treatment /Reclamation Plant Operator 3
- 10301 Water/Wastewater Treatment Plant Supervisor
- 10311 Water/Wastewater Treatment Plant Operator 1
- 10312 Water/Wastewater Treatment Plant Operator 2
- 10313 Water/Wastewater Treatment Plant Operator 3
- 10411 Water/Wastewater Mechanic 1
- 10412 Water/Wastewater Mechanic 2
- 10413 Water/Wastewater Mechanic 3
- 10511 Water/Wastewater Systems Technician 1
- 10512 Water/Wastewater Systems Technician 2
- 10513 Water/Wastewater Systems Technician 3
- 10601 Water/Wastewater Laboratory Supervisor
- 10612 Water/Wastewater Laboratory Technician
- 10613 Water/Wastewater Laboratory Technician Senior
- 10621 Water/Wastewater Chemist

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## SURVEY FEES

Thanks to the generous financial support provided by our 13 Survey Sponsors, costs for your participations are greatly reduced. We look to our Survey Sponsors to share and contribute their extensive knowledge and expertise to guide the survey design. They provide valuable assistance and input in the design of survey content, job coverage, survey definition, direction and objectives. In recognition of their efforts, Survey Sponsors receive a significant discount on the "Custom Results Generation Capability" plus additional benefits, so please contact us if you are interested in becoming a future survey sponsor.

**Summary Report PDF - FREE:** There is no cost for your participation and your organization will receive a complimentary PDF copy of the Summary version of the final report in appreciation for your data submission.

**Uploadable Excel Report - \$525:** Contains summary information on each job for all companies in the survey, and can be uploaded to common survey analysis tools for further analysis, manipulation, editing and review.

**Standard Report - \$1,050:** Includes all data from all participants displayed in Summary, Detail, and Breakout reports in PDF format. ALSO includes the Uploadable Excel Report for no additional fee.

**Standard Report Hard-Copy – Additional \$150:** A three-ring binder, hard-copy, printed version of the Standard Report is also available. Only available to those who purchase either the Standard Report or Custom Report Access.

**Custom Report Access – \$3,200 (\$2,650 for Survey Sponsors):** Includes the Standard Reports and the Uploadable Excel Report spreadsheet, **plus** detailed and customized reporting capability. This option is ideal for those who want reports on selected sets of participants or to meet selected scoping specifications. You have complete flexibility in defining the content and coverage of your own reports. A variety of report formats are available including Summary, Detail, Breakout and Market Comparison Reports in both PDF and Excel formats. In addition, customizable Uploadable Excel Reports are available, which provides your choice of data elements in an uploadable spreadsheet format.

## SURVEY DISCOUNTS

You can earn the following discounts on your 2019 Utilities Compensation Survey fees:

- \$100 **On-Time Discount** if you submit your pay data by 28 February 2019, Standard or Custom Report Access ONLY.
- \$150 **Previous Participant Discount** for 2018 Utilities Compensation Survey Participants, Standard or Custom Report Access ONLY.
- \$100 **APPA Discount** for all current members of the American Public Power Association, Standard or Custom Report Access ONLY.

## SURVEY RESULTS

All participants who order the Custom Report Access or are a Survey Sponsor will receive 24x7 access to the results in **DataCentral**<sup>®</sup> where participants can download Standard Reports which cover all participants and all jobs, and create Custom Reports where participants can define their own selection criteria for selected cuts. Summary Results are provided in both PDF and XLS Formats at no additional cost with this option.

Three levels of survey results are available: Summary, Standard and Custom; see definitions and samples below and on the following pages.

- **SUMMARY REPORT: PDF VERSION**

Provides average data for Base, Bonus, Other Variable Cash, Total Cash and Target Variable Cash pay and various demographics for each survey job covering the total survey population.

- **STANDARD REPORT: PDF & EXCEL VERSIONS**

Download the full survey Standard Report which contains ALL data from ALL participants. Your data is included in the computation of all data statistics and totals. Your Standard Report will be accessible via **DataCentral**<sup>®</sup> where participants can access the results 24x7. Both PDF and Excel formats are provided.

- **Job Descriptions:** Uploadable job descriptions in Excel, Word and Adobe Acrobat are also provided at no additional cost.
- **Summary Report:** Displays the employee weighted or simple average of each pay element for each survey job.
- **Detail Report:** For each survey job, displays employee weighted averages, simple averages and percentile data for each pay element as well as base-to-bonus earnings mix data, and number of employees reported to each FLSA Status, and other variable metrics.
- **Breakout Report:** For each survey job, displays averages of each pay element broken out by Product Sector, Geographic Area, Company Revenue and more.
- **Uploadable Excel Report:** Provides a job-by-job spreadsheet report with all of the major statistics and pay elements laid out in a readily uploadable format for third party analysis software.
- **CUSTOM REPORT ACCESS:** *Includes all of the above reports from the Standard Report level PLUS...*

The Custom Report feature offers detailed and full customized reporting capability. Ideal for participants who need reports based on a selected set of participants or to meet specific scoping criteria. You have complete control and flexibility in defining your own reports. Your Custom Report capabilities will be accessible via **DataCentral**<sup>®</sup> on 24x7 basis. Both PDF and Excel formats are provided.

- Company Selections
- Company Size by Revenue or Employment
- Business Segment and Sector Category
- Geographic Area: Region/State/Metro Area
- Data Elements and Statistics Calculations
- Custom Percentiles
- Standard Deviations
- Weighted and Simple Averages
- Data Aging
- And much more!
- **Customizable Uploadable Excel Reports:** Provide a job-by-job spreadsheet report with all of the major statistics and pay elements laid out in a readily uploadable format for third party analysis software, PLUS the ability to split the results into categories such as Geography, Sector, Revenue, etc.

For a live demonstration of the power, flexibility and capabilities of **DataCentral** go to [www.wmgnet.com](http://www.wmgnet.com) and scroll down to "Our Features" under "DataCentral" and click on "Take a Test Drive", or call us at +1 408 399 4900 for additional guidance.

# UTILITIES

## COMPENSATION SURVEY

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### SAMPLE – SUMMARY REPORT

Provides average data for Base, Bonus, Other Variable Cash, Total Cash and Target Variable Cash pay and various demographics for each survey job covering the total survey population.

REPRESENTS: Employee Weighted Average  
PAY TYPE DISPLAYED: Annual Rate

WMG Job Title	Current Base Pay	Individual Variable Cash	Other Variable Cash	Total Cash	Target Variable Cash Percentage	Span of Control	Total Number of Incumbents	Total Number of Companies
1000 President/CEO/General Manager	\$393,288	\$356,260		\$490,192	42.57%	84,676	92	91
1025 Staff Attorney	\$159,253	\$32,711	\$7,364	\$177,691	19.64%	0	88	37
1030 Director of Marketing	\$148,137	\$32,399		\$165,940	18.15%	14	23	19
1055 Executive Assistant (CEO & BOD)	\$69,789	\$5,014	\$4,798	\$71,930	7.09%	0	116	80
2000 Vice President Finance/CFO	\$240,773	\$96,809	\$27,240	\$273,531	25.22%	275	84	83
2020 Treasury Manager	\$137,523	\$21,828		\$148,663	13.79%	4	49	42
2101 Accountant 1	\$54,059	\$4,228	\$3,235	\$56,276	8.35%	0	180	57
3000 Manager of Risk Control	\$125,072	\$17,519		\$133,498	11.94%	76	31	26
3101 Compliance Specialist	\$100,807	\$7,410		\$103,726	8.41%	0	73	43
4000 VP Technical Services/Engineering	\$190,048	\$64,089		\$201,644	19.4%	6,336	40	38
4011 Environmental Specialist (Technician)	\$73,260	\$2,633		\$74,235	4.1%	0	136	45
4022 Distribution Engineer	\$81,822			\$83,700	2.3%	0	194	32
4043 Senior Transmission Engineer	\$106,699	\$9,080		\$111,799	9.96%	0	116	28
4053 Senior Electrical Engineer	\$107,804	\$10,498	\$5,990	\$115,900	9.57%	0	349	47
4102 Senior Instrument & Electronic Technician - SCADA	\$89,563	\$4,545	\$1,131	\$90,953	4.74%	0	163	46
5005 VP Generation Services	\$201,126	\$57,700		\$219,433	21.64%	217	36	32
5020 Power Supply Contracts Administrator	\$105,802	\$1,393		\$109,279	7.31%	0	24	15
5050 Energy Auditor	\$79,428	\$5,772		\$82,189	9.5%	0	58	20
5080 Power Marketer	\$91,177	\$11,570		\$104,011	16.12%	0	55	16
5105 Rate Analyst	\$79,116	\$6,082	\$4,563	\$80,918	7.95%	0	63	34
5150 Fuels & Commodities Procurement Analyst	\$13,111	\$12,226		\$119,497	10.06%	0	20	14
6010 Director of Government Affairs	\$149,977	\$31,370		\$165,269	16.49%	4	31	25
7000 Director of Member Relations or Communications	\$123,135	\$18,997		\$128,493	11.23%	44	39	39
7020 Energy Services Representative	\$85,410	\$8,221		\$87,286	9.71%	0	149	41
8010 IS Network Administrator	\$85,114	\$5,618		\$87,056	9.43%	0	146	60
8030 Social Media Specialist	\$67,927	\$4,704		\$69,058	6.71%	0	36	29
9120 Plant Control Room Operator (Nuclear)	\$100,684			\$106,121			148	6
9501 Line Technician (Worker)	\$82,069	\$2,334	\$1,640	\$82,641	3.43%	0	2349	63
9611 Maintenance Technician	\$71,044	\$4,009		\$73,701	6.67%	0	248	20

(Light Grey) = Insufficient data for analysis (Empty Cell) = No data

# UTILITIES

## COMPENSATION SURVEY

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### SAMPLE - DETAIL REPORT

For each survey job, displays employee weighted averages, simple averages and percentile data for each pay element as well as base-to-bonus earnings mix data, and number of employees reported to each FLSA Status, and other variable metrics.

#### 4010 MANAGER OF ENVIRONMENTAL AFFAIRS

PAY TYPE DISPLAYED: Annual Rate

	Current Base Pay	Individual Variable Cash	Other Variable Cash	Total Cash	Target Variable Cash Percentage	Span of Control
Highest	\$178,152	\$29,922	\$24,521	\$178,471	20.0%	29
90th Percentile	\$159,356	\$27,475	\$24,521	\$179,977	20.0%	19
75th Percentile	\$145,554	\$24,084	\$12,435	\$160,721	20.0%	11
50th Percentile	\$135,000	\$12,426	\$6,500	\$140,040	15.0%	5
25th Percentile	\$115,793	\$4,367	\$1,800	\$116,958	15.0%	3
10th Percentile	\$83,844	\$2,702	\$25	\$84,962	10.0%	0
Lowest	\$73,132	\$1,800	\$25	\$73,132	0.62%	0
Number Of Employees	55	2	5	55	26	50
Employee Weighted Average	\$130,486	\$14,400	\$9,006	\$137,618	15.79%	8
Number Of Companies	45	5	5	45	17	40
Company Weighted Average	\$130,223	\$15,214	\$9,006	\$136,318	14.74%	7
Earning Mix	68%	8.24%	1.06%	100%		
Percent Of Total Employees Eligible For Payment		52.73%	30.91%			
Percent Of Companies With Employees Eligible For Payment		44.44%	20.0%			
Percent Of Eligible Employees Actually Receiving Payment		82.76%	29.41%			
Percent Of Total Employees Receiving Payment		43.64%	9.09%			
Impact: Other Cash/Base Pay - Total Employee Cash		4.83%	0.62%			
Impact: Other Cash/Base Pay - Employees Receiving Payment		10.57%	6.62%			

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# UTILITIES

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### SAMPLE – BREAKOUT REPORT

For each survey job, displays averages of each pay element broken out by Product Sector, Geographic Area, Company Revenue and more.

REPRESENTS: Employee Weighted Average  
PAY TYPE DISPLAYED: Annual Rate

#### 8010 IS NETWORK ADMINISTRATOR

	Current Base Pay	Individual Variable Cash	Other Variable Cash	Total Cash	Target Variable Cash Percentage	Total Number of Incumbents	Total Number of Companies	Relative Index
<b>INDUSTRY SECTOR</b>								
CPU - Co-Operative Power Utility	\$81,838			\$81,946		31	14	94.12%
IOU - Investor Owned Utility	\$85,165			\$90,505		25	5	103.96%
JAA - Joint Action Agency	\$99,747	\$3,379		\$101,549	4.1%	15	13	116.64%
PPU - Public Power Utility	\$84,545	\$7,827		\$85,773	7.61%	68	24	98.52%
<b>GENDER</b>								
Female	\$84,762			\$85,556		14	13	98.27%
Male	\$84,091	\$6,449		\$86,202	9.05%	115	52	99.01%
<b>BARGAINING UNIT REPRESENTATION</b>								
Bargaining Unit Engaged	\$85,166	\$5,618		\$87,135	6.43%	144	59	100.09%
<b>REGION</b>								
MW - Midwest: IA, IL, IN, KS, KY, MI, MN, MO, ND, NE, OH, SD, WI	\$86,381	\$8,128		\$88,539	9.46%	56	28	101.7%
NE - Northeast: CT, MA, ME, NH, NJ, NY, PA, RI, VT	\$89,254			\$90,399		9	5	103.94%
SE - Southeast: AL, AR, FL, GA, LA, MS, TN	\$74,873			\$74,873		35	9	86.0%
SW - Southwest: AZ, NM, OK, TX	\$92,299			\$93,962		8	6	107.93%
<b>REVENUE LEVEL</b>								
A. Under \$100 Million	\$80,996			\$82,396		11	10	94.64%
B. \$100 to \$249 Million	\$83,933			\$84,298		18	14	96.83%
C. \$250 to \$499 Million	\$84,766			\$84,978		37	10	97.61%
D. \$500 to \$999 Million	\$86,114			\$88,080	7.38%	29	12	101.17%
E. \$1.0 to \$4.999 Billion	\$86,622	\$4,909		\$88,369	8.01%	25	11	101.5%
<b>UTILITIES PROVIDED</b>								
Companies Providing Electric Utilities	\$87,242	\$5,219		\$88,698	9.34%	86	34	101.88%
Companies Providing Gas Utilities	\$86,744			\$88,433		51	9	101.58%
Companies Providing Water Utilities	\$82,524			\$83,069		35	7	95.41%
Companies Providing Other Utilities	\$80,138			\$80,527		39	6	92.5%
<b>Total Job</b>								
Overall National Average	\$85,114	\$5,618		\$87,056	9.43%	146	60	100.0%

(Light Grey) = Insufficient data for analysis

(Empty Cell) = No data

Note: No breakout data is displayed where less than 5 companies are reporting to any region, product or revenue cut. All data for this job is used when calculating the relative index.





**2018 PARTICIPANT LIST**

**CO-OPERATIVE POWER UTILITIES**

Arkansas Electric Cooperatives  
 Associated Electric Cooperative  
 Basin Electric Power Cooperative  
 Bluebonnet Electric Cooperative  
 Central Iowa Power Cooperative  
 Dakota Electric Association

Georgia System Operations  
 Great River Energy  
 Greystone Power Cooperative  
 KAMO Electric Cooperative  
 Old Dominion Electric Cooperative  
 Pedernales Electric Cooperative

Seminole Electric Cooperative  
 Sho-Me Electric Cooperative  
 Sunflower Electric Power  
 Tri-State G & T Association  
 Western Farmers Electric Cooperative

**INVESTOR OWNED UTILITY**

American Transmission Company  
 Arizona Public Service  
 Corix Infrastructure  
 Covanta

Dominion Energy  
 Eversource Energy  
 Green Mountain Power  
 NW Natural

Puget Sound Energy  
 Waste Management

**JOINT ACTION AGENCY**

Alabama Municipal Electric  
 Cooperative  
 American Municipal Power  
 Blue Ridge Power Agency  
 Central Municipal Power Agency &  
 Services  
 ElectriCities of North Carolina  
 Energy Northwest  
 Florida Municipal Power Agency

Heartland Consumers Power District  
 Illinois Municipal Electric Agency  
 Indiana Municipal Power Agency  
 Intermountain Power Agency  
 Michigan Public Power Agency  
 Missouri Public Utility Alliance  
 Missouri River Energy Services  
 NMPP Energy  
 Northern California Power Agency

Oklahoma Municipal Power  
 Authority  
 Platte River Power Authority  
 Southern California Public Power  
 Authority  
 Southern Minnesota Muni. Power  
 Agency  
 Utah Municipal Power Agency  
 WPPI

**PUBLIC POWER UTILITY**

Austin Energy  
 Carthage Water & Electric Plant  
 Cedar Falls Utilities  
 CenterPoint Energy  
 Chelan County PUD  
 City of Anaheim  
 City of College Station  
 City of Georgetown  
 City of Naperville  
 City Of Ocala  
 City of Tacoma  
 City Utilities of Springfield  
 Colorado Springs Utilities  
 Emerald People's Utility District

Gainesville Regional Utilities  
 Garland Power & Light  
 Greenville Utilities Commission  
 Heber Light & Power  
 JEA  
 Knoxville Utilities Board  
 Lafayette Utilities System  
 Lincoln Electric System  
 Loup River Public Power District  
 Lower Colorado River Authority  
 Marshfield Utilities  
 Municipal Services Commission  
 Nashville Electric Service  
 Nebraska Public Power District

Omaha Public Power District  
 Orlando Utilities Commission  
 Philadelphia Gas Works  
 Prairie State Generating  
 Riviera Utilities  
 Rochester Public Utilities  
 Sacramento Municipal Utilities  
 District  
 Santee Cooper  
 Seattle City Light  
 Springfield Utility Board  
 Traverse City Light & Power

**OTHER**

Citizens Energy Group  
 City of High Point  
 Dalton Utilities

Fort Collins Utilities  
 Veolia Environmental Services N.A.  
 Vermont Energy Investment

Western Electricity Coordinating  
 Council



SURVEY JOBS INDEX

*NEW AND REVISED POSITIONS INDICATED IN BOLD RED ITALICS*

**ADMINISTRATION**

- 1000 President/CEO/General Manager
- 1010 Assistant General Manager/COO
- 1020 Corporate Counsel
- 1025 Staff Attorney
- 1030 Director of Marketing
- 1040 Manager of Human Resources
- 1042 Director of Human Resources
- 1044 Vice President of Human Resources
- 1050 Office Administrator
- 1055 Executive Assistant (CEO & BOD)
- 1060 Vice President Marketing
- 1070 Vice President Administrative Svc. /Corp Svc.

**FINANCE**

- 2000 Vice President Finance/CFO
- 2010 Asst. Vice President Finance/Controller
- 2020 Treasury Manager
- 2040 Director of Billing
- 2101 Accountant 1
- 2102 Accountant 2
- 2103 Accountant 3
- 2104 Accountant 4

**RISK MANAGEMENT**

- 3000 Manager of Risk Control
- 3100 Government Compliance Officer
- 3101 Compliance Specialist

**TECHNICAL SERVICES/ENGINEERING**

- 4000 VP of Technical Services (Engineering)
- 4002 Engineering Manager
- 4010 Manager of Environmental Affairs
- 4011 Environmental Specialist (Technician)
- 4022 Distribution Engineer
- 4023 Senior Distribution Engineer
- 4032 Civil Engineer
- 4033 Senior Civil Engineer
- 4042 Transmission Engineer
- 4043 Senior Transmission Engineer
- 4052 Electrical Engineer
- 4053 Senior Electrical Engineer
- 4101 Instrument & Electronic Tech. – SCADA
- 4102 Sr. Instrument & Electronic Tech. – SCADA

**ENERGY OPERATIONS (Power Supply)**

- 5000 VP of Energy Operations & Power Generation
- 5005 VP Generation Services
- 5009 Resource Planner
- 5010 Power Supply Planning Engineer
- 5020 Power Supply Contracts Administrator
- 5030 Power Supply Planning & Contracts Manager
- 5050 Energy Auditor
- 5055 Energy Risk Manager
- 5070 Power Dispatcher
- 5080 Power Marketer
- 5082 Senior Power Marketer
- 5085 Markets Manager
- 5090 Director of Power Supply Planning
- 5100 Senior Economist
- 5105 Rate Analyst
- 5110 Manager of Power Sales
- 5120 Manager of Transmission Affairs
- 5130 Settlement Analyst
- 5132 Senior Settlement Analyst
- 5140 Director of Energy Efficiency
- 5150 Fuels & Commodities Procurement Analyst
- 5210 Energy Optimization Specialist

**GOVERNMENT AFFAIRS**

- 6000 VP of Government & Public Affairs
- 6010 Director of Government Affairs

**MEMBER RELATIONS**

- 7000 Director of Member Relations
- 7010 Vice President Member Services
- 7015 Energy Services Manager
- 7020 Energy Services Representative
- 7030 Economic Development Manager

**IS/COMMUNICATIONS**

- 8000 Chief Information Officer
- 8005 Director of Network Technology***
- 8010 IS Network Administrator
- 8020 Applications Developer
- 8030 Social Media Specialist
- 8111 Telecommunications/Network Technician 1
- 8112 Telecommunications/Network Technician 2

# U T I L I T I E S

## COMPENSATION SURVEY

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### **POWER PLANT OPERATIONS**

- 9110 Plant Control Room Operator (Hydroelectric)
- 9120 Plant Control Room Operator (Nuclear)
- 9140 Plant Control Room Operator (Gas Turbine)
- 9150 Plant Control Room Operator (Coal Fired)
- 9200 Plant Manager
- 9201 Plant Supervisor (Foreman)
- 9501 Line Technician (Worker)
- 9601 Generation Technician
- 9611 Maintenance Technician
- 9621 Mechanical Technician
- 9631 Welder 1
- 9632 Welder 2

### **WATER/WASTEWATER PLANT OPERATIONS**

- 10101 Water Treatment Plant Supervisor*
- 10111 Water Treatment Plant Operator 1*
- 10112 Water Treatment Plant Operator 2*
- 10113 Water Treatment Plant Operator 3*
- 10201 Wastewater Treatment/Reclamation Plant Supervisor*
- 10211 Wastewater Treatment/Reclamation Plant Operator 1*
- 10212 Wastewater Treatment/Reclamation Plant Operator 2*
- 10213 Wastewater Treatment/Reclamation Plant Operator 3*
- 10301 Water/Wastewater Treatment Plant Supervisor*
- 10311 Water/Wastewater Treatment Plant Operator 1*
- 10312 Water/Wastewater Treatment Plant Operator 2*
- 10313 Water/Wastewater Treatment Plant Operator 3*
- 10411 Water/Wastewater Mechanic 1*
- 10412 Water/Wastewater Mechanic 2*
- 10413 Water/Wastewater Mechanic 3*
- 10511 Water/Wastewater Systems Technician 1*
- 10512 Water/Wastewater Systems Technician 2*
- 10513 Water/Wastewater Systems Technician 3*
- 10601 Water/Wastewater Laboratory Supervisor*
- 10612 Water/Wastewater Laboratory Technician*
- 10613 Water/Wastewater Laboratory Technician Senior*
- 10621 Water/Wastewater Chemist*



**PolicyCentral® – ONLINE POLICIES AND PRACTICES RESOURCE**

Compensation related policy and practices information from all of our surveys is collected and analyzed through our website at **PolicyCentral** – your online source for the compensation policy issues. Simply log on at [www.wmgnet.com](http://www.wmgnet.com) and click on **PolicyCentral** to complete this portion of the survey.

- 2018 Pay Increase Budgets & Salary Structure Adjustments
- Cost of Employee Benefits as a Percentage of Payroll
- Employment Turnover/Reduction in Force (RIF)
- Individual Performance Bonus (Excluding Sales Positions)
- Insurance: Health & Medical
- Paid Personal Time off - PPTO
- Paid Sick Leave
- Paid Vacation
- Pay Increase Plan Design
- Retirement: Defined Contribution Plans (401(k) Type Plans)

We understand that it may require an initial investment of your time to enter your company's data the first time for these “Core Topics”, but once your data is in, updating it next year won't take as much of your time; you only need to review and update your changes for “time sensitive” topics annually. All of your previous data is retained for modification.

Over 100 additional topics are also available and once you enter your own data on any topic, you can generate a report for that topic.

***In PolicyCentral you are able to customize your reports by selecting specific companies, industries sectors, survey groups, geographic areas, and more. You can also receive reports in colorful graphics and uploadable spreadsheet format – all free of any additional charge.***

Enhanced Selection and Reporting Capability can be based on the following: (Data will not be displayed if there are less than 5 organizations reporting).

- Industry/Sector
- Headquarters Location
- Size of Organization
- Employee Population
- Annual \$ Revenue
- Specific WMG Survey Participants
- Age of Data
- Specific Company Selections
- Ability to Include or Exclude your own data
- Tabular and Graphic Analysis/Display
- Results loadable to Excel formatted files

You can logon at [www.wmgnet.com](http://www.wmgnet.com) to report and access your **PolicyCentral** information. If you are a new participant, or have misplaced your username and password, call or email our office at +1 408 571 6378 or [info@wmgnet.com](mailto:info@wmgnet.com).

## DATA CONFIDENTIALITY, PRIVACY, AND SECURITY

Participation in this survey implies agreement to provide employee pay and benefits data to WMG to be used for the production of compensation surveys. The results of said surveys will be released to all participants on a mutual exchange basis, providing that the normal data privacy, confidentiality, and security provisions are met. WMG does not collect personally-identifiable information for our surveys (such as Employee ID, Social Security, name, phone numbers, eMail, credit card, etc.), and has a number of safeguards in effect to protect the confidentiality of the company and employee data:

- No company or individual employee identification will be associated with any data or reports generated from the database, except a participant's own data presented to them in the reports.
- All reports and data presentations are available in "aggregate" form only and display summary information only.
- To ensure confidentiality, reports will NOT be produced for any participant unless the following criteria are met:
  - Report requests should contain a minimum of five or more survey participants, in addition to the requester.
  - No reports on individual jobs will be produced in which data from any single institution (other than the requestor) represents over 25% of the total data in a given job OR if there are less than five companies (including your own) reporting data on a given job.

With regards to GDPR, we continually follow and monitor the best practices of data collection, handling, storage, and security to ensure that we are in full compliance with this and similar regulations. Please contact us directly for the latest copy of our GDPR, privacy, and data protection policy.

Western Management Group conducts a variety of surveys. Each is designed to uniquely cover a particular industry, function, and/or geography. Nevertheless, in some cases there is overlap of specific jobs over two or more WMG surveys.

When there are identical job descriptions in two or more surveys, WMG shares the data submitted on those jobs between the surveys. In this way we're able to maximize the data coverage, and present the most robust possible reflection of the true labor market.

Therefore, on some jobs, the data participants submit to a specific WMG survey may be reported back in two or more WMG surveys that year.

If you have any questions regarding our data-sharing policy and procedure, please feel free to contact us.

At no time is any of the information provided by participants to our surveys shared, stored, or handled by any third parties.

## SmartScreen® – DATA ENTRY SIMPLIFIED

A pre-formatted **SmartScreen®** Excel template is available to simplify your data entry. The **SmartScreen** template is an Excel based application that provides a flexible/user friendly interface to input, validate and securely submit your survey data.

**SmartScreen** also provides you with an import capability and validity checking for those with large files for submission. You can “cut & paste” into it from your other internal data sources. The spreadsheet will highlight data that is not formatted correctly and/or data that does not fall within specified reasonable limits on each job. You are able to verify your data before submitting it to WMG, thus greatly increasing the validity of the data. It is available at no additional cost.

You can download the **SmartScreen** Excel template from:

[http://www.wmgnet.com/dnn8/Portals/0/Surveys/EP/EP18\\_SmartScreen.xls](http://www.wmgnet.com/dnn8/Portals/0/Surveys/EP/EP18_SmartScreen.xls)

Once you have entered your data, performed the “Validate Pay Data” function of your **SmartScreen** and saved your data on your computer, you can submit your SmartScreen as follows:

- Click the “SUBMIT” tab on the **SmartScreen** and follow the easy steps to upload it directly and securely to the WMG. This is your most secure and simple method to submit your data, as it is sent directly to WMG in an encrypted format.

**OR**

- Alternatively, after saving your **SmartScreen**, attach it to an e-mail message and send it to Ellie Nakhforoush at [ellie@wmgnet.com](mailto:ellie@wmgnet.com)

When your **SmartScreen** data is received in our office, it is reviewed and edited for completeness, reasonability and validity prior to acceptance and use in the survey database. All data is passed against complex edit standards that have been designed to identify questionable data entries and job matches. Data entries that do not meet this check will be brought to your attention for verification and must be either substantiated or eliminated.

We strongly recommend that you keep a file copy of all information submitted to the survey for reference should we need to contact you for verification. If you need assistance interpreting the input requirements, matching your jobs to the survey classifications or completing your **SmartScreen** please contact Ellie Nakhforoush at +1 408 571 6378 or [ellie@wmgnet.com](mailto:ellie@wmgnet.com).



**SmartScreen® - LAYOUT AND SPECIFICATIONS**

Participants with large data files are advised to format them as specified below and import to the **SmartScreen** template for validation prior to submission to WMG. Please call us at +1 408 571 6378 or email [ellie@wmgnet.com](mailto:ellie@wmgnet.com) if you have questions about the use of the SmartScreen, if you have a data file exceeding 65,000 records, or need clarification on the proper formatting of your file.

- Report annual dollars, whole numbers – do not include cents.
- If you have used formulas to calculate fields, convert the formulas to “values” prior to uploading to **SmartScreen**.
- When entering ZIP Codes, use the five digit ZIP code; DO NOT include the four digit extension.
- DO NOT include decimals, dollar signs (\$) or cents – These will be formatted for you.
- DO NOT add columns of information not defined on the Record Layout below.
- DO NOT use any field delimiters.
- DO NOT include or add hidden columns, or change the order of the columns.
- DO NOT assign a password to the document. You can use the “Submit” tab to directly and securely upload your file.
- DO NOT hide columns on the **SmartScreen**.

Column	Survey Data Element	Definitions Page
A	Survey Job Code	16
B	Company Job Title	16
C	Survey Record Number	16
D	Gender	16
E	Union Code	16
F	Utility Sector Code	16
G	Zip Code	16
H	Annual Base Pay	16
I	Actual Individual Variable Cash	17
J	Actual Other Variable Cash	17
K	Actual Annual Total Cash (H+I+J)	17
L	Variable Cash Eligibility Code	18
M	Target Variable Cash Percentage	18
N	Span of Control	18



**SURVEY DATA ELEMENTS**

Below are the definitions of each item on the **SmartScreen®**, listed in order by column.

Data Effective Date for the survey is 1 January 2019. Data reported should reflect policies and compensation in effect on 1 January 2019. All employees submitted must be on Active Pay Status as of 1 January 2019. EXCLUDE those who are on LOA, disability, sabbatical, or similar non-active status. Report data for each individual employee matched to the survey job.

- A. SURVEY JOB CODE:** Identifies the job which this employee performs. Refer to the accompanying descriptions for detailed job content and to verify job matching requirements and scoping factors. The employee should perform at least 80% of the content of the job to be reported as a match to it.
- B. COMPANY JOB TITLE:** Enter your internal company job title for each job reported. Titles that are longer than 50 characters will be truncated. Please abbreviate where possible.
- C. SURVEY RECORD NUMBER:** Enter a unique record number assigned to the line of data which enables internal tracking and verification of the pay information reported to the survey. This can be as simple as a number sequence starting at 1 for the first record, and indexing up to the full count of records being submitted. You may also use any scheme meeting your own needs, such as Employee I.D., Badge Number, Payroll Number, or any other participant assigned number which will allow you to associate the data with your own employee and provide for easy reference should we need to contact you to clarify, audit, or verify your input data. Please DO NOT submit Social Security numbers or any other identification you would consider confidential, or could in any way compromise the confidentiality of the pay data reported for your employee.
- D. GENDER:** Indicate the Gender of the incumbent.
  - F =** Female
  - M =** Male
- E. UNION CODE:** Indicate whether employees are governed by a bargaining unit (group of employees with common interests who are represented by a labor union in their dealings with management).
  - Y =** Union
  - N =** None-Union
- F. UTILITY SECTOR CODE:** Designates the primary industry sector of the organization.
  - JAA =** Joint Action Agency
  - IOU =** Investor Owned Utility
  - PPU =** Public Power Utility
  - CPU =** Co-Operative Power Utility
  - ZZZ =** Other
- G. ZIP CODE:** Indicate the **5 digit U.S. postal Zip Code** for the work location of the employee. If the employee is remote (works from home), enter the code of the work facility which most closely represents the labor market in which they are located. Report U.S. locations only.
- H. ANNUAL BASE PAY:** Annual Base Pay is regular base salary paid through the payroll. Such payments represent pre-tax and pre-401(k) deferrals. Includes all cash earned as base salary. Excludes incentive-related income (reported under INDIVIDUAL VARIABLE CASH below), over-time pay, long term incentives, and other variable cash. Reflects the annual base pay rate in effect as of 1 January 2019.





**I. ACTUAL INDIVIDUAL VARIABLE CASH (Bonus Pay):** Annual cash payments earned (whether paid or not) for the most recent completed plan year for any of the programs listed below. Report actual amounts earned, not targeted amounts. **For employees who have been in the position for less than a full year and received a pro-rated bonus, report full-time equivalent payments as annualized amounts. If you are unable to report annualized amounts, do not report a bonus amount.**

**Do not report partial year payments.** If amounts are for less than a full year, you can report using one of the following methods:

- Pro-rate the typical, full year variable performance earnings and bonus.

**OR**

- Do not report any bonus amount that is for less than a full year; indicate that employee as eligible only.

**Include:**

- |                              |                          |
|------------------------------|--------------------------|
| Sales Incentives/Commissions | Key Contributor Awards   |
| Individual Performance Bonus | Lump Sum Merit Increases |
| Discretionary Bonus          | Holiday Bonuses          |
| Short Term Cash Payouts      | Spot Awards              |
| MBO Bonus                    |                          |

**Exclude:**

- |  |                                       |
|--|---------------------------------------|
| Profit Sharing                         | Gainsharing Awards                    |
| Team/Group/Unit Bonus                  | Shift Differentials                   |
| Overtime                               | Stock Grants/Options                  |
| Lead Premiums                          | Patent/Suggestion Awards              |
| Car Allowances                         | Hiring/Retention Bonuses              |
| Gross-up amounts paid for tax purposes | Long-term or retirement plan payments |

**J. ACTUAL OTHER VARIABLE CASH:** Annual cash payments earned for the most recently completed full plan year for Other Variable Cash awards. Report actual amounts earned, expressed in annual dollar amounts, for the most recent full plan year, whether paid during or after the plan year. Do not report long-term, deferred, retirement, or vesting programs. Report partial year or pro-rated payments as annualized amounts.

**Include:**

- |                       |                    |
|-----------------------|--------------------|
| Team/Group/Unit Bonus | Gainsharing Awards |
| Profit Sharing        |                    |

**Exclude:**

- |                                       |  |
|---------------------------------------|--|
| Car Allowances                        | Gross-up amounts paid for tax purposes |
| Lead Premiums                         | Overtime                               |
| Sales Incentives/Commissions          | Patent/Suggestion Awards               |
| Hiring/Retention Bonuses              | Key Contributor Awards                 |
| Long-term or retirement plan payments | Shift Differentials                    |
| Stock Grants/Options                  | MBO Bonus                              |
| Individual Performance Bonus          | Lump Sum Merit Increases               |
| Discretionary Bonus                   | Holiday Bonuses                        |
| Short Term Cash Payouts               | Spot Awards                            |

**K. ACTUAL ANNUAL TOTAL CASH:** Total Annual cash earned by incumbent. Must equal the sum of Base Pay + Individual Variable Cash + Other Variable Cash. Exclude Long Term Incentive compensation.

# U T I L I T I E S

## COMPENSATION SURVEY

2 0 1 9

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group



**L. VARIABLE CASH ELIGIBILITY CODE:** Indicate whether the employee was eligible to receive a bonus or Profit Sharing in the most recent or current plan year. "Eligibility" can refer to those in a formal or informal bonus plan.

**0** = Not eligible to receive ANY Variable Cash compensation (Neither Individual Variable Cash nor Other Variable Cash).

**1** = ONLY eligible to receive payments from an "Individual Variable Cash" defined program.

**2** = ONLY eligible to receive payments from an "Other Variable Cash" defined program.

**3** = Eligible to receive payments from BOTH Individual Variable Cash and Other Variable Cash programs.

**Note:** The Eligibility Code only indicates eligibility, and is independent of the actual payments for variable cash programs. An employee may be "eligible" for the program, but may not have received any payment amounts for the survey period.

**M. TARGET VARIABLE CASH PERCENTAGE:** Potential amount to be paid, as a percentage of Base Pay, should the individual achieve 100% of defined targeted performance goals for the current fiscal year (in most cases, this will be 2019 plan year). Target amount should be expressed as a percentage of Base Pay, to one implied decimal place. Pro-rate for full year performance. **Do not report partial year targets.**

**Example:** Enter 15.5% as 15.5 (Not 155)  
Enter 3.5% as 3.5 (Not 35)  
Enter 3.0% as 3 or 3.0 (Not 30)

For those employees who are paid on a "Straight Commission" basis (i.e. 100% of their pay is from commission – no Base Pay), report their Total Commissions in column I – Individual Variable Cash.

**N. SPAN OF CONTROL:** The total number of direct and indirect reports for which a managerial position has supervisory responsibility. Only enter this information for the managerial and executive jobs.

**Example:** A second level manager who has 3 subordinate managers, each of which has 5 employees, would be reported as 18 (3+5+5+5).



## JOB MATCHING

A general job description is provided for each job covered in the survey. These descriptions are prepared to reflect the normal range of duties, responsibilities and requirements found in the level of the job specified. It is not intended that the description list every specific task that might conceivably be assigned to that job. Rather, it is a general indication of the general scope and complexity of the job. Thus, it is unlikely that your jobs will be exact matches to the job descriptions.

The description should be used as a reference and guide to the general level of skill required for the performance of the typical duties listed. As a basic guide, you should have a minimum of an 80% confidence level that your job is a match. Pay particular attention to the exclusions and qualifying remarks in the descriptions.

### **BLENDED JOBS - DO NOT DOUBLE MATCH:**

If your employee performs a combination of duties from two or more survey job levels or groups, pick the one survey job or group where at least 80% of the survey job content fits the employee. **DO NOT** match the same employee to more than one survey job level or group. If no survey job represents at least 80% of the duties of the employee, **DO NOT REPORT** that employee. **"If in doubt, leave it out."**

### AND...

- Please remember to submit your data by 28 February 2019.
- Go to **PolicyCentral**® on our website, [www.wmgnet.com](http://www.wmgnet.com), for access to any of the 100+ Compensation Policy and Practice issues covered there... everything from Merit Budget Percentages to Jury Duty Pay. You can get instant reports on any topic to which you report your own information. And best of all... It's free!

### QUESTIONS...Please contact

Ellie Nakhfroush at +1 408 571 6378 or [ellie@wmgnet.com](mailto:ellie@wmgnet.com)



SURVEY JOB DESCRIPTIONS

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Review the job descriptions below to identify those jobs which may exist in your company. ONLY report data on jobs which match the description by at least an 80% confidence level. Jobs which cannot meet these criteria should NOT be reported.

***NEW AND REVISED POSITIONS INDICATED IN BOLD RED ITALICS***

**ADMINISTRATION**

**1000 PRESIDENT/CEO/GENERAL MANAGER**

Responsible for the overall management, staffing, administration and operation of the organization. Responsible for relations between the Board, employees, members and the general public. Develops, recommends and implements policy. Supervises executive and senior management staff. Responsible for local, state and national promotion and marketing of public power. Reports to Board of Trustees or Directors.

**1010 ASSISTANT GENERAL MANAGER/COO**

Manages the day-to-day operation of the organization. Acts as key advisor with respect to policy and procedures. Second level of management. Assumes duties of CEO in absence. Reports to President/CEO/General Manager.

**1020 CORPORATE COUNSEL**

Ensures that business practices, policies, and dealings of the organization meet regulatory requirements to protect the Agency from legal action, manages the Agency's defense, the interpretation and preparation of legal documents and provides counsel to top management on legal matters. Reports to President/CEO/General Manager.

**1025 STAFF ATTORNEY**

Provides legal counsel and document review/drafting services in consultation with General Counsel. Acts in a supporting and advisory capacity to General Counsel, gathering and evaluating relevant facts, researching and interpreting applicable laws and providing recommendations to General Counsel and staff on legal consequences or risks as they relate to the existing or potential business activities. Reviews incoming contracts and other legal documents, drafts and negotiates modifications as necessary, and coordinates with General Counsel to finalize as appropriate. Drafts new contracts as requested or as needed. Obtains proper approval of contracts and drafts summaries of those contracts needing to be approved/ratified by, or reported, to the respective Board of Directors. Performs accurate and efficient research utilizing computer programs and Internet. Drafts provisions for bylaws, articles of incorporation and other organizational documents; tracks to ensure required approvals are obtained and appropriate filings are made. Registers trademarks/trade names and obtain certificates of good standing. Prepares and file petitions, applications, interventions and other documents, as needed, with appropriate governmental agencies. Oversees movement of pending contracts through system and establish appropriate database tracking. Utilizes outside counsel as approved by General Counsel and reviews and confirms associated billing statements as received. Provides guidance to administrative staff involved in maintaining contracts database.

**1030 DIRECTOR OF MARKETING**

Responsible for the planning, development and implementation of programs to ensure the long-term retention of key retail customers. Maintains a positive relationship with members and key retail customers. Plans, develops and implements the marketing, sales and delivery of electricity to wholesale and/or retail customers. Participates in the development, consideration and implementation of policy.

**1040 MANAGER OF HUMAN RESOURCES**

Under general direction, manages and directs a variety of human resources programs. Recommends and conducts a variety of training programs to attain employee relations objectives. Counsels employees in the interpretation and application of policies. Develops, documents and issues personnel policies and practices. Recommends basic objectives, policies and guidelines required to implement and administer human resources programs. Reviews employee changes in status and insures fair and equitable application of policies and practices. Continually analyzes employee attitudes and concerns and recommends programs to correct problems and employees in anticipation of the organizations objectives. May coordinate activities of Safety Committee.



**1042 DIRECTOR OF HUMAN RESOURCES**

Manages and directs the activities and staff involved in developing and maintaining human resources activities, policies and procedures. Coordinates recruitment activities, compensation programs, new hire orientations, employee benefits, health and safety and affirmative action plans to ensure positive employee relations in keeping with company objectives. Makes presentations and recommendations to management regarding new or existing human resources policies. Directs the maintenance of human resources records and data systems and reviews employee changes in status to ensure fair and equitable application of compensation, human resources and employee relations policies and practices. Provides guidance to managers and supervisors in the use and application of salary ranges and increase guidelines, job evaluation plans and interpretation of human resources policies and procedures. Responsible for the employment, training, performance evaluation, counseling and discipline of assigned employees. Directly manages exempt level employees. May manage nonexempt employees directly or through others.

**1044 VICE PRESIDENT HUMAN RESOURCES**

Responsible for the development, direction and coordination of Human Resources activities. Normally responsible for a large organization. Develops and maintains a variety of programs to ensure harmonious employee relations in keeping with the organizations objectives. Conducts research into the latest trends in personnel policy development and recommends policy revisions. Recommends objectives, policies and guidelines required to implement and administer compensation programs. Directs the maintenance of personnel data systems and records. Directs the maintenance of wide variety of benefit programs, e.g., insurance, employee education, etc. Continually analyzes employee attitudes and concerns and recommends programs to correct problems and develop employees in anticipation of Company objectives. Performs a variety of special studies. Ability to effectively communicate is required. NOTE: This is the top level position in the organization. This incumbent is responsible for the full scope of the function and normally reports directly to the CEO.

**1050 OFFICE ADMINISTRATOR**

Plans, directs and performs the administrative and clerical support activities for the organization. Provides analytical and specialized administrative support of a non-routine, non-repetitive nature to relieve and assist executive, administrative, line and staff managers of complex details and advanced administrative duties. Typically supports one or more managers and/or staff in a department or administrative unit, or may support multiple departments. Executes special or continuous research and data analysis. Analyzes problems, determines approach, compiles and analyzes data, and prepares reports/recommendations for action by superior. Contacts company personnel at all organizational levels to gather information and prepares reports. Makes appointments, travel arrangements, meeting arrangements and coordinates activities between departments and outside parties. Answers telephones, screens calls and forwards messages. Answers routine correspondence and routes mail to the appropriate persons. Composes, prepares, edits and proofreads letters, reports and other correspondence. Assignments may be found in various functional areas of the company. Typically uses software packages for word processing, spreadsheets, databases, graphics and desktop publishing applications. Operates general office equipment such as personal computer, typewriter, Dictaphone, copier, calculator, fax or other office machines. Work is generally of a critical or confidential nature and requires a broad working knowledge of departmental and company practices, policies, programs and product lines. Under general supervision and acting on own initiative and direction, provides moderately complex administrative support for one or more departments or administrative units. Researches and obtains information for routine and moderately complex reports and special assignments. May develop and implement the filing/library systems. May plan and procure travel and meeting arrangements. Requires advanced business school or secretarial training. *At the highest level, may act as coordinator of departmental projects, following up on pending details, coordinating project team activities and ensuring deadlines are met.* May provide guidance or work leadership to lower level clerical or administrative staff. Intermediate level. High school graduate or equivalent experience. 5+ years of experience.



**1055 EXECUTIVE ASSISTANT (CEO & BOARD)**

Under general supervision and acting on own initiative, performs diverse and advanced administrative duties and support for the Chief Executive Officer/President/General Manager of the organization. Assignments involve work of a confidential or complex nature, necessitating exposure to sensitive information and contacts requiring considerable discretion, judgment, tact and diplomacy as well as a practical knowledge of the practices and procedures of the function, general company policies and programs. Gathers, assembles and analyzes information and data from a wide variety of sources. Prepares reports, manuals, agendas, correspondence and memoranda. Maintains sensitive files and records. Reviews and answers mail and inquiries on own initiative and determines within established guidelines if executive action is required. Refers routine matters to appropriate parties for action and follows up to ensure proper disposition. Communicates with executive, administrative and management to gather and convey information pertaining to superior's office and responsibilities. Answers telephone calls, tactfully handles inquiries and/or refers to appropriate party. Coordinates and makes notifications and arrangements for travel reservations and appointments. May prepare and process expense reports for superior. Performs a wide variety of normal administrative, and clerical duties transcribing notes for letters, memos and reports. Types materials in final form from very rough or involved drafts, which may utilize frequent use of technical terminology and statistical data. May combine material from several sources. Plans the layout of complex reports, proposals and statistical tables. In addition oversees Board of Directors meetings; makes meeting arrangements; prepares meeting notices and posting notices; works with the CEO and other executive staff to develop meeting agendas; drafts meeting schedules for Board(s); responds to Board members individual requests; maintains a list of Board requests and keeps CEO updated on all significant issues. Operates a variety of general office equipment such as copier, typewriter, calculator, personal computer and other office machines. Interfaces with clerical and other staff from within and outside the function. May have contact with organizations or individuals from outside the company for coordination purposes. May provide work leadership for other support staff members. High school graduate or equivalent and advanced administrative training, with 5 years prior related experience.

**1060 VICE PRESIDENT MARKETING**

Responsible for internal and external marketing of the organization's services and programs. Develops and implements the marketing strategies for the organization. Manages and oversees new project development and coordination between departments within the organization. Prepares and delivers project related presentations to gain member support. Establishes and maintains a positive rapport with members; obtains member feedback. Manages the delivery of marketing department programs and services. May oversee the development and implementation of all communications and public relations initiatives. Represents the organization in industry-related forums. Reports to President/CEO/General Manager.

**1070 VICE PRESIDENT ADMINISTRATIVE SERVICES (CORPORATE SERVICES)**

Responsible for multiple administrative functions of the organization. Functional areas that may be included are: Human Resources, Employee Training and Development, Administrative Support, Safety, Facilities, etc. Oversees, directs and administers multiple functions directly or through functional managers. Participates as part of the senior management team of the organization Oversees the development and implementation of functional area programs/initiatives and strategic planning. Reports to President/CEO/General Manager.

**FINANCE**

**2000 VICE PRESIDENT FINANCE/CFO**

Responsible for the planning, development and implementation of finance, accounting, and risk management. Activities. Assures adherence to financial practices and accounting standards in accordance with policy and contractual requirements. Participates in the development, consideration and implementation of policy. Plans, develops and administers the property conservation and property insurance programs. Oversees financing on behalf of members. Reports to President/CEO/General Manager.

**2010 ASSISTANT VICE PRESIDENT FINANCE/CONTROLLER**

Ensures the accuracy and timeliness of interim, monthly, quarterly and annual internal and external financial reports. Responsible for timely monthly and annual closing of the general ledger. Coordinates annual audits. Prepares and presents related board reports. Oversees annual budgeting process and periodic budget revisions. Supervises accounting staff.



**2020 TREASURY MANAGER**

Perform functions to plan for, implement and manage the organization's debt, cash, and investment positions. Administer pooled loans for members and report on results guided by precedent. Working within the limits of established policies. Plan and implement the issuance of debt instruments. Monitor and establish controlling systems. Establish process and system to manage cash flow, pay bills and manage professional relationships relating to cash management with banks, etc.

**2040 DIRECTOR OF BILLING**

Works with finance staff to reconcile accounting and billing functions. Coordinates and directs wholesale power account and billing of member utilities. Implements and maintains wholesale power accounting billing procedures, coordinates all contract time limits and payment dates and penalties.

**2101 ACCOUNTANT 1**

Following established procedures, performs detailed accounting assignments requiring a basic knowledge of accounting theory and principles. Work is subject to general review and under the direction of senior accounting personnel. Provides specialized or general analysis support in various accounting functions such as Accounts Receivable, Accounts Payable, Payroll, Cost Accounting, Property Accounting, General Accounting and the like. Reviews and analyzes journal vouchers, accounting classifications and other accounting/financial statements, records and reports. Assists higher level accountants in a variety of accounting assignments such as: taking trial balances, making adjustments and closing entries, preparing profit and loss statements, inventory, receipts and disbursements, balance sheets, computing and distributing labor, material and overhead costs. Requires a B.S. or B.A. in Accounting, Business Administration, or equivalent experience. This is the normal entry level to the professional accounting family of jobs. Excludes those without equivalent combination of academic preparation and experience. Normally considered an exempt position.

**2102 ACCOUNTANT 2**

Following general instructions and with discretion as to work details, performs accounting tasks of a difficult nature requiring an experienced, professional knowledge of accounting principles and practices. Provides specialized or general analysis support in various accounting functions such as Accounts Receivable, Accounts Payable, Payroll, Cost Accounting, Property Accounting, General Accounting and the like. Interprets accounting data, analyzes reports and recommends action to be taken. Prepares difficult journal entries, maintains complex ledgers, reconciles and analyzes specific cost account ledgers. Assists in the development and installation of accounting systems, cost accounting methods, procedures and controls. May establish and maintain property accounting records. Reviews the preparation of various financial statements, records and reports compiled by lower level accounting support personnel. May provide work leadership for an accounting functional unit such as Payroll, Accounts Receivable, Cost Accounting, Consolidations and similar functions. Requires a B.S. or B.A. in Accounting, Business Administration, an equivalent major or equivalent experience, and 2 years of professional accounting experience or CPA.

**2103 ACCOUNTANT 3**

Performs accounting duties of a complex nature requiring advanced professional experience, knowledge and competency in accounting principles and practices. Works with broad discretion as to work details on assignments of a varied, diverse and difficult nature. Provides specialized or general analysis support in various accounting functions such as Accounts Receivable, Accounts Payable, Payroll, Cost Accounting, Property Accounting, General Accounting and the like. Prepares specialized reports and analyses. Submits recommendations for improved operations. Develops and installs difficult accounting systems, methods, procedures, and controls. Balances complex accounts; prepares complex federal, local or state reports and tax returns. Provides interpretation of accounts, methods and records for managers and officers. Provides work leadership to lower level accounting personnel on complex assignments, projects or tasks. May review their progress and work for adequacy, method of procedure. May supervise an accounting functional unit such as Payroll, Accounts Receivable, Cost Accounting, Consolidation, etc. or act as Plant Accountant at a satellite division or small entity of the corporation. Requires a B.S. or B.A. in Accounting, Business Administration, equivalent major or equivalent experience, and 4 years of professional accounting experience or CPA plus two years.

**2104 ACCOUNTANT 4**

Performs highly complex accounting tasks providing specialized analyses in various accounting functions such as Accounts Receivable, Accounts Payable, Cost Accounting and the like. Develops and recommends complex accounting systems, methods, procedures and controls. Develops and/or modifies major policies and procedures for financial reporting and cost analysis in specialized areas. May provide work leadership for lower level employees. Excludes those with full supervisory responsibilities. Requires a Bachelor Degree in Accounting, Business Administration, a related field or equivalent experience, and 8 years accounting experience.





**RISK MANAGEMENT**

**3000 MANAGER OF RISK CONTROL**

Assists with analysis of power supply providers to determine financial soundness and credit worthiness. Reviews contracts for credit provisions and terms and conditions. Helps coordinate bank lines and letters of credit. Maintains corporate risk management report. Coordinates information for property and liability insurance renewals. No direct supervisory responsibility.

**3100 GOVERNMENT COMPLIANCE OFFICER**

Responsible for reliability standards compliance. Communicates reliability standards compliance requirements to applicable departments and staff. Works with internal subject matter experts to develop policies and procedures to comply with reliability standards. Assures that standards and procedures are communicated to, and understood by employees and contractors. Monitors departments for compliance and reports status to senior management. Assists members in meeting reliability standards compliance requirements. Participates in NERC, RFC, SERC and other applicable forums. Establishes and maintains good working relationships with key agency personnel. Coordinates activities and positions with other entities subject to reliability standards compliance.

**3101 COMPLIANCE SPECIALIST**

Provides oversight of the process by which the organization and their members comply with NERC and SERC reliability standards. Providing oversight to the development, implementation and administration of policies, guidelines, procedures, plans and their associated infrastructure in order to: manage the exposure of the organization and/or members to the risks associated with operating in the financial and energy markets; ensures compliance with industry reliability standards; implements an enterprise risk management process that coordinates and supports the various individual risk management processes in a manner that results in the least aggregate exposure to business-related risks for the organization while meeting all compliance obligations. Maintaining skills and expertise at levels that provide a utility industry standard risk management infrastructure; and provide oversight of the process by which the organization and/or their members comply with NERC and SERC reliability standards: Ensure that the procedures and processes of personnel that are responsible for implementation of compliance activities are in place and effective; Review the organizations internal reliability compliance program and provide direction in its administration and implementation; Monitors reliability standard developments in the industry and maintain an in-depth knowledge/understanding of them and their related compliance processes; Communicates industry compliance issues and developments to senior staff, implementation personnel and other stakeholders; Assists with the creation of corporate policy on critical compliance issues; Advises and assists senior staff with instilling a culture of compliance throughout the organizations and their members; Represents the organizations interests in industry stakeholder processes and with trade groups. Manage relationships with NERC/SERC personnel and other stakeholders with respect to compliance activities. Reviews and summarizes assigned regulatory and legislative filings and developments, including their likely effects on our stakeholders. Assists with the development and implementation of associated strategies and policies. Maintains applicable relationships within the industry. Bachelor's degree in engineering, the sciences or mathematics. Five years of experience in a technical role in operations, planning, compliance or their equivalent with significant previous experience with compliance standards.

**TECHNICAL SERVICES (Engineering)**

**4000 VICE PRESIDENT OF TECHNICAL SERVICES OR ENGINEERING**

Responsible for the total engineering functions of the organization with respect to Member systems and projects. Reports to President/CEO/General Manager.





**4002 ENGINEERING MANAGER**

Plans, organizes, directs and controls the work activities and staff of a research, engineering or technical function. May manages through subordinate supervisory/managerial levels in order to ensure the effective pursuit and completion of technical programs within budgetary guidelines while upholding high standards of engineering excellence. Manages the operation of functional engineering and/or research/development to provide timely technical development, support or service. Manages and conducts research and development and technical programs which lead to improved products, increased output and/or reduced costs. Determines and establishes goals, scope, approach, schedules and manpower requirements to accomplish overall objectives and/or program results. Generates, prepares, presents and reviews departmental or program budgets and monitors performance by subordinate units. Maintains surveillance over individual programs under direction to ensure progress according to schedule and plans with respect to budgetary guidelines and work objectives. Evaluates technical progress of projects to ensure sound application of scientific and engineering principles and adequate exploratory research to support the highest possible performance of the end product. Coordinates with other departments to obtain services or pertinent information relative to functional needs. Provides technical and administrative guidance and direction for the accomplishment of department research and development projects. Re-directs and/or recommends changes in work efforts if problems or possible obstacles appear. Keep superior levels and managers in affected organizations apprised of technical project programs. Evaluates final results of development projects to ensure accomplishment of technical objectives. Prepares and presents reports outlining the progress and outcome of technical projects and makes pertinent recommendations to implement desired results. This is the second level of management. Bachelor degree or equivalent combination of education and experience in assigned technical discipline. Technical knowledge equivalent to that obtained from 10 or more years of increasingly complex technical assignments and applications. Would normally include 4 or more years of technical supervision responsibilities. Demonstrated ability to effectively manage, motivate and direct technical personnel at senior levels.

**4010 MANAGER OF ENVIRONMENTAL AFFAIRS**

Directs the environmental program. Provides current information to the organization and member communities on federal and state regulations in areas such as air, wastewater, hazardous and solid waste disposal. May represent the organization at regulatory hearings, legal, and legislative meetings. Insures organizational compliance with all federal, state and local ordinances. Plans and conducts studies in pollution abatement matters. Coordinates environmental training for members. Manages contracts with environmental consultants and legal counsel.

**4011 ENVIRONMENTAL SPECIALIST (TECHNICIAN)**

Under general supervision, assumes responsibility for regulatory compliance with environmental and safety laws and regulations required to maintain operating permits. Maintains general knowledge of regulatory requirements for all major environmental programs. Communicates compliance issues to the organization's personnel. Researches complex issues and consults with support staff, consultants and regulatory agencies. Prepares records, reports, and other documentation (i.e., EIA reports, CEMS report, mercury report, etc.) for internal and external use to ensure the regulatory compliance of the agency. Calibrates and operates monitoring equipment. Plans and schedules projects. Conducts research on new or pending regulatory compliance issues and other power generating and distribution regulatory compliance related issues. Attends meetings, conferences, seminars, and other training to achieve and maintain the highest levels of efficiency in organizations operations and functions. Must maintain required licensures. Meets and complies with all job safety requirements and applicable OSHA safety standards that pertain to essential functions. Knowledge of organizations policies and procedures; electrical generating facilities; wastewater treatment plants; safety practices and procedures; electrical regulations; electrical principles; chemical processes; environmental regulations; workplace safety; monitoring equipment; Occupational Safety and Health Administration rules and regulations. Requires B.S. in Civil/Environmental Engineering. Minimum of one year of environmental compliance/regulatory work experience preferred.

**4022 DISTRIBUTION ENGINEER**

Responsible for designing and upgrading distribution lines. Writes technical specifications for formal bidding. Provides technical support to field personnel and consults with member systems to determine system needs and improvements. No direct supervisory responsibility.

**4023 SENIOR DISTRIBUTION ENGINEER**

Develops and applies advanced distribution line design methods. Plans and directs projects or major phases of projects and provide technical direction to coordinate the efforts of engineers and technical support staff in the performance of assigned projects. Reviews project progress and evaluates results. Recommends corrections in technical analyses and design to ensure project completion. Specifies equipment, materials and supplies required for completion and implementation of technical projects.



**4032 CIVIL ENGINEER**

Assists in the construction plan development, selection of engineering consultants and any other related activities associated with civil engineering projects for the organization and its members. Monitors activities between the design engineer, the contractor, and member communities. Provides site owner representation during construction. Monitors construction activities; reviews progress payments. Manages contract documentation and reports. Oversees GIS mapping function.

**4033 SENIOR CIVIL ENGINEER**

Develops and applies advanced Civil Engineering theories, methods and research techniques in the investigation, analysis and solution of complex and advanced technical problems. Plans and directs projects or major phases of projects and provide technical direction to and coordinate the efforts of engineers and technical support staff in the performance of assigned projects. Establishes and defines the theoretical bases and principles which should apply the empirical test procedures to be used and the estimated time, expenses and manpower for completion. Conducts investigations or tests of considerable complexity pertaining to the development of new designs, methods, materials or processes and investigates possible applications of results. Investigates literature, patents and current practices relevant to the solution of assigned projects. Reviews project progress and evaluates results. Recommends corrections in technical analyses and design to ensure project completion. Specifies equipment, materials and supplies required for completion and implementation of technical projects.

**4042 TRANSMISSION ENGINEER**

Performs transmission load flow studies; compares and evaluates transmission alternatives; and develops and maintains load flow models. Assists with the review and administration of transmission arrangements. May represent the organization on industry committees and/or task forces. No direct supervisory responsibility.

**4043 SENIOR TRANSMISSION ENGINEER**

Performs computer analysis to determine transmission loading to ensure power flow meets reliability criteria and operating parameters for bulk transmission facilities for high voltage transmission lines; and transmission rate forecasts. Proposes and evaluates alternate transmission plans; prepares regulatory reports and data submittals; evaluates options and costs for member and customer transmission; and performs administration of transmission access arrangements. May represent the organization on industry committees; assist in developing the departmental budget; and/or direct administration of existing contractual transmission arrangements. Ensures the operation, maintenance and construction of high voltage transmission lines and substations are completed by operator.

**4052 ELECTRICAL ENGINEER**

Performs professional Electrical Engineering assignments of wide complexity under general direction with considerable discretion as to work details. Designs, fabricates, modifies, and evaluates complex electrical circuitry of electrical devices or systems. Performs developmental and/or test work which requires a comprehensive knowledge of electrical engineering theory and design. Compiles and evaluates design and test data, prepares technical specifications, analyzes technical data to determine appropriate limits and variables for product, process or materials specifications. Reviews and approves related inputs such as drawings and specifications prepared by technical support personnel. Coordinates with support personnel to conduct prototype or experimental runs for products or processes.

**4053 SENIOR ELECTRICAL ENGINEER**

Develops and applies advanced Electrical Engineering theories, methods and research techniques in the investigation, analysis and solution of complex and advanced technical problems. May plan and direct projects or major phases of projects within electrical design and provide technical direction to and coordinate the efforts of engineers and technical support staff in the performance of assigned projects. Establishes and defines the theoretical bases and principles which should apply the empirical test procedures to be used and the estimated time, expenses and manpower for completion. Conducts investigations or tests of considerable complexity pertaining to the development of new designs, methods, materials or processes and investigates possible applications of results. Investigates literature, patents and current practices relevant to the solution of assigned projects. Reviews project progress and evaluates results. Recommends corrections in technical analyses and design to ensure project completion. Specifies equipment, materials and supplies required for completion and implementation of technical projects.



**4101 INSTRUMENT AND ELECTRONIC TECHNICIAN – SCADA**

Under general direction, the position monitors, troubleshoots and programs the SCADA and communication systems. Monitors frame relay and radio communication systems. Installs RTUs, meters, and communication equipment. Troubleshoots RTUs, meters, and communication equipment. Programs the SCADA system to provide additional functionality. Provides SCADA support to member's access to SCADA system. Assists in the installation of other electrical system equipment - relays, power plant control systems. Assists in the documentation of SCADA, communications and IT systems. Requires specialized training, equal to two years of college, plus 2 years related experience and/or training, or equivalent combination of education and experience. Associates degree in Electronics Technology or equivalent Certified SCADA Professional (CSP) Cisco, Microsoft, or Network Administration certifications Position requires an understanding of metering principals. Knowledge of SCADA systems. Experience with frame relay interface products, interfaces, fiber optic interface equipment and radio systems are needed for this position.

**4102 SENIOR INSTRUMENT AND ELECTRONIC TECHNICIAN –SCADA**

Under limited direction, the position provides expertise in the monitoring, troubleshooting and programming of the SCADA and communication systems. Monitors the SCADA system. Monitors frame relay and radio communication systems. Installs RTUs, meters, and communication equipment. Troubleshoots RTUs, meters, and communication equipment. Programs the SCADA system to provide additional functionality. May assist in the installation and troubleshooting of computer hardware and software. Provides SCADA support to member access to SCADA system. May assist in the installation of other electrical system equipment relays, power plant control systems. Assist in the documentation of SCADA, communications, and IT systems. Associates degree in Electronics Technology or equivalent. Certified SCADA Professional (CSP). Position requires an advanced understanding of metering principals. Advanced knowledge and understanding of SCADA systems including Open System International (OSI) products. Also, in-depth knowledge with frame relay interface products, interfaces, fiber optic interface equipment, and radio systems are needed for this position.

**ENERGY OPERATIONS (POWER SUPPLY)**

**5000 VICE PRESIDENT OF ENERGY OPERATIONS (POWER SUPPLY)**

Responsible for the planning, development, negotiation and implementation of power supply and energy matters including transmission access, short and long-term energy demand forecasting, marketing surplus power and energy, and power supply contract negotiations. Reports to President/CEO/General Manager.

**5005 VICE PRESIDENT GENERATION SERVICES**

Provides the overall executive oversight and strategic planning of the organization's existing and future generation assets. Oversees all functions of the power generation group, which may include coal fired plants; hydroelectric facilities, nuclear plants and/or natural gas and diesel-dispersed generation. Administers the planning, engineering design and construction of generation additions and upgrades capacity additions. Directs the preparation and administration of related O&M and capital budgets. Reports to President/CEO/General Manager.

**5009 RESOURCE PLANNER**

Coordinates current long term power generation and transmission resource plans to ensure that all state and federal mandates are being met. Reviews existing compliance requirements and expands to meet Clean Power Plan (CPP) or similar regulatory compliance issues. Provides analysis to coordinate various department's efforts and evaluates potential new resources needed to serve long term member loads. Works with various departments to coordinate team efforts to determine the best means to acquire resources or other compliance mechanisms.

**5010 POWER SUPPLY PLANNING ENGINEER**

Performs functions to conduct a broad range of power supply cost and cost recovery studies and evaluations, demand and energy requirements forecasts, capacity and fuel planning, and production cost modeling in support of member requirements, working within the limits of established policy.

**5020 POWER SUPPLY CONTRACTS ADMINISTRATOR**

Performs functions to identify, develop, recommend and administer power supply alternatives to suit Agency goals and objectives, making decisions based on conclusions for which there are little precedent.

**5030 POWER SUPPLY PLANNING & CONTRACTS MANAGER**

Performs functions to organize, manage and control the identification, development, acquisition and administration of new power supply, fuel supply and transmission projects. Fosters member participation in existing agency projects. Supervises the Planning Unit of Engineering. Deals with complex factors that are not easily evaluated and making decisions based on conclusions for which there is little precedent.



**5050 ENERGY AUDITOR**

Responsible for programs and services providing energy efficiency, renewable energy and power quality programs to residential, industrial, commercial, institutional electric customers of member cities to help control electrical demand during peak hours and increase sales during the off peak winter months using the economies of scale offered through joint action and by providing support for the participating members and working closely with other staff. Requires the ability to prepare reports, correspondence, prepare policy/procedure manuals, arrange training classes with regard to implementation of selected services, and have the capability to communicate effectively verbally as well as in writing with staff, member cities' staff, contractors and the public.

**5055 ENERGY RISK MANAGER**

Performs energy risk and credit risk analysis by evaluating and reporting on the organizations wholesale electricity and gas portfolio exposure to market price volatilities. Provides analysis to ensure compliance with approved risk management policy guidelines and procedures. This position will be responsible for educating and training the member and organization staff on energy risk management principles and activities. Monitors trading activities to ensure compliance with the policies and procedures, identifies and reports non-compliance events and recommends measures to prevent non-compliance. Evaluates financial impact and risk exposure of new transactions and evaluate trading/hedging strategies. Monitors and reports on: market conditions relative to energy risk management, risks for energy portfolios and individual transactions. Evaluates and manages credit risk exposure with current and potential counter parties. Ensures appropriate data management, validation and testing within energy risk management system. Oversees the validation of forward pricing, basis and volatility curves. Analyze marks to market position on physical and financial term transactions, calculates and updates counterparty credit value at risk, and assesses and monitors potential credit exposure with counterparties based on prices and volatilities. Provides constructive feedback in the development of long-term energy portfolio strategies, and demand forecasts for members. Participates in and supports market-based asset valuation studies, regional power market assessments, and price and volatility analyses. Assesses and implements controls, procedures and methodologies related to energy risk management. Bachelor's degree in Economics, Finance, Mathematics, Statistics or other quantitative field. Minimum of five years of experience in energy trading, financial or energy risk management, data modeling.

**5070 POWER DISPATCHER**

Prepares and submits daily energy schedules and dispatches generation assets. Markets and executes surplus energy sales through the close of the next business day. Coordinates activities with scheduling agents. Interrupts surplus energy sales, negotiates, and executes energy purchases through the close of the current business day in response to fluctuating electric load conditions. Arranges transmission reservations for the executed energy sales or purchases. Forecasts next day and week's energy demands for member users. Coordinates generation outage schedules with plants. Maintains historical data base of hourly transaction amounts and pricing. May require NERC certification. No direct supervisory responsibility.

**5080 POWER MARKETER**

Identifies and recommends opportunities to reduce power costs/risks and increase revenues to members through purchases and sales of member's requirements and supply portfolio. Monitors, forecasts, and transacts to minimize current and future power costs through market pricing intelligence and risk analysis.

**5082 SENIOR POWER MARKETER**

Plans, develops and implements physical and financial power purchase and sales transaction strategies. Ensures adequate resources to meet power supply demand. Sells power when economically beneficial and supply exceeds the needs of organization. Manages the operational aspect of contracts.

**5085 MARKETS MANAGER**

Creates and executes short and long strategies. Supervises scheduling of all activities and meetings related to the job. Develops and organizes reports for budget and managerial duties. Maintains open communication with team members and those outside the organization. Studies and analyzes reports based on market generated valuation studies. Assists in developing portfolio as well as analyzes risks associated with the portfolio compared to market. Develops recommendations based on risk analysis. Requires a Bachelor's degree in a related area and at minimum of five years of experience in the field.

**5090 DIRECTOR OF POWER SUPPLY PLANNING**

Forecasts power and energy demands from one month to five years; participates in the analysis of potential power supply purchase and sale opportunities; develops generating planned outage schedules in order to minimize energy market cost effects; develops and maintains forward market curves for the regions of operations; and researches and recommends alternative power supply strategies, such as Load Management/Demand Side Management. Supervises Senior Economist.



**5100 SENIOR ECONOMIST**

Plans, develops and recommends load and economic data requirements; and, directs and performs the collection of same. Develops, recommends and implements advanced forecasting techniques. Develops and performs economic and electrical forecasts. Develops, recommends and determines probable results of integrated resource programs; and, determines results of implemented programs. No direct supervisory responsibility.

**5105 RATE ANALYST**

Develops and performs cost-of-service research and studies, rate studies and analysis, including rate unbundling. Assists in the development of wholesale/retail pricing and rates. No direct supervisory responsibilities.

**5110 MANAGER OF POWER SALES**

Performs short-term power supply planning in order to provide economic energy delivery to both full requirements energy members and other members, based on forecast peak demand, economic allocations of current power supply contracts and unit outages. Reviews member bills and assists in developing and maintaining forward power supply market curves. Responsible for the operation of the dispatch center as it pertains to the security and reliability of energy delivery to member users. May supervise Power Dispatchers. Represents the organization at industry group meetings such as ECAR, FERC, and NERC.

**5120 MANAGER OF TRANSMISSION AFFAIRS**

Plans, recommends and directs the development and integration of transmission use to enable energy delivery to members. Participates in industry groups such as: FERC, NERC, ECAR, MISO and monitors transmission activities that can or will impact members. Evaluates transmission alternatives, negotiates arrangements, preparing reports, presentations and data submissions.

**5130 SETTLEMENT ANALYST**

Performs validation and settlement procedures necessary to support the member pool. Performs analytical research to determine cause of settlements variances and resolve within the guidelines. Validates interval load and generator meter data received. Allocates hourly schedules among the pool members for monthly billing. Tasks include preparation of both current month's estimate and prior month's settlements. Performs annual rerun of the pool settlements for the participant's annual budget. Validates daily and reconciles monthly settlement statements and invoices. Allocates monthly charges to clients, both internal and external credit escrow balances to meet credit criteria. Monitors daily unit availabilities and the operating conditions of control areas as they affect settlements. Prepares monthly unit invoices for availability payments. Reconciles calls with daily settlement statements. Monitors pools weekly market transactions for credit compliance; and confirms monthly market transactions with trade counterparties. This job has no supervisory responsibilities.

**5132 SENIOR SETTLEMENT ANALYST**

Responsible for the performance of both the day-to-day power settlements among members and electricity markets, local control area operators and meter data management duties of the department in support of settlements and extraordinary analytic or technical studies, as required; including proceedings before state and federal regulatory agencies and public officials. Performs a variety of assigned complex technical and professional work in the areas of power accounts settlements, budgeting, systems development, and audit. Provides technical analysis and assistance to staff, participants and others as required. Implements and operates complicated power settlements systems. Prepares complex analytical reports and supporting documentation. Monitors settlements functions of capacity and energy allocations, market purchases and sales, pool transmission activity and other transactions as they occur. Prepares or reviews power settlement transactions for proper budget classifications. Conducts special studies requiring complex, voluminous, and detailed analysis of power costs and revenues. Coordinates and participates in the development, analysis, and monitoring of the agency's power supply budgets. Acts as power settlements representative to other department managers and supervisors in regard to cost summary and budgetary reports. Assists with the implementation of systems, policies and procedures, and special projects requiring highly technical study and analyses. Recommends changes or modifications to methods or systems as applicable. Assists with formal budget and other presentations to upper management and the governing body. Performs special assignments for the as assigned including preparation of testimony and exhibits for presentation before state and national regulatory proceedings. This job has no supervisory responsibilities.

**5140 DIRECTOR OF ENERGY EFFICIENCY**

Responsible for the planning, start-up, marketing, education, implementation, oversight and continued maintenance and enhancement of a wide range of energy efficiency programs, products and services for a diverse set of members. Assures full integration of energy efficiency programs (based upon best business practices) for all sites. Leads the development of RFP's and contract negotiations with multiple 3<sup>rd</sup> party vendors. Coordinates efforts with associated staff to offer a comprehensive and efficient team. Responsible for the preparation of reports on each ongoing energy efficiency project Develops a system to monitor, evaluate and verify the results of all major energy efficiency projects.





**5150 FUELS AND COMMODITIES PROCUREMENT ANALYST**

Oversees all functions of fuel and fuel related ancillaries such as transportation, hedging strategies and long term planning strategies. Fuel will consist of coal, natural gas, diesel fuel and other synthetic fuels and/or bio-mass. Transportation will pertain to gas pipeline and related storage, coal transportation (barging, rail or trucking) and procurement of diesel fuels. Job duties will also include all emission allowances such as NOx, SOx, Hg and future carbon. Oversees assigned staff to align operations with corporate goals and objectives, improve operations, maximize productivity, align efficiency and assure power plant reliability in regards to fuel and related emission allowances. Administers the planning, asset acquisition and hedging/risk management of all fuel related activities. Assures that the procurement of fuels and emission allowances is continuous to assure quality and timely service to generation facilities. Reviews, revises and approves policies and procedures for the fuels and commodities staff (s). Directs, reviews and oversees the preparation and administration of any fuels, transportation and commodity related capital budgets. Directs and oversees staffing issues related to fuel and emission allowances. Reviews all records, reports and contracts for vendors, consultants and market indices. Oversees and directs the procurement, usage of fuel, fuel allowances and by-products (fly ash, urea, fertilizers, etc.). Keeps abreast of all changes, issues and industry trends.

**5210 ENERGY OPTIMIZATION SPECIALIST**

Determines the scheduling of resources from multiple sources and markets and analyzes transmission opportunities to meet contractual obligations in the most optimal way. Submits day ahead energy schedules. Analyzes energy markets and related data in order to develop strategy that optimizes the agency's short-term portfolio. Maintains historical database of transactions, loads, pricing, and related data. Provides backup support for energy transaction tagging and short-term purchases.

**GOVERNMENT AFFAIRS**

**6000 VICE PRESIDENT OF GOVERNMENT & PUBLIC AFFAIRS**

Directs all government and public affairs activities, including state and federal legislative activities. Registered state and federal lobbyist responsible for serving as liaison to state and national legislative and regulatory officials on behalf of municipal electric systems. Also oversees activities of member relations department, including annual conference, publications, and public and media relations. Reports to President/CEO/General Manager.

**6010 DIRECTOR OF GOVERNMENT AFFAIRS**

Works closely with Vice President of Government Affairs & Member Relations in the areas of member relations and governmental affairs including state lobbying. Monitors, analyses and recommends stance on legislative bills, assists with effective communication of the organizations and members' position on state legislative and regulatory issues. Acts as informational backup and responds to requests for legislative information from the Board of Trustees, members, staff and outside parties. No direct supervisory responsibility.

**MEMBER RELATIONS**

**7000 DIRECTOR OF MEMBER RELATIONS OR COMMUNICATIONS**

Acts as a working writer/editor and supervisor for publications and as a consultant to member communities on municipal publications. Directs internal communications, public relations, and promotional programs. Serves internal and external spokesperson. Directs media relation efforts for the organization and affiliated entities. Writes, produces and supervises staff members in production of media materials. Provides communications program/project support to staff in all areas of organization.

**7010 VICE PRESIDENT MEMBER SERVICES**

Responsible for the planning, development and delivery of services to member communities in areas such as distribution management, computer services, member training, load management, mutual aid, economic development, key accounts, and telecommunications. Maintains regular contact with members to understand their needs and develops services to meet changing needs. Oversees development of annual member conference. Reports to President/CEO/General Manager.

**7015 ENERGY SERVICES MANAGER**

Maintains contacts and relationships with member and regional municipals through personal and staff contact. Identifies key energy customers and promotes loyalty and positive relations. Identifies opportunities for energy services; and plans, develops, recommends and delivers customized products and services. Supervises the Energy Services Representatives.



**7020 ENERGY SERVICES REPRESENTATIVE**

Builds relationships with local key accounts programs, works directly with participating member community representatives and their key customers. Provides information and expertise regarding products and services available through the key accounts program. Identifies opportunities for marketing products and services; and develops, markets and delivers customized products and services to key energy customers. Continually seeks opportunities to reduce costs, improve services, and improve communications.

**7030 ECONOMIC DEVELOPMENT MANAGER**

Assist community efforts to remain viable and growing and to increase electric load. Provide technical assistance and resources to local economic development personnel. Assist communities with business retention, expansion and recruitment. Promote awareness of project funding and grant opportunities for communities and assist communities with procurement of funding. Write grants as needed and manage grant requirements. Provide technical assistance, training, education and resources to economic development personnel in member communities. Build a network of contacts; maintain a list of opportunities, tools and resources to assist communities; connect people and resources; and act as a catalyst to local action. Develop a database of grant opportunities, loan programs, and other forms of community financial assistance; promotes those opportunities to communities, and assist in grant and other financial procurement. Implement communication tools to disseminate economic development information to member communities including making presentations to city councils, economic development boards, and other groups regarding economic development issues. Participates in economic development associations, forums, and training opportunities to keep apprised of industry information, trends, and resources. Act as the liaison between the local economic development professional and the local utility when necessary. Identify and promote potential development opportunities, assist communities with feasibility studies and implementation of results, and help them respond to industry inquiries. Assist local utilities with development and ongoing maintenance of a key accounts program and develop and implement services to meet those needs. This job has no supervisory responsibilities. Requires a Bachelor's degree and 5 plus years of relevant work experience, or equivalent combination of education and experience. Economic Development Finance Professional (EDFP) certification and/or Certified Economic Developer (CEcD) may be required.

**IS/COMMUNICATIONS**

**8000 CHIEF INFORMATION OFFICER**

Responsible for the organization's information systems. Develops and manages computer hardware and software purchases, installation and use. Develops and provides user support and computer-related security policies. Coordinates database design and support. Oversees system, which monitors the members of the organization's electrical load and generation. Responsible for hard-wired phone system and cell phones.

***8005 DIRECTOR OF NETWORK TECHNOLOGY***

Manages network across multiple platforms, performing troubleshooting and communicating with customers and technical staff. Monitors issues to resolution. Leads and mentors the Network Operations staff. Manages customer complaint issues and provides options and resolutions. Prepares annual operating budget information. Coordinates with engineering team on major technology transitions. Reviews progress of projects and directs changes as needed to meet deadlines. Assesses and/or deploys new technologies. Projects future technologies and the equipment needed. Requires bachelor's degree in Engineering, Computer Science or related field and ten to fifteen years industry experience, with at least five years management/supervisory experience.

**8010 IS NETWORK ADMINISTRATOR**

Plans, develops and recommends information systems functions and applications programming. Responsible for PC network administration including user support. Plans, investigates and recommends the acquisition of computer hardware and software. No direct supervisory responsibility.



**8020 APPLICATIONS DEVELOPER**

Translates software requirements into concise and programming code. Specializes in specific development environments and has in-depth knowledge of a few relevant computer languages. Writing specifications and designing, building, testing, implementing and sometimes supporting applications using computer languages and development tools. Works on generic products that can be purchased or for individual clients providing internal solutions. The principal function of an applications developer is to apply their knowledge of programming techniques and computer systems to write a computer program to perform various tasks in accordance with the specifications agreed with the client. Activities typically include: Establishing a detailed program specification through discussion with clients; clarifying precisely what actions the program is intended to perform; breaking down program specification into its simplest elements and translating this logic into a programming language; devising possible solutions to predicted problems, evaluating other options; working as part of a team, which may be established purely for a particular project, to write a specific section of the program; combining all elements of the program design and testing it; testing sample data-sets to check that output from the program works as intended; reacting to problems and correcting the program as necessary; installing the program and conducting final testing; studying computer printouts during test runs; evaluating the program's effectiveness; increasing program operating efficiency and adapting to new requirements, as necessary; conducting user acceptance testing to ensure the program can be used easily, quickly and accurately; recreating steps taken by the user to locate sources of problems; writing detailed documentation for the operation of the program by users and computer operators; consulting manuals, periodicals and technical reports to learn new ways to develop programs and maintain existing skills and knowledge.

**8030 SOCIAL MEDIA SPECIALIST**

Plans, creates and/or produces content on social networking websites, interactive marketing and related media. Engages in creative, marketing, and monetization efforts involving the use of social networking. Develops and enhances the design of social networking media features and campaigns that attract and sustain interest, and present a prominent, positive and compelling brand identity. Experiments with new and alternative approaches to leveraging social networking media and interactive marketing opportunities. Provides guidance and advice to cross-functional teams seeking ways to integrate social networking media with their programs. May actively participate in a variety of Social Media sites and sources such as YouTube, Facebook, LinkedIn, Digg, Reddit, Flickr, Forums, Twitter, Wikis, message boards, blogs, and other Social Media on behalf of the company. Proactively responds to current/potential customers by answering questions and resolving issues. Participates in conversations that surround company content, products and brand to promote and maintain company reputation. May monitor and mediate discussions to correct misinformation or erroneous perceptions. Conducts research on customer issues. Creates written/video content for feeds and snippets on Social Media sites. Identifies and engages customer advocates to build and maintain lasting relationships with them. Solicits and analyzes feedback and presents recommendations to management. Requires thorough knowledge of business practice and procedures in order to perform non-repetitive, analytical work. Position uses a wide application of principles, theories, concepts and draws on previous experience to determine a course of action. Participates in planning and scheduling to establish deadlines and ensure the timely completion of several independent tasks and short-term projects. May organize and schedule group tasks. Multiple tasks/projects are assigned and reviewed generally only upon completion. B.S. or B.A. or equivalent experience plus two plus years of experience.

**8111 TELECOMMUNICATIONS/NETWORK TECHNICIAN 1**

Telecommunications technicians, under routine direction, configure, implement, and maintain voice, data and network communications systems. Monitors communications performance using visual, diagnostic equipment, status indicator checking methods, etc., to locate problems. Utilizes electronic and telephone equipment and tools. Responds to local area network (LAN) and wide area network (WAN) user requests for system upgrades and changes. May provide maintenance support for various systems such as electronic mail, message centers, or other computer-automated communications systems. Education and Experience: Associate degree, or 2 years of formal technical training and a minimum of 2 years of related experience; or an equivalent combination of related training and experience. Incumbents typically possess 4-6 years of related experience.

**8112 TELECOMMUNICATIONS/NETWORK TECHNICIAN 2**

Telecommunications technicians, under routine direction, configure, implement, and maintain voice, data and network communications systems. Monitors communications performance using visual, diagnostic equipment, status indicator checking methods, etc., to locate problems. Utilizes electronic and telephone equipment and tools. Responds to local area network (LAN) and wide area network (WAN) user requests for system upgrades and changes. May provide maintenance support for various systems such as electronic mail, message centers, or other computer-automated communications systems. Education and Experience: Associate degree, or 2 years of formal technical training and a minimum of 2 years of related experience; or an equivalent combination of related training and experience. Incumbents typically possess 4-6 years of related experience.





**POWER PLANT OPERATIONS**

**9110 PLANT CONTROL ROOM OPERATOR (HYDROELECTRIC)**

Operates control room, monitors discharge rates, reports hourly readings of distribution metering, unit blade positions, unit temperatures and dissolved oxygen monitoring equipment. Responds to alarms and performs maintenance on equipment as needed. Coordinates the delivery of power from the plant to grid and ensures that power is delivered with minimal interruptions. Predicts generation, coordinates with the Power Dispatchers. No direct supervisory responsibility.

**9120 PLANT CONTROL ROOM OPERATOR (NUCLEAR)**

Operates control room, Coordinates the delivery of power from the plant to grid and ensures that power is delivered with minimal interruptions. Predicts plant generation, coordinates with the Power Dispatchers. No direct supervisory responsibility.

**9140 PLANT CONTROL ROOM OPERATOR (GAS TURBINE)**

Operates control room including startup and shutdown of gas turbines (combined and/or single cycle) and auxiliary equipment. Coordinates the delivery of power from the plant to grid and ensures that power is delivered with minimal interruptions. Predicts plant generation, coordinates with the Power Dispatchers. No direct supervisory responsibility.

**9150 PLANT CONTROL ROOM OPERATOR (COAL FIRED)**

Operates control room including startup and shutdown of steam boilers, turbines and auxiliary equipment. Performs electrical switching as directed. Coordinates the delivery of power from the plant to grid and ensures that power is delivered with minimal interruptions. Predicts plant generation, coordinates with the Power Dispatchers. No direct supervisory responsibility.

**9200 PLANT MANAGER**

Responsible for maintaining plant availability to meet customer demands. Oversees the preparation of the plant's annual operating budget. Ensures proper staffing and determines/recommends employee relations practices. Administers the provisions of the union labor contract, participates in union-management contract negotiations. Supervises Personnel and Payroll, Systems Specialist, Operations & Maintenance Services Superintendents. Reports to Vice President Generation.

**9201 PLANT SUPERVISOR (FOREMAN)**

Supervises the activities of the operators and technicians at the electric generation facility by overseeing operating functions. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. Develops the proficiency of operators and technicians to improve the facilities business prospective and competitiveness. Complies with organizations policies, procedures and practices. Coordinates the activities of the operations department with maintenance and other needed departments. Participates in project creation and development; evaluate effects, safety, design and cost benefits. Reviews and ensures operators and operator technicians follow all safety practices and procedures. Participates in root cause failure analysis on facilities problems. Reviews collected operating data. Monitor daily activities of operators to assess work, assure that safety protocols are followed and ensure log entries are accurate and complete. May develop training lessons and classes to instruct operators and operator technicians on needed skills sets. Reviews and submits accurate payroll timesheets for all operators and operator technicians, taking into account overtime, shift changes, vacation leave, sick leave and holidays. Maintains current knowledge of OSHA and EPA regulatory changes. Ensures weekly, monthly, annually and semi-annually facility testing is done and recorded. Minimum of five years related experience or the equivalent combination of related experience and education.

**9501 LINE TECHNICIAN (WORKER)**

Installs, maintains and repairs all transmission and distribution electrical systems and associated equipment, both overhead and underground, while utilizing line trucks, aerial boom, lifts and wire pulling equipment. Maintenance of lines and services requires pole climbing, hot sticking, and working out of truck mounted bucket lifts to construct, repair or maintain line equipment or string, splice and sag wire on live or dead circuits. Operates switches, cutouts and uses grounding devices to work on de-energized lines and equipment. Assists in emergency repair and power restoration after outages. Performs duties safely and in accordance with accident prevention rules. Complies with applicable codes and standards. Construction/maintenance of transmission/distribution facilities in cost effective manner. May require directing the work of a trainee in the trade. A high school diploma, GED or equivalent combination of education and experience plus certification or testing.



**9601 GENERATION TECHNICIAN**

Under general supervision performs and/or directs the operation and maintenance of electrical generation equipment and associated facilities. Coordinates work forces as needed to support operation and maintenance efforts. Provides routine inspections of the distributed generation equipment and prepares operating reports, maintenance reports, and outage reports. Coordinates operation and maintenance efforts performed by employees at host sites; ensures functions performed by employees are in accordance with and in compliance with appropriate procedures including environmental permits, OSHA standards, and safety procedures. Assists in the development and administration of preventative maintenance procedures, inventory control program, and safety and training programs. Requires the ability to read and interpret equipment instruction manuals, blueprints, and schematics. Must have good mechanical, electrical, and troubleshooting skills. Performs other duties as assigned. Requires a minimum of five years' experience in the operation and maintenance of electric generation equipment, particularly turbine and generator control systems.

**9611 MAINTENANCE TECHNICIAN**

Under general supervision ensures the safety and effectiveness of operation and maintenance of the plant including all of the equipment and systems. Performs routine inspections of all equipment and maintains and/or all equipment in the plant. Keeps up to date with all operations and equipment changes in the industry. Writes routine communicative reports. Demands the ability to read and interpret manuals, blueprints, and schematics. Guarantees compliance with all local, federal, and state regulations. Requires a minimum of five years' experience in operating the equipment and systems of the plant.

**9621 MECHANICAL TECHNICIAN**

Under limited supervision responsible for the control systems of the plant. Tests, installs, and repairs equipment as needed. Troubleshoots and fixes system issues. Performs routine maintenance to eradicate potential problems at a later date. Provides assistance to other team members as needed. Writes and submits emission reports as needed to the EPA. Creates manuals and training presentations to instruct others on changes and/or updates to systems within the plant. Requires a minimum of five years' experience in maintaining the system of the plant.

**9631 WELDER 1**

Under limited supervision, performs standard welding assignments. Works from blueprints, drawings and verbal instructions. Normally qualified in one or two welding processes such as heliarc, gas, arc, brazing, silver soldering, soft soldering and the like on a limited variety of materials such as stainless steel, aluminum, copper, brass, exotics or others. Performs standard layouts and set-ups where dimensions and tolerances are easily obtained and controlled. May perform related work such as flame cutting, bending, forming, beveling, notching and routine template making. Utilizes standard shop hand tools, measuring devices and equipment. Education and Experience: Basic reading, writing and arithmetical skills, and 1 year of welding instruction and experience. Excludes trainees.

**9632 WELDER 2**

Under general direction, plans and performs welding assignments to build a variety of subassemblies. Works from blueprints, drawings and verbal instructions to perform welding operations. Plans and lays out work, developing fixtures as required. Uses a variety of welding processes such as heliarc welding, arc welding, gas welding, brazing, silver soldering and soft soldering to join metals such as aluminum, steel, copper and brass. Performs layout operations, develops fixtures for one-of-a-kind units, and may select optimum welding process. Inspects work upon completion. May perform related work such as flame cutting, bending, forming, beveling, notching and template or fixture making. Utilizes a variety of standard shop hand tools, measuring devices and equipment. May provide work leadership to others. Education and Experience: Ability to read, write and perform required shop mathematics, and 4 years of production welding operations. This is the fully qualified and experienced working level.

**WATER/WASTEWATER PLANT OPERATIONS**

***10101 WATER TREATMENT PLANT SUPERVISOR***

Plans, organizes, and directs operation and maintenance activities of the water treatment plant. Reviews, evaluates, and administers activities related to implementing major repairs, alterations, additions, and improvements to plant facilities. Reviews and administers programs to ensure treatment, pumping units, and related facilities meet existing state and federal environmental laws, rules, and regulations. Coordinates environmental and regulatory affairs with other agencies and departments as required. Recommends selection, promotion, discharge, and other appropriate personnel actions. Requires high school diploma or equivalent supplemented by two years of college level courses in water treatment, chemistry, math, hydrology, hydraulics, or related subjects, and eight years of experience in operation and maintenance of water treatment and pumping plant. May also require additional licenses and certificates.



**10111 WATER TREATMENT PLANT OPERATOR 1**

Under close supervision, performs skilled work in the operation and maintenance of the water treatment plant equipment and facilities. Regulates proper flow of lime, fluoride, CO2 and chlorine through electro/mechanical feeders according to prescribed instructions. Maintains proper water level in elevated tanks and ground storage reservoirs. Takes and tests water samples by chemical analysis. Checks samples for proper degree of treatment. Checks and lubricates pumps, motors, and other plant equipment. Brings mechanical defects to the attention of supervisor. May assist with maintenance and repair of machinery and equipment. Requires high school diploma or equivalent. May also require additional licenses and certificates.

**10112 WATER TREATMENT PLANT OPERATOR 2**

Under general supervision, performs skilled technical work in the operation and maintenance of the water treatment plant equipment and facilities. Regulates proper flow of lime, fluoride, CO2, and chlorine through mechanical feeders according to prescribed policies. Maintains proper water level in elevated tanks and ground storage reservoir by operating high service pumps. Takes water samples for chemical analysis. Checks samples for proper degree of treatment of settled water. Requires high school diploma or equivalent, supplemented by college level courses in chemistry or mathematics and three years of experience in water plant operations. May also require additional licenses and certificates.

**10113 WATER TREATMENT PLANT OPERATOR 3**

Under limited supervision, performs advanced skilled technical work, including limited supervisory duties, in the operation and maintenance of water treatment plant equipment and facilities. Prepares detailed records and reports. Develops written procedures relating to plant operation and maintenance. Takes and tests water samples by chemical analysis. Identifies plant problems and initiates corrective action. Requires high school diploma or equivalent and five years of experience in operations and maintenance of water treatment and pumping plant. May also require additional licenses and certificates.

**10201 WASTEWATER TREATMENT/RECLAMATION PLANT SUPERVISOR**

Plans, organizes and supervises wastewater operations. Plans, coordinates, assigns and reviews the work of staff to ensure effective, efficient and timely operations. Inspects and analyzes wastewater operations processes, and implements improvements to enhance effectiveness, efficiency and timeliness. Analyzes laboratory data to optimize the various wastewater processes. Troubleshoots SCADA system problems including SCADA network issues. Communicates and coordinates operations and maintenance work with contractors, other departments, utilities, and external agencies. Participates in the selection of staff members. Recommends and assists in the implementation of goals and objectives. Implements policies and procedures. Evaluates employee performance, administers appropriate performance coaching, and implements disciplinary procedures as necessary in accordance. Requires high school diploma or equivalent and eight years of experience working in the wastewater operations industry. May also require additional licenses and certificates.

**10211 WASTEWATER TREATMENT/RECLAMATION PLANT OPERATOR 1**

Under close supervision performs wastewater treatment duties. Takes readings and makes tests on raw, primary, and final sewage. Pumps sludge at prescribed levels, makes operational checks, troubleshoots equipment, checks and adjusts controls, switches, valves, gates, pumps, and motors. Operates and maintains chemical feed systems. Takes samples of raw sewage, activated sludge and thickened sludge and assists in analysis. May operate industrial equipment including sludge trucks, vacuum trucks, fork lifts, semi-trailer, backhoe, and tractors. Requires a high school diploma or equivalent. May also require additional licenses and certificates.

**10212 WASTEWATER TREATMENT/RECLAMATION PLANT OPERATOR 2**

Under general supervision, takes readings and does varied tests on primary and final sewage, pumps sludge at prescribed levels, makes operational checks and troubleshoots equipment at wastewater plant, checks, adjusts, and designates the repair of controllers, valves, gates, switches, pumps and motors. Operates and maintains chemical feed systems, performs standard wastewater and industrial waste analysis. May operate industrial equipment including sludge trucks, vacuum trucks, fork lifts, semi-trailer, backhoe, and tractors. May also operate complex computer controlled equipment. Requires a high school diploma or equivalent and three years of experience in wastewater collection. May also require additional licenses and certificates.

**10213 WASTEWATER TREATMENT/RECLAMATION PLANT OPERATOR 3**

Under limited supervision, serves as operator-in-charge during shifts, prepares reports, sets process control parameters based on test results, keeps records of plant and control parameters, performs preventive maintenance for plant operations in cooperation with maintenance and instrumentation personnel, pumps sludge at prescribed levels, makes operational checks and troubleshoots equipment, checks, adjusts, and designates the repair of controllers, valves, gates, switches, pumps and motors, removes grease deposits, debris and sand from wet wells. Drains and cleans degritters and pumps, operates and maintains chemical feed systems, performs standard wastewater and industrial waste analysis. May operate industrial equipment including sludge trucks, vacuum trucks, fork lifts, semi-trailer, backhoe, and tractors. Provides training and instruction to new employees. May also operate complex computer controlled equipment. Requires a high school diploma or equivalent and five years of experience in wastewater collection. May also require additional licenses and certificates.

**10301 WATER/WASTEWATER TREATMENT PLANT SUPERVISOR**

Plans, organizes, and directs operation and maintenance activities of the water/wastewater treatment plant. Plans, coordinates, assigns and reviews the work of staff to ensure effective, efficient and timely operations. Implements policies and procedures. Evaluates employee performance, administers appropriate performance coaching, and implements disciplinary procedures as necessary in accordance. Inspects and analyzes operations processes, and implements improvements to enhance effectiveness, efficiency and timeliness. Communicates and coordinates operations and maintenance work with contractors, other departments, utilities, and external agencies. Reviews, evaluates, and administers activities related to implementing major repairs, alterations, additions, and improvements to plant facilities. Analyzes laboratory data to optimize the various processes. Troubleshoots SCADA system problems including SCADA network issues. Reviews and administers programs to ensure treatment, pumping units, and related facilities meet existing state and federal environmental laws, rules, and regulations. Coordinates environmental and regulatory affairs with other agencies and departments as required. Recommends selection, promotion, discharge, and other appropriate personnel actions. Requires high school diploma or equivalent supplemented by two years of college level courses in water/wastewater treatment, chemistry, math, hydrology, hydraulics, or related subjects, and eight years of experience in operation and maintenance of water/wastewater treatment plant. May also require additional licenses and certificates.

**10311 WATER/WASTEWATER TREATMENT PLANT OPERATOR 1**

Under close supervision, performs skilled work in the operation and maintenance of the water/wastewater treatment plant equipment and facilities. Regulates proper flow of lime, fluoride, CO<sub>2</sub> and chlorine through electro/mechanical feeders according to prescribed instructions. Maintains proper water level in elevated tanks and ground storage reservoirs. Takes and tests water samples by chemical analysis. Checks samples for proper degree of treatment. Pumps sludge at prescribed levels, makes operational checks, troubleshoots equipment, checks and adjusts controls, switches, valves, gates, pumps, and motors. Operates and maintains chemical feed systems. Takes samples of raw sewage, activated sludge and thickened sludge and assists in analysis. Takes readings and makes tests on raw, primary, and final sewage. May operate industrial equipment including sludge trucks, vacuum trucks, fork lifts, semi-trailer, backhoe, and tractors. Brings mechanical defects to the attention of supervisor. May assist with maintenance and repair of machinery and equipment. Requires high school diploma or equivalent. May also require additional licenses and certificates.

**10312 WATER/WASTEWATER TREATMENT PLANT OPERATOR 2**

Under general supervision, performs skilled technical work in the operation and maintenance of the water/wastewater treatment plant equipment and facilities. Regulates proper flow of lime, fluoride, CO<sub>2</sub>, and chlorine through mechanical feeders according to prescribed policies. Maintains proper water level in elevated tanks and ground storage reservoir by operating high service pumps. Takes and tests water samples for chemical analysis. Checks samples for proper degree of treatment of settled water. Takes readings and does varied tests on primary and final sewage, pumps sludge at prescribed levels, makes operational checks and troubleshoots equipment at wastewater plant, checks, adjusts, and designates the repair of controllers, valves, gates, switches, pumps and motors. Operates and maintains chemical feed systems, performs standard wastewater and industrial waste analysis. May operate industrial equipment including sludge trucks, vacuum trucks, fork lifts, semi-trailer, backhoe, and tractors. May also operate complex computer controlled equipment. Requires high school diploma or equivalent supplemented by college level courses in chemistry or mathematics and three years of experience in water/wastewater plant operations. May also require additional licenses and certificates.



**10313 WATER/WASTEWATER TREATMENT PLANT OPERATOR 3**

Under limited supervision, performs advanced skilled technical work, including limited supervisory duties, in the operation and maintenance of water/wastewater treatment plant equipment and facilities. Develops written procedures relating to plant operation and maintenance. Takes and tests water samples by chemical analysis. Prepares reports, sets process control parameters based on test results, keeps records of plant and control parameters, performs preventive maintenance for plant operations in cooperation with maintenance and instrumentation personnel, pumps sludge at prescribed levels, makes operational checks and troubleshoots equipment, checks, adjusts, and designates the repair of controllers, valves, gates, switches, pumps and motors, removes grease deposits, debris and sand from wet wells. Drains and cleans degritters and pumps, operates and maintains chemical feed systems, performs standard wastewater and industrial waste analysis. May operate industrial equipment including sludge trucks, vacuum trucks, fork lifts, semi-trailer, backhoe, and tractors. Provides training and instruction to new employees. May also operate complex computer controlled equipment. Identifies plant problems and initiates corrective action. Requires high school diploma or equivalent and five years of experience in operations and maintenance of water/wastewater treatment plant. May also require additional licenses and certificates.

**10411 WATER/WASTEWATER TREATMENT PLANT MECHANIC 1**

Under close direction, performs semiskilled and skilled craft work assisting in the installation, maintenance, troubleshooting, and repair of water and sewer lines, taps, meters, hydrants, valves, pumps, motors, and related mechanical devices and components used in operating water or wastewater plants, pump stations, and bio-solids processing. Assists in the disassembly and repair of compressors, pumps, and other equipment. Assists in carpentry, painting, welding, fabrication, and masonry work, as assigned. Requires a high school diploma or equivalent.

**10412 WATER/WASTEWATER TREATMENT PLANT MECHANIC 2**

Under general direction, performs skilled journey-level craft work installing, maintaining, troubleshooting, and repairing water and sewer lines, taps, meters, hydrants, valves, pumps, motors, and related mechanical devices and components used in operating water or wastewater plants, pump stations, and bio-solids processing. Performs skilled plumbing and pipefitting duties involving the installation of new or reconditioned pumps and related equipment. Disassembles and repairs compressors, pumps, and other equipment. Operates power tools and all necessary equipment involving carpentry, painting, welding, fabrication and masonry work, as assigned. Requires a high school diploma or equivalent, and a minimum of three years' experience in mechanical and/or electrical maintenance and repair work, or successful completion of a state-certified apprenticeship program.

**10413 WATER/WASTEWATER TREATMENT PLANT MECHANIC 3**

Under limited direction, performs skilled craft work installing, maintaining, troubleshooting, and repairing water and sewer lines, taps, meters, hydrants, valves, pumps, motors, and related mechanical devices and components used in operating water or wastewater plants, pump stations, and bio-solids processing. Inspects and evaluates pumps, motors, piping and associated equipment and makes recommendations for maintenance and repair. Performs skilled plumbing and pipefitting duties involving the installation of new or reconditioned pumps and related equipment. Disassembles and repairs compressors, pumps, and other equipment. Operates power tools and all necessary equipment involving carpentry, painting, welding, fabrication and masonry work, as assigned. May provides training and instruction to team members. Requires a high school diploma or equivalent, and a minimum of five years' experience in mechanical and/or electrical maintenance and repair work.

**10511 WATER/WASTEWATER TREATMENT PLANT SYSTEMS TECHNICIAN 1**

Under close direction, assists in the installation, maintenance, adjustment, calibration, troubleshooting, and repairs various types of water/wastewater plant electrical systems, electronic process control systems, environmental monitoring and control equipment, and associated systems. Job requires basic knowledge of the methods, practices and procedures for maintaining and repairing electrical and electronic systems and associated equipment in water, wastewater, and reuse treatment operations. Requires a high school diploma or equivalent.

**10512 WATER/WASTEWATER TREATMENT PLANT SYSTEMS TECHNICIAN 2**

Under general direction, installs, maintains, adjusts, calibrates, troubleshoots, and repairs various types of water/wastewater plant electrical systems, electronic process control systems, environmental monitoring and control equipment, and associated systems. Job requires working knowledge of the methods, practices and procedures for maintaining and repairing electrical and electronic systems and associated equipment in water, wastewater, and reuse treatment operations. Requires a high school diploma or equivalent, and a minimum of three years' experience in the maintenance of electrical and electronic systems and equipment in an industrial facility.



**10513 WATER/WASTEWATER TREATMENT PLANT SYSTEMS TECHNICIAN 3**

Under limited direction, installs, maintains, adjusts, calibrates, troubleshoots, and repairs various types of water/wastewater plant electrical systems, electronic process control systems, environmental monitoring and control equipment, and associated systems. Demonstrates expert knowledge of the methods, practices and procedures for maintaining and repairing electrical and electronic systems and associated equipment in water, wastewater, and reuse treatment operations. Requires a high school diploma or equivalent, and a minimum of six years' experience in the maintenance of electrical and electronic systems and equipment in an industrial facility.

**10601 WATER/WASTEWATER TREATMENT PLANT LABORATORY SUPERVISOR**

Provides direction and supervision over the technical work of employees in laboratory chemical and biological analyses and studies of water and wastewater. Plans, supervises, and coordinates the work of subordinates. Ensures compliance with standards of performance in quality control and quality assurance. Monitors the validity of the analyses performed and data generated in the laboratory to ensure generation of reliable information. Serves as the laboratory's technical director. Requires a Bachelor's degree in the chemical, environmental, biological, or physical sciences and a minimum of five years' experience in a laboratory environment. An advanced degree in the relevant field is preferred.

**10612 WATER/WASTEWATER TREATMENT PLANT LABORATORY TECHNICIAN**

Under general direction, performs skilled technical work in the collection and analysis of utility water and wastewater samples in water/wastewater plant laboratories. Independently performs chemical analysis using gravimetric, spectrophotometric, turbidimetric, potentiometric, titrimetric, spectrometric, and chromatographic methods. Independently performs microbiological analysis on collected samples. Makes qualitative chemical examination of samples from the wastewater treatment process. Maintains records and logs in accordance with established standards, and writes reports on findings. Requires an Associate's degree in the chemical, environmental, biological, or physical sciences. A Bachelor's degree in the relevant field is preferred.

**10613 WATER/WASTEWATER TREATMENT PLANT LABORATORY TECHNICIAN SENIOR**

Under limited direction, performs skilled technical work in the collection and analysis of utility water and wastewater samples in water reclamation plant laboratories. Independently performs chemical analysis using gravimetric, spectrophotometric, turbidimetric, potentiometric, titrimetric, spectrometric, and chromatographic methods. Independently performs microbiological analysis on collected samples. Makes qualitative chemical examination of samples from the wastewater treatment process. Keeps labor, material, and equipment records and logs in accordance with established standards, and writes reports on findings. May instruct junior employees in proper work methods and practices, and inspect work to ascertain conformance. Requires a Bachelor's degree or equivalent in the chemical, environmental, biological, or physical sciences, and a minimum of five years' experience as a Laboratory Technician in water/wastewater environmental analysis.

**10621 WATER/WASTEWATER CHEMIST**

Obtains and analyzes water, wastewater, and industrial samples. Designs and performs chemical and biological studies to analyze and inform treatment processes, and writes related reports. Maintains quality assurance and quality control of all analyses. May direct the work of a small number of subordinate employees on a project basis. Requires a Bachelor's degree or equivalent in the chemical, environmental, biological sciences, or physical sciences, and a minimum of three years' experience in a laboratory environment. An advanced degree in the relevant field is preferred.