



ADVISORY TEAM

- Citizens Energy Group*
- City of Rock Hill*
- Cleco*
- Dairyland Power Cooperative*
- Dominion Energy*
- Farmington Electric Utility System*
- Loup River Public Power District*
- Lower Colorado River Authority*
- Nebraska Municipal Power Pool Energy*
- Northwestern Energy*
- NRG Energy*
- OGE Energy*
- Oklahoma Municipal Power Authority*
- Pensacola Energy*
- Upper Peninsula Power Company*
- WPPI Energy*

INVITATION TO PARTICIPATE

The attached materials contain the instructions for preparing your input to the 20th annual Utilities Compensation Survey. The survey has an active Advisory Team of 16 utilities companies across the US. With 121 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 more detailed sets of results to 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:

November 2023
1 January 2024
28 February 2024
May 2024

Distribution of Input Materials
Effective Date of Data
Deadline for submission of data to WMG - Save \$100!
Results Available for 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**[®]. You can logon at 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.

Best Regards,

Ellie Nakhforoush
Survey Manager
+1 408 571 6378
ellie@wmgnet.com

U T I L I T I E S
COMPENSATION SURVEY
2 0 2 4



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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.
- 121 participants were included in the 2023 edition.
- 164 benchmark jobs, each with detailed job descriptions.

SURVEY SCHEDULE

Our schedule calls for the production and distribution of the survey in late May 2021. 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.

November 2023

1 January 2024

28 February 2024

May 2024

Distribution of Input Materials

Effective Date of Data

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

Results Available for Participants

NEW FOR 2024

• **New/Revised Survey Jobs**

- 4009 Director of Environmental Affairs
- 4055 Electrical Drafter
- 4116 Service Dispatcher
- 5004 Vice President of Transmission Planning and Services
- 8223 CIP and Cyber Security Engineer
- 8311 GIS Technician
- 8314 GIS Supervisor

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SURVEY FEES

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 - \$950: 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 - \$1,650: 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.

Custom Report Access - \$3,900: 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 2024 Utilities Compensation Survey fees:

- \$100 **On-Time Discount** if you submit your pay data by 28 February 2024, Standard or Custom Report Access ONLY.
- \$100 **PolicyCentral Discount** if you complete/update the "CORE" topics in PolicyCentral - applicable towards the Standard or Custom Report Access ONLY.
- \$250 **Previous Participant Discount** for 2023 Utilities Compensation Survey Participants, Standard or Custom Report Access ONLY.
- \$600 **Advisory Team Discount** applicable towards 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**[®] 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**[®] 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**[®] 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 and scroll down to "Our Features" under "DataCentral" and click on "Take a Test Drive", or please contact Ellie Nakhforoush at +1 408 571 6378, ellie@wmgnet.com 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%		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	7.96%	0	116	28
4053 Senior Electrical Engineer	\$107,804	\$10,498	\$5,990	\$115,901	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	\$79,426	\$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

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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	\$1,500	\$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	\$130,486	\$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 Compensation		4.83%	0.62%			
Impact: Other Cash/Base Pay - Employees Receiving Payment		10.57%	6.62%			

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

UTILITIES

COMPENSATION SURVEY

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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
INDUSTRY SECTOR								
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%
GENDER								
Female	\$84,762			\$85,556		14	13	98.27%
Male	\$84,091	\$6,449		\$86,202	9.05%	115	52	99.01%
BARGAINING UNIT REPRESENTATION								
Bargaining Unit Engaged	\$85,166	\$5,618		\$87,135	6.43%	144	59	100.09%
REGION								
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%
REVENUE LEVEL								
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%
UTILITIES PROVIDED								
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%
Total Job								
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.



2023 PARTICIPANT LIST

CO-OPERATIVE POWER UTILITIES

Arkansas Electric Cooperative
 Associated Electric Cooperative
 Basin Electric Power Cooperative
 Bluebonnet Electric Cooperative
 Brazos Electric Power Cooperative
 Central Electric Power Cooperative - SC
 Central Iowa Power Cooperative
 Dairyland Power Cooperative
 Kentucky Power Cooperative
 Greystone Power Cooperative
 Lee County Electric Cooperative

Metropolitan Water District of SoCal
 Northwest Iowa Power Cooperative
 Old Dominion Electric Cooperative
 Pedernales Electric Cooperative (PEC)
 Seminole Electric Cooperative
 Sho-Me Power Electric Cooperative
 Sumter Electric Cooperative
 Sunflower Electric Power
 Tri-State G&T Association Inc
 Wolverine Power Supply Cooperative

INVESTOR OWNED UTILITY

ALLETE
 Alliant Energy
 American Electric Power
 Arizona Public Service
 Cleco
 Cross Texas Transmission
 Dominion Energy
 DTE Energy
 Duke Energy
 Entergy
 Eversource Energy

Florida Power & Light
 MDU Resources Group
 Northwestern Energy
 NRG Energy
 NW Natural
 OGE Energy
 Puget Sound Energy
 UGI Utilities
 Upper Peninsula Power Company
 Veolia North America
 Vermont Electric Power Company

JOINT ACTION AGENCY

Alabama Municipal Electric Authority
 American Municipal Power
 Blue Ridge Power Agency
 Central Arizona Water Conservation District
 Electricities of North Carolina
 Florida Municipal Power 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 (Nebraska Municipal Power Pool Energy)
 Northern California Power Agency
 Oklahoma Municipal Power Authority
 Platte River Power Authority
 Southern Minnesota Municipal Power Agency
 Utah Municipal Power Agency
 WPPI Energy

U T I L I T I E S

COMPENSATION SURVEY

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PUBLIC POWER UTILITY

Bristol Tennessee Essential Services
Central Lincoln People's Utility District
Chelan County PUD
City of Anaheim Public Utilities
City of College Station
City of Fort Collins
City of Garland
City of Georgetown
City of Longmont
City of Rock Hill
City of Seattle
City of Tacoma
Colorado Springs Utilities
Dalton Utilities
Farmington Electric Utility System
Fayetteville Public Works Commission
Gainesville Regional Utilities / City of Gainesville
Grand River Dam Authority
Grant County Public Utility District No. 2
Heber Light and Power
Holland Board of Public Works
Huntsville Utilities
Imperial Irrigation District

JEA
Kerrville Public Utility
Keys Energy
Knoxville Utilities Board
Lafayette Utilities System
Lincoln Electric System
Long Island Power Authority
Loup River Public Power District
Loveland Water and Power
Lower Colorado River Authority
Marshfield Utilities
Memphis Light Gas & Water
Municipal Services Commission
Muscatine Power & Water
Nashville Electric Service
Nebraska Public Power District
New Braunfels Utilities
Omaha Public Power District
Riviera Utilities
Sacramento Municipal Utility District
Santee Cooper
Traverse City Light & Power

OTHER

Central Municipal Power Agency and Services
Citizens Energy Group
City of Grand Forks
Denver Water
Oglethorpe Power

Renewable Energy Systems Americas
SERC Reliability
Virginia Tech University
WaterOne
Woodlawn Utility



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 and click on **PolicyCentral** to complete this portion of the survey.

- 2024 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 to report and access your **PolicyCentral** information. If you are a new participant, or have misplaced your username and password, contact Ellie Nakhforoush at +1 408 571 6378, ellie@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 participant (other than the requester) 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:

<https://www.wmgnet.com/dnn8/Portals/0/Surveys/EP/EP24 SmartScreen.xlsm>

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:

- Save the file, click on the "SUBMIT" tab and follow the easy steps to upload directly and securely to the WMG website. This is your most secure method to submit your data, as it is sent in an encrypted format.

OR

- Save the **SmartScreen** file to a location of your choice on your computer. Attach the completed file to an e-mail message and send to Ellie Nakhforoush at ellie@wmgnet.com

OR

- Use the following URL to upload your file directly to WMG:

<https://www.wmgnet.com/SmartScreenUpload/SmartScreenUpload.aspx?survey=EP24>

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, 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 contact Ellie Nakhforoush at +1 408 571 6378, 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	15
B	Company Job Title	15
C	Survey Record Number	15
D	Gender	15
E	Union Code	15
F	Utility Sector Code	15
G	Workplace	16
H	Workplace Zip Code	16
I	Range Minimum	16
J	Control / Midpoint	16
K	Range Maximum	16
L	Annual Base Pay	16
M	Actual Individual Variable Cash	17
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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 2024. Data reported should reflect policies and compensation in effect on 1 January 2024. All employees submitted must be on Active Pay Status as of 1 January 2024. 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
 - X** = Non-Binary/Other
- 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** = Non-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. WORKPLACE:** Enter the code which best indicates the workplace arrangement for the employee. If they work 80% or more in one location, choose that location. *This is an optional field, so please do not report if you are unable to accurately determine the employee workplace.*
 - O =** Office. This is where the employee works at a facility which is provided by the employer. Includes traditional office, plant, factory, laboratory, campus, store, and similar work locations.
 - H =** Home. This is where the employee works from their own home.
 - F =** Field. This is where the employee normally works in the field, not in a traditional office or home situation. This code typically applies to travelling, sales, and service employees.
 - Z =** Combination. Use this code if the employee works in more than one location, but not 80% in a single one.
- H. WORKPLACE ZIP CODE:** Indicate the **5 digit U.S. postal Zip Code** for the workplace location of the employee.
- I. RANGE MINIMUM:** Enter the lowest Annual Base Pay rate that would apply to an employee hired into the job with the minimum qualifications. Do not report Range Minimum if your organization uses a "Broadband" approach. Report the Annual Range Minimum in effect as of 1 January 2024.
- J. CONTROL / MIDPOINT:** Normally reflects the arithmetic midpoint between the pay range minimum and maximum. If your organization administers pay using a Control or Market Point other than the arithmetic midpoint of your pay range, enter that amount here. If your organization uses a "Broadband" approach, report the Control Point or Market Point for the job, but leave the Range Minimum and Range Maximum blank. Report the Annual Control / Midpoint in effect as of 1 January 2023.
- K. RANGE MAXIMUM:** Enter the highest Annual Base Pay rate normally available to an employee working in the job. Do not report the Range Maximum if your organization uses a "Broadband" approach. Report the Annual Range Maximum in effect as of 1 January 2023.
- L. 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 2023.



M. 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 |

N. 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 |

O. 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.

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P. 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.

Q. 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 2023 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.

R. 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 2024.
- Go to **PolicyCentral**® on our website, 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 Nakhforoush at +1 408 571 6378, ellie@wmgnet.com

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SURVEY JOBS INDEX

NEW AND REVISED POSITIONS INDICATED IN BOLD RED ITALICS

ADMINISTRATION

Notes

- 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 Services/Corporate Services

FINANCE

- 2000 Vice President Finance/CFO
- 2005 Director of Finance
- 2010 Assistant 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
- 3003 Senior Risk Analyst
- 3100 Government Compliance Officer
- 3101 Compliance Specialist
- 3112 Safety and Training Coordinator

UTILITIES

COMPENSATION SURVEY

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TECHNICAL SERVICES / ENGINEERING

Notes

- 4000 Vice President of Technical Services/Engineering
- 4001 Director of Engineering
- 4002 Engineering Manager
- 4009 Director of Environmental Affairs**
- 4010 Manager of Environmental Affairs
- 4011 Environmental Specialist (Technician)
- 4022 Distribution Engineer
- 4023 Senior Distribution Engineer
- 4032 Civil Engineer
- 4033 Senior Civil Engineer
- 4040 Director of Transmission Engineering
- 4042 Transmission Engineer
- 4043 Senior Transmission Engineer
- 4045 Director of Transmission System Operations
- 4046 Transmission System Operator 1
- 4047 Transmission System Operator 2
- 4048 Transmission System Operator 3
- 4049 Transmission System Operations Supervisor
- 4052 Electrical Engineer
- 4053 Senior Electrical Engineer
- 4055 Electrical Drafter**
- 4101 Instrument & Electronic Technician - SCADA
- 4102 Senior Instrument & Electronic Technician - SCADA
- 4111 Meter Technician 1
- 4112 Meter Technician 2
- 4113 Meter Technician 3
- 4114 Metering Supervisor
- 4116 Service Dispatcher**
- 4121 Vegetation Services Manager
- 4123 Vegetation Services Specialist

New Job

New Job

New Job

ENERGY OPERATIONS (Power Supply)

- 5000 Vice President of Energy Operations (Power Supply)
- 5004 Vice President of Transmission Planning and Services**
- 5005 Vice President 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

New Job

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GOVERNMENT AFFAIRS

Notes

- 6000 Vice President of Government & Public Affairs
- 6010 Director of Government Affairs

MEMBER RELATIONS

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

INFORMATION SYSTEMS / COMMUNICATIONS

- 8000 Chief Information Officer
- 8003 Information/Cyber Security Director
- 8004 Cyber Security Compliance Auditor
- 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
- 8211 Cyber Security Analyst 1
- 8212 Cyber Security Analyst 2
- 8213 Cyber Security Analyst 3
- 8214 Cyber Security Analyst 4

- 8223 CIP and Cyber Security Engineer***
- 8311 GIS Technician***
- 8314 GIS Supervisor***

- New Job***
- New Job***
- New Job***

UTILITIES

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POWER PLANT OPERATIONS / FACILITIES / MAINTENANCE / INFRASTRUCTURE

Notes

- 9110 Plant Control Room Operator (Hydroelectric)
- 9120 Plant Control Room Operator (Nuclear)
- 9130 Plant Control Room Operator (Solar)
- 9140 Plant Control Room Operator (Gas Turbine)
- 9150 Plant Control Room Operator (Coal Fired)
- 9160 Plant Control Room Operator (Wind)
- 9201 Plant Supervisor/Foreman
- 9210 Plant Manager (Hydroelectric)
- 9220 Plant Manager (Nuclear)
- 9230 Plant Manager (Solar)
- 9240 Plant Manager (Gas Turbine)
- 9250 Plant Manager (Coal Fired)
- 9260 Plant Manager (Wind)
- 9301 System Protection & Control Technician 1
- 9302 System Protection & Control Technician 2
- 9303 System Protection & Control Technician 3
- 9501 Line Technician 1
- 9502 Line Technician 2
- 9503 Line Technician 3
- 9507 Line Supervisor/Foreman
- 9511 Distribution Line Technician 1
- 9512 Distribution Line Technician 2
- 9513 Distribution Line Technician 3
- 9517 Distribution Line Supervisor/Foreman
- 9521 Transmission Line Technician 1
- 9522 Transmission Line Technician 2
- 9523 Transmission Line Technician 3
- 9527 Transmission Line Supervisor/Foreman
- 9531 Substation Technician 1
- 9532 Substation Technician 2
- 9533 Substation Technician 3
- 9537 Substation Supervisor/Foreman
- 9601 Generation Technician
- 9602 Generation Specialist
- 9611 Maintenance Technician
- 9621 Mechanical Technician
- 9625 Electrician
- 9627 Maintenance Supervisor/Foreman
- 9631 Welder 1
- 9632 Welder 2

U T I L I T I E S

COMPENSATION SURVEY

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WATER / WASTEWATER PLANT OPERATIONS

Notes

- 10111 Water Treatment Plant Operator 1
- 10112 Water Treatment Plant Operator 2
- 10113 Water Treatment Plant Operator 3
- 10117 Water Treatment Plant Supervisor
- 10211 Wastewater Treatment/Reclamation Plant Operator 1
- 10212 Wastewater Treatment/Reclamation Plant Operator 2
- 10213 Wastewater Treatment/Reclamation Plant Operator 3
- 10217 Wastewater Treatment/Reclamation Plant Supervisor
- 10311 Water/Wastewater Treatment Plant Operator 1
- 10312 Water/Wastewater Treatment Plant Operator 2
- 10313 Water/Wastewater Treatment Plant Operator 3
- 10317 Water/Wastewater Treatment Plant Supervisor
- 10411 Water/Wastewater Treatment Plant Mechanic 1
- 10412 Water/Wastewater Treatment Plant Mechanic 2
- 10413 Water/Wastewater Treatment Plant Mechanic 3
- 10511 Water/Wastewater Treatment Plant Systems Technician 1
- 10512 Water/Wastewater Treatment Plant Systems Technician 2
- 10513 Water/Wastewater Treatment Plant Systems Technician 3
- 10612 Water/Wastewater Treatment Plant Laboratory Technician
- 10613 Senior Water/Wastewater Treatment Plant Laboratory Technician
- 10617 Water/Wastewater Laboratory Supervisor
- 10621 Water/Wastewater Chemist



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.

Experience and Training: Doctorate degree, plus 10 years related experience, and 10 years related management experience; or equivalent combination of Experience and Training.

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.

Experience and Training: Doctorate degree, plus 5 years related; or equivalent combination of Experience and Training.

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.

Experience and Training: Bachelor’s degree in business, accounting, or HR management plus 5+ years of related experience; or equivalent combination of Experience and Training.

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.

Experience and Training: Bachelor’s degree in business, accounting, finance or HR management, plus 8+ years of related experience and 5+ years related management experience; or equivalent combination of Experience and Training.

1044 VICE PRESIDENT OF 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.

Experience and Training: Bachelor’s degree in business, accounting, finance or HR management, plus 10+ years of related experience and 8+ years related management experience; or equivalent combination of Experience and Training.



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.

Experience and Training: High school graduate or equivalent experience, plus 5+ years of experience; or equivalent combination of Experience and Training.

1055 EXECUTIVE ASSISTANT (CEO & BOD)

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.

Experience and Training: High school graduate or equivalent and advanced administrative training, plus 5 years of experience; or equivalent combination of Experience and Training.

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.

Experience and Training: MBA/CPA, plus 10 years related experience and 10 years related management experience; or equivalent combination of Experience and Training.

2005 DIRECTOR OF FINANCE

Assists in the financial strategic planning of the company by evaluating its performance and potential risks. Performs regular financial analysis. Oversees annual budgeting process and periodic budget revisions. Supervises all audit and internal control processes. Oversees preparation of detailed reports on the company's financial performance. Guarantees compliance with financial laws and guidelines. Recognizes patterns in company spending, revenue, and recommend solutions to any problem areas. Coordinates with external financial entities on behalf of the company. Hires and oversees leaders in the finance and accounting departments, including giving directions and delivering periodical evaluations.

Experience and Training: MBA plus +6 years related experience and 6+ years related management experience in Utility industry, or equivalent combination of Experience and Training.

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. Assists in annual budgeting process and periodic budget revisions. Supervises accounting staff.

Experience and Training: Bachelor's degree in accounting/finance/business, plus 4+ years of experience in managerial accounting; or equivalent combination of Experience and Training.

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.

Experience and Training: Bachelor's degree in accounting/finance/business, plus 8+ years of experience in related field; or equivalent combination of Experience and Training.

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.

Experience and Training: Bachelor's degree in accounting/finance, plus 10+ years of experience in related field or CPA; or equivalent combination of Experience and Training.

**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.

Experience and Training: Bachelor's degree in accounting/finance/business 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.

Experience and Training: Bachelor's degree in accounting/finance/business, 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.

Experience and Training: Bachelor's degree in accounting/finance/business, equivalent major or equivalent experience plus 4 years of professional accounting experience, or CPA plus 2 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.

Experience and Training: Bachelor's degree in accounting/finance/business a related field or equivalent experience, plus 8 years accounting experience, or CPA plus 4 years.

RISK MANAGEMENT**3000 MANAGER OF RISK CONTROL**

Responsible for the company market and credit risk analyses used to determine financial soundness, credit worthiness, contracts for credit provisions, terms and conditions, bank lines and letters of credit. Develops and maintains corporate risk management policies and reports. Coordinates information for property and liability insurance renewals. Has direct supervisory responsibility in larger organizations.

Experience and Training: Bachelor's degree in risk management, insurance, business, or a related field, plus 8 years of related experience; or equivalent combination of Experience and Training. Requires comprehensive knowledge of risk management principles.



3003 SENIOR RISK ANALYST

Performs complex enterprise, market and credit risk analysis activities. Oversees and facilitates identifying, assessing, and analyzing risk, implementing measures to prevent, mitigate or eliminate enterprise risk and risk in aggregate. Monitors outcomes/risk levels for a supported line of business or functional area. Reviews new industry regulations to ensure Company compliance. Utilizing in-depth knowledge of risk analysis, partners with risk managers to formulate risk policies, procedures, standards, and programs. Oversees rollout of risk policies/programs to the supported lines of business and/or functional areas. Contributes to development, implementation, and maintenance of the crisis management plan.

Experience and Training: Bachelor’s degree in risk management, insurance, business, or a related field, plus 5 years of related experience; or equivalent combination of Experience and Training. Requires comprehensive knowledge of risk management principles.

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.

Experience and Training: Bachelor’s degree in engineering, or a related field, plus 5 years of related experience; or equivalent combination of Experience and Training.

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.

Experience and Training: Bachelor’s degree in engineering, the sciences or mathematics plus 5 years of experience in a technical role in operations, planning, compliance or their equivalent with significant previous experience with compliance standards; or equivalent combination of Experience and Training.

3112 SAFETY AND TRAINING COORDINATOR

Encourages and facilitates a hazard free workplace by ensuring that all employees have the proper training, knowledge, and tools to enable them to perform their jobs safely and effectively. Assists in developing and maintaining a comprehensive safety, training, and compliance program and the creation of new programs from analyzing audit/observation/assessment information and consistent system-wide application of safety processes and procedures. Ensures compliance with all local, state, and federal laws, rules and regulations. Reviews, coordinates, and administers the physical and written skills testing of the employees. Assists in the investigation of accidents and damages to the company. Assists in developing and sustaining an incident and Injury-free work culture.

Experience and Training: High School Diploma or an acceptable equivalency diploma (GED) and 4 years of experience in the safe construction and operation of utility systems. Experience in safety training, safety inspections, or managing a safety program in occupational or environmental safety and health is highly preferred.



TECHNICAL SERVICES / ENGINEERING

4000 VICE PRESIDENT OF TECHNICAL SERVICES/ENGINEERING

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

Experience and Training: Bachelor’s degree in engineering, plus 10 years of related experience, and 10 years of related management experience; or equivalent combination of Experience and Training.

4001 DIRECTOR OF ENGINEERING

Provides strategic and operational leadership to the organization in order to align engineering initiatives with Company business strategies. Partners with executive leadership to establish and deliver current and long range direction for engineering staff. Oversees, directs and manages engineering group(s) responsible for engineering tasks and responsibilities related to the development, analysis, design and implementation of capital as well as Operation and Maintenance projects, including coordination with other departments and facilities, operations and facility engineering groups. Develops and monitors the departmental budget, schedules, portfolio of projects and strategic plans to ensure technical support and quality control. Ensures that proper engineering standards and practices are developed and practiced within the engineering groups.

Experience and Training: Bachelor’s degree in Electrical Engineering, or related field plus 10+ years of related experience and 8 years of related management experience; or equivalent combination of Experience and Training.

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.

Experience and Training: Bachelor’s degree or equivalent combination of Experience and Training 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.

4009 DIRECTOR OF ENVIRONMENTAL AFFAIRS

New Job

Leads the activities of the department and supervises all environmental and compliance programs. Develops environmental policy and stewardship programs to meet established goals. Directs the acquisition, maintenance, and analysis of data in air, water, solid waste, noise, and hazardous waste programs, and the preparation of related permits and associated compliance reports required for operation of new and existing facilities. Participates at public hearings on permits and submits required sworn testimony on same before state or federal agencies. Reviews proposals for environmental legislation and administrative rules and develops and delivers appropriate testimony or other communication to the appropriate agency to achieve reasonable laws or regulations under which the organization must operate.

Experience and Training: Bachelor’s Degree in Civil or Environmental Engineering, Environmental Sciences or similar discipline plus minimum of 10 years progressive experience.



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.

Experience and Training: Bachelor’s degree in civil/environmental engineering, plus 8 years of experience in environmental compliance/regulations; or equivalent combination of Experience and Training.

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.

Experience and Training: Bachelor’s degree in civil/environmental engineering, plus 1 year experience in environmental compliance/regulatory; or equivalent combination of Experience and Training.

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.

Experience and Training: Bachelor’s degree in engineering, plus 5 years of related experience, and 2 years of related management experience; or equivalent combination of Experience and Training.

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.

Experience and Training: Bachelor’s degree in engineering, plus 8 years of related experience, and 4 years of related management experience; or equivalent combination of Experience and Training.

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.

Experience and Training: Bachelor’s degree in civil engineering, plus 5 years of related experience; or equivalent combination of Experience and Training.



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.

Experience and Training: Bachelor’s degree in civil engineering, plus 10 years of related experience; or equivalent combination of Experience and Training.

4040 DIRECTOR OF TRANSMISSION ENGINEERING

Responsible for the leadership and direction of the Transmission Engineering Department. Ensures projects and designs are completed on time within budget constraints and conform to approved standards including all applicable codes and regulations. Manages the operational, budgetary, and financial activities. Provides technical direction and guidance on ongoing owned assets, potential new projects in planning and construction projects. Responsible for developing, implementing and maintaining engineering standards.

Experience and Training: Bachelor’s degree in Electrical Engineering is required. A Master’s Degree in Electrical Power Systems with an emphasis on power systems is preferred. 10+ years engineering experience in electrical transmission; or equivalent combination of Experience and Training.

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.

Experience and Training: Bachelor’s degree in engineering, plus 5 years of related experience; or equivalent combination of Experience and Training.

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.

Experience and Training: Bachelor’s degree in engineering, plus 10 years of related experience; or equivalent combination of Experience and Training.

4045 DIRECTOR OF TRANSMISSION SYSTEM OPERATIONS

Provides management oversight in the coordination of transmission equipment outage scheduling, congestion management, preparations for major operational events, and preparation for system emergencies (e.g. Blackouts, Control Center Evacuation) including development and implementation of emergency operating procedures assigning roles and providing training to emergency support people. Provides leadership and direction to ensure necessary staff, policies and procedures and culture of reliability and compliance are developed and implemented to provide safe and reliable local and regional transmission grid operations and compliance with applicable regulations. Works collaboratively with other company leaders to identify relevant federal/state regulatory/policy issues that may affect company Transmission. Leads, develops and implements processes and practices to ensure that company business interests are being appropriately managed through the development and administration of applicable transmission contracts.

Experience and Training: Bachelor’s degree in Engineering or business plus 5+ years of related experience and 5 years of related management experience; or equivalent combination of Experience and Training.



4046 TRANSMISSION SYSTEM OPERATOR 1

Coordinates, monitors, and evaluates the real-time safe operation and control of transmission grid after gaining working knowledge of power system fundamentals and control room operations. Performs entry-level duties associated with transmission switching including power restoration and firm load shed. Works toward obtaining necessary certificates as coordinated with and directed by management. Under supervision, monitors and controls transmission and substation facilities to ensure transmission line and transformer loading within ratings. Under supervision, maintains a reliable transmission system voltage profile with operations within first contingency limits. Assists Transmission System Operator in restoring load and service to transmission and substation facilities. Monitors weather conditions to ensure system operation’s readiness during adverse weather conditions.

Experience and Training: 2+ years of experience in real-time operation and control of electric transmission and/or distribution systems, transmission equipment field operations or power plant operations is required. Associate degree in electrical engineering technology, electrical technology, electronics or relevant field is preferred.

4047 TRANSMISSION SYSTEM OPERATOR 2

Responsible for coordinating, monitoring, and evaluating the real-time safe operation and control of transmission grid. Performs routine engineering analysis and calculations necessary for real-time line loading functions and load flow functions in order to adapt to changing system conditions. Monitors and controls transmission and substation facilities to ensure transmission line and transformer loading within ratings, a reliable system voltage profile, and operation within first contingency limits. This includes maintaining/restoring acceptable generating unit reactive capacity, line loading, bus voltages, transformer load tap changes, switched capacitors/reactors and operation of transmission breakers/switches. Includes monitoring and responding to station equipment alarms and grid element voltage/limit alarms. Restores to transmission and substation facilities to reduce customer outage time and restore system integrity. Coordinates all switching activities with other utilities to make certain safety and reliability are upheld.

Experience and Training: 4+ years of experience in real-time operation and control of electric transmission and/or distribution systems, transmission equipment field operations or power plant operations is required. Associate degree in electrical engineering technology, electrical technology, electronics or relevant field is preferred.

4048 TRANSMISSION SYSTEM OPERATOR 3

At a senior level, coordinates, monitors, and evaluates the real-time safe operation and control of transmission grid. Works with maintenance personnel in restoration efforts to safely and efficiently restore power to the end-use customer. Performs complex engineering analysis and calculations necessary for real-time line loading functions and load flow functions in order to adapt to changing system conditions. Acts as a resource for colleagues with less experience and directs the work of other staff members. Ensures the electric transmission system meets demand while maintaining system parameters such as frequency, line flows and transmission-level voltage within prescribed limits. Restores service to transmission and substation facilities to reduce customer outage time and restore system integrity. Approves switching orders prior to implementation by less experienced Transmission System Operators, as required. Coordinates complex switching activities with other utilities to make certain safety and reliability are upheld. Performs outage coordination as necessary.

Experience and Training: 6+ years of experience in real-time operation and control of electric transmission and/or distribution systems, transmission equipment field operations or power plant operations and 2 years of supervisory experience. Associate degree in electrical engineering technology, electrical technology, electronics or relevant field is preferred.

4049 TRANSMISSION SYSTEM OPERATIONS SUPERVISOR

Responsible for leadership, direction, supervision, training and performance of the Transmission System Operators. Oversees the operation and control of assets and ensures that the company’s Transmission System Operators adhere to all applicable regulatory compliance standards. Coordinates the training requirements and prepares work schedules for the System Operators. Assures that departmental and field personnel are fully trained and qualified to operate designated systems. Directs the team in the routine and emergency monitoring and control of transmission and distribution systems and the dispatching of substation, field and trouble crews on electric system and customer outage complaints. Meets customer needs and company economic requirements thru coordination with other departments, outside organizations, and customers.

Experience and Training: 8+ years of experience in real-time operation and control of electric transmission and/or distribution systems, transmission equipment field operations or power plant operations is required. Associate degree in electrical engineering technology, electrical technology, electronics or relevant field is preferred.



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.

Experience and Training: Bachelor’s degree in electrical engineering, plus 5 years of related experience; or equivalent combination of Experience and Training.

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.

Experience and Training: Bachelor’s degree in electrical engineering, plus 10 years of related experience; or equivalent combination of Experience and Training.

4055 ELECTRICAL DRAFTER

New Job

Under moderate supervision performs computer-aided drafting (CAD) services of electrical, mechanical, civil and site design drawings and diagrams related to power generation stations, substations, environmental, transmission systems, and others. Routine activities include revising, inventorying, indexing, and updating all engineering documents, using various electronic applications, i.e. AutoCAD, researching engineering information from drawing archives for the various departments, engineering partners, or vendors, scanning, editing, reproducing, filing, organizing, and purging engineering drawings and related technical information, assisting with field audits and meeting with field staff to verify drawing and file integrity.

Experience and Training: Associate Degree in Mechanical and Electrical Drafting and Design plus 1 year of related experience in Utility Industry.

4101 INSTRUMENT & 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.

Experience and Training: Specialized training equal to 2 years of college, plus 2 years related experience and/or training, or equivalent combination of Experience and Training. Associate 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 & 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.

Experience and Training: Associate 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.

4111 METER TECHNICIAN 1

Under general supervision, performs meter reads, disconnects and reconnects, programming and support of Automated Meter Reading/Advanced Metering Infrastructure (AMR/AMI). Assists in the installation, maintenance, and operation of a large assortment of equipment including, but not limited to meters, regulators, venting, and piping. Conducts testing and calibration of electric, gas or water meters, performs in-depth inspections and keeps detailed documentation.

Experience and Training: High School diploma or equivalent plus required certificates. Also requires high degree of mechanical/electrical and problem-solving ability and knowledge of equipment, tools, and instruments used in the operation and maintenance of the electric, gas, wastewater, and water systems.

4112 METER TECHNICIAN 2

Under minimum direction, performs the tasks required to ensure the safe and efficient management, procurement, reading, testing, maintenance, inspection and repair of all electrical and mechanical utility metering devices and measuring devices to support the revenue collection related to electric, gas, or water utilities. Provides planning and scheduling of tasks to ensure functions are safely and efficiently completed. Trains co-workers in the operation, testing, maintenance, and repair of meter centers and equipment. Assists engineering, construction, and service groups in the proper design, installation, and operation of meter centers. Ensures that all federal, state, and local regulatory requirements are met and maintains records of compliance.

Experience and Training: High School diploma or equivalent plus required certificates and 2+ years of related experience. Also requires high degree of mechanical/electrical and problem-solving ability and knowledge of equipment, tools, and instruments used in the operation and maintenance of the electric, gas, wastewater, or water systems. Requires a high level of independent decision making with little to no direct supervision.

4113 METER TECHNICIAN 3

Serves as team lead is responsible for planning, coordinating, and budgeting of activities related to meter installation, inspection, maintenance and testing for one of the following disciplines: electric, gas or water. Conducts training sessions on equipment repair methods, safety and policy. Provides the most complex technical assistance and finds solutions to resolve technical questions. Writes job specifications, scope of services, and standard procedures for complete professional documentation of a project. Supervises personnel assigned to their area of responsibility, monitors employee's performance, and makes recommendations to the department Supervisors and Manager on pay increases and promotions.

Experience and Training: High School diploma or equivalent plus required certificates and 4+ years of related experience. Also requires high degree of mechanical/electrical and problem-solving ability and knowledge of equipment, tools, and instruments used in the operation and maintenance of the electric, gas, wastewater, or water systems. Should be proficient in the use of software such as Mobile Data, CIS, Excel, Word, Access, etc.

4114 METERING SUPERVISOR

Directs and supervises planning, coordinating, and budgeting of activities related to meter installation, inspection, maintenance, testing, reading, high bill investigations, non-pay shutoffs, and final bills for one of the following disciplines: electric, gas or water. Develops the careers of department employees through training, and/or arranging schools or seminars. Arranges for recruitment of additional personnel when and as authorized. Turns on and off (sets and removes) utility services. Oversee testing, repairing, and calibration of all meters, meter devices and meter equipment. Oversees evaluation of meters and associated metering equipment, software, and related IT technology. Ensures the department is in compliance with state, local and federal guidelines.

Experience and Training: Associate degree in Electrical Technology or similar disciplines and 5 years of experience as a Meter Worker.



4116 SERVICE DISPATCHER

New Job

Provides operational support by issuing, tracking, updating, documenting, processing notifications and work orders as well as scheduling and dispatching field service employees to customer location/field, partnering with customer service representatives and management, and completing all applicable administrative duties. Responsibilities include routing all service calls (electric, gas, water, swage, leaks, overflows, outages) and providing scheduling advice to technicians and customers, communicating with customer services representatives, technicians, and management, ensuring that good customer relations are maintained, and that customer claims and complaints are resolved fairly, effectively and in accordance with the established laws, processing right-of-way/excavating permits from government entities/ municipalities, creating and performing switching orders with crews in the field, handling office and field staff questions, ensuring established safety policies are adhered to.

Experience and Training: High school diploma or GED plus two years office experience, including experience in a dispatch center or similar environment.

4121 VEGETATION SERVICES MANAGER

Manages and oversees the daily operation of the Vegetation Services team including operational, budgetary, and financial activities. Plans, budgets, evaluates, coordinates, and improves the efficiency of assigned business processes and procedures to enhance speed, quality, efficiency, safety and output. Supervises staff and contractors to ensure the successful performance of work in accordance with project plans, permits, and company requirements. Develops and oversees compliance programs associated with vegetation management, including NERC and herbicide permits. Responds to compliance events and develops necessary corrective action plans. Works with local operation and maintenance personnel to address local system needs being impacted by vegetation. Responds to customer and community concerns associated with vegetation management and Herbicide Program.

Experience and Training: An Associate degree in Arboriculture, Forestry, or other related Environmental degree. Minimum 6 years of demonstrated relevant experience with utility vegetation management.

4123 VEGETATION SERVICES SPECIALIST

Provides oversight for the Distribution and Transmission line clearing, work planning, herbicide application and debris hauling. May train, direct and guide contractors or personnel on vegetation management, maintenance tree trimming, tree removal and herbicide application. Assures that all line clearing and work planning is performed in accordance with the current guidelines and adheres to all federal, state, and local laws and regulations. The overall goal of this position is to passionately pursue the elimination of "tree and vegetation caused" electrical outages in a safe, efficient and environmentally responsible way.

Experience and Training: An Associate degree in Arboriculture, Forestry, or other related Environmental degree. Minimum 2 years of demonstrated relevant experience with utility vegetation management.

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.

Experience and Training: Bachelor's degree in related field, plus 10 years of related experience, and 10 years of related management experience; or equivalent combination of Experience and Training.

5004 VICE PRESIDENT OF TRANSMISSION PLANNING AND SERVICES

New Job

Accountable for all Transmission and Operations Planning activities by providing vision, leadership, direction and ownership. Responsibilities include operating model governance and oversight, strategic planning around long term asset management, employee development, regulatory strategy, financial planning, driving organization standards and continuous improvements, overseeing the development, negotiation and maintenance of transmission related contracts and engagement with other transmission owners and operators. Reports to President/CEO/General Manager.

Experience and Training: Master's Degree in Engineering is required. Minimum 10 years of experience in the electric utility industry with experience in regulatory, planning, operation, and commercial realm.



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.

Experience and Training: Bachelor’s degree in related field, plus 10 years of related experience, and 5 years of related management experience; or equivalent combination of Experience and Training.

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.

Experience and Training: Bachelor’s degree in engineering, plus 4 years of related experience; or equivalent combination of Experience and Training.

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.

Experience and Training: Bachelor’s degree, plus 2 years of related experience; or equivalent combination of Experience and Training.



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.

Experience and Training: Bachelor’s degree in economics, finance, mathematics, statistics or other quantitative field, plus 5 years of experience in energy trading, financial or energy risk management, data modeling; or equivalent combination of Experience and Training.

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. No direct supervisory responsibility.

Experience and Training: Bachelor’s degree, plus 1 year of related experience; or equivalent combination of Experience and Training. May require NERC certification.

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.

Experience and Training: Bachelor’s degree, plus 2 years of related experience; or equivalent combination of Experience and Training.

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.

Experience and Training: Bachelor’s degree, plus 4 years of related experience and 1 year of related management experience; or equivalent combination of Experience and Training.

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.

Experience and Training: Bachelor’s degree in a related area, plus five years of experience; or equivalent combination of Experience and Training.

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.

Experience and Training: Bachelor’s degree in a related area, plus 7 years of experience and 3 years of related management experience; or equivalent combination of Experience and Training.

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.

Experience and Training: Bachelor’s degree in a related area, plus 3 years of experience; or equivalent combination of Experience and Training.

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.

Experience and Training: Bachelor’s degree in a related area, plus 4 years of experience; or equivalent combination of Experience and Training.



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 3rd 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.

Experience and Training: Bachelor’s degree in a related area, plus 4 years of utility experience with focus on energy efficiency program design and technologies, and 2 years of related management experience; or equivalent combination of Experience and Training.

5150 FUELS & 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.

Experience and Training: Bachelor’s degree in a related area, plus 7 years of experience in communications and public relations and 2 years of related management experience; or equivalent combination of Experience and Training.



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.

Experience and Training: Bachelor’s degree in a related area, plus 5 years of experience, and 3 years of related management experience; or equivalent combination of Experience and Training.

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.

Experience and Training: Bachelor’s degree in a related area, plus 2 years of experience; or equivalent combination of Experience and Training.

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.

Experience and Training: Bachelor’s degree, plus 5+ years of relevant work experience; or equivalent combination of Experience and Training. Economic Development Finance Professional (EDFP) certification and/or Certified Economic Developer (CEd) may be required.

INFORMATION SYSTEMS / 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.



8003 INFORMATION/CYBER SECURITY DIRECTOR

Leads, organizes, directs, and controls the activities and staff responsible for the development, management and maintenance of the Information Technology security and compliance program, including cyber security. Directs the management of information security policies and programs and ensure data integrity within and across IT and other business functions. Engages senior and functional leaders in setting the information security strategy and in reviewing and implementing appropriate information security policies and practices throughout the organization. Advises on integrating security within tailored IT solutions. Leads integration of security capabilities and risk mitigations during planning, implementation and management of enterprise systems and business operations. Shapes and oversees cyber threat intelligence initiatives to maintain adequate information security in compliance with all policies and regulations.

Experience and Training: Bachelor's/Master's degree in Computer Science or related field, and 10 years applicable experience with a focus on information security; or equivalent combination of Experience and Training.

8004 CYBER SECURITY COMPLIANCE AUDITOR

Conducts comprehensive cyber and physical security audits of critical infrastructures such as IT and OT Systems, information and network infrastructure per North American Electric Reliability Corporation (NERC) and critical infrastructure protection (CIP) Standards. Evaluates implementation and deployment of cyber and physical security strategies. Evaluates threats and vulnerabilities as well as security and privacy risks, documents and reports exceptions and violations and makes necessary recommendations for improvement. Conducts audits of security contracts employed within information and cyber system to determine the overall and component level risk.

Experience and Training: Bachelor's degree in cybersecurity, Information Security, Information Technology or other closely related field plus 5+ years of related experience; or equivalent combination of Experience and Training.

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.

Experience and Training: Bachelor's degree in engineering, computer science, or related field, plus 10 years industry experience, and 5 years management/supervisory experience; or equivalent combination of Experience and Training.

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.

Experience and Training: Bachelor's degree in n computer science or related field, plus 3+ years of computer applications, hardware, and operating systems experience; or equivalent combination of Experience and Training.

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.

Experience and Training: Bachelor's degree in computer science or equivalent experience.



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.

Experience and Training: Bachelor’s degree or equivalent experience, plus 2+ years of experience; or equivalent combination of Experience and Training.

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. **Experience and Training:** Associate degree, or 2 years of formal technical training, plus 2+ years of related experience; or equivalent combination of related training and experience. Incumbents typically possess 4-6 years of related experience.

8112 TELECOMMUNICATIONS/NETWORK TECHNICIAN 2

Telecommunications technicians, under general direction, configure, implement, and maintain voice data and network communications systems. Assists supervisors and communications engineers/analysts in planning and designing 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. **Experience and Training:** Associate degree, or 2 years of formal technical training, and 5+ years of related experience; or equivalent combination of related training and experience. Incumbents typically possess over 8-10 years of related experience.

8211 CYBER SECURITY ANALYST 1

Assists in providing detection, identification, and reporting of possible cyber attacks/intrusions, anomalous activities, and misuse activities. Uses Computer Network Defense (CND) tools for continual monitoring and vulnerability testing and analysis of system activity to identify malicious activity. Assists with performing security event and incident correlation using information gathered from a variety of sources.

Experience and Training: Bachelor’s Degree in Computer Science, or a related field or equivalent experience. Advanced degree preferred. A minimum of 2 years of experience in systems security. Able to communicate effectively and clearly present technical approaches and findings. Work is performed under some direction. Exercises a limited Degree of latitude in determining technical objectives of assignment.



8212 CYBER SECURITY ANALYST 2

Provides detection, identification, and reporting of possible cyber attacks/intrusions, anomalous activities, and misuse activities. Uses Computer Network Defense (CND) tools for continual monitoring and vulnerability testing and analysis of system activity to identify malicious activity. Characterizes and performs analysis of network traffic and system data to identify anomalous activity and potential threats to resources. Performs security event and incident correlation using information gathered from a variety of sources.

Experience and Training: Bachelor’s Degree in Computer Science, or a related field or equivalent experience. Advanced degree preferred. Typically, possesses 4-6 years of experience. Able to communicate effectively and clearly present technical approaches and findings. Able to apply technical expertise, and may have knowledge of other related disciplines. Work is performed under limited direction. Exercises latitude in determining technical objectives of assignment. Completed work may be reviewed from a relatively long-term perspective, for desired results.

8213 CYBER SECURITY ANALYST 3

Provides detection, identification, and reporting of possible cyber attacks/intrusions, anomalous activities, and misuse activities. Uses Computer Network Defense (CND) tools for continual monitoring and vulnerability testing and analysis of system activity to identify malicious activity. Characterizes and performs analysis of network traffic and system data to identify anomalous activity and potential threats to resources. Performs security event and incident correlation using information gathered from a variety of sources. Performs cyber incident triage analysis to include determining scope, urgency, and potential impact of security incidents. Makes recommendations to enhance network defense configurations.

Experience and Training: Bachelor’s Degree in Computer Science, or a related field or equivalent experience. Advanced degree preferred. Typically, possesses 7-9 years of experience. Able to communicate effectively and clearly present technical approaches and findings. Able to apply extensive technical expertise, and has full knowledge of other related disciplines. Work is performed without appreciable direction. Exercises considerable latitude in determining technical objectives of assignment. Completed work is reviewed from a relatively long-term perspective, for desired results. Guides the successful completion of major programs and may function in a project leadership role.

8214 CYBER SECURITY ANALYST 4

Leads efforts in the detection, identification, and reporting of possible cyber attacks/intrusions, anomalous activities, and misuse activities. Uses Computer Network Defense (CND) tools for continual monitoring and vulnerability testing and analysis of system activity to identify malicious activity. Determines appropriate course of action in response to identified cyber security incidents or anomalous network activity. Correlates incident data to identify specific vulnerabilities and make recommendations that enable expeditious remediation. Recommends enterprise protection measures based on incident trends. Prepares detailed recommendations for network defense improvements to close or mitigate incidents. Completes cyber incident reports detailing incident findings and mitigation/remediation recommendations. Develops and documents incident response guidance, processes, and procedures.

Experience and Training: Bachelor’s Degree in Computer Science, or a related field or equivalent experience. Advanced degree preferred. Typically, possesses 10+ years of experience. Able to communicate effectively and clearly present technical approaches and findings. Able to apply extensive technical expertise, and has full knowledge of other related disciplines. Work is performed without appreciable direction. Exercises considerable latitude in determining technical objectives of assignment. Completed work is reviewed from a strategic perspective, for desired results. Guides the successful completion of major programs and often functions in a project leadership role.

8223 CIP AND CYBER SECURITY ENGINEER

New Job

Responsible for cyber security of power plant controls and associated systems. Position will support and provide technical input in the areas of threat detection & incident response including log management, intrusion, detection, critical threat response, attack & threat analysis, security operation analytics, and application security. Also responsible for implementation, maintenance, and administration of various security systems such as identity access control, managing log sources, enterprise vulnerability management tools, patch management, backup and recovery, configuration change, information protection. In addition, is responsible for maintaining all CIP and other compliance standards through good security practices.

Experience and Training: Bachelor’s Degree in Electrical/Electronic Engineering or similar disciplines plus 3 years of Cyber Security, NERC-CIP Compliance, and/or Power Generation or Transmission.



8311 GIS TECHNICIAN

New Job

This position is responsible for design, creation, maintenance, and update of utility mapping and mapping databases in Geographical Information Systems (GIS). Activities include coordination of GIS data conversion and mapping activities, creation of GIS layers/data elements consistent with existing standards, interpretation of plans, photographs, maps, and legal descriptions for creation of GIS data, collection of data using Global Positioning System (GPS) equipment and importing the data correctly into the mapping system, performing spatial and tabular analysis for data quality assurance in GIS and integrated data repositories, conducting thorough research into property records, participation in occasional field inspections and UAV flight projects, working directly with Operations to answer questions, provide maps, and assist in restoring services to outage areas. Reports to GIS Supervisor.

Experience and Training: Associate Degree in GIS, Computer Science, Engineering, or similar disciplines plus 1 year of GIS related experience is required.

8314 GIS SUPERVISOR

New Job

Coordinates the deployment, utilization, and maintenance of GIS technologies within the organization, provides the technical expertise and acts as project leader in the planning, implementation and maintenance of GIS projects with varying levels of complexity. Coordinates/supervises database(s) maintenance; data organization and cleanup, software upgrades, performance monitoring and tuning, sorting and creating data models. Creates reports for business needs using multiple data sources. Assists other department supervisors/managers with mapping and software needs. Performs data audits and quality control measures to ensure data integrity and security. Maintains integration of GIS to improve the accuracy, reliability, and integrity of data and eliminate duplication of data. Coordinates project assignment, prioritization, monitors and supports departmental workflow, manages and prepares budget, forecasts departmental needs, promotes, hires, disciplines to include all record keeping, develops morale, develops/determines departmental training needs, evaluates direct reports, and approves time.

Experience and Training: Bachelor's Degree in a related field (e.g., Electrical/Electronic Engineering Technology, Geography, Cartography, Geomatics, GIS) plus 3 years of related experience (e.g., GIS, Engineering Technician, Land Management, Right of Way, Drafting and Design) in the Utility Industry.

POWER PLANT OPERATIONS / FACILITIES / MAINTENANCE / INFRASTRUCTURE

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.

Experience and Training: High school diploma or GED or 2 years of formal technical training and a minimum of 1 year of equivalent plant operations experience; or equivalent combination of Experience and Training.

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.

Experience and Training: Bachelor's degree in engineering (mechanical, electrical or nuclear engineering preferred) plus at least one year plant operations experience; or equivalent combination of Experience and Training.



9130 PLANT CONTROL ROOM OPERATOR (SOLAR)

Operates control room, controls and regulates generation and voltage levels. Responds to alarms, analyzes problems, and resolves monitoring network issues. 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.

Experience and Training: Associate degree in technical or relevant discipline, or 2 years of formal technical training and a minimum of 1 year of equivalent plant operations experience in Alternative Energy Generation field; or equivalent combination of Experience and Training.

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.

Experience and Training: High school diploma or GED or 2 years of formal technical training and a minimum of 1 year of equivalent plant operations experience; or equivalent combination of Experience and Training.

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.

Experience and Training: High school diploma or GED or 2 years of formal technical training and a 1-3 year of equivalent plant operations experience; or equivalent combination of Experience and Training.

9160 PLANT CONTROL ROOM OPERATOR (WIND)

Operates control room, monitors and controls wind turbines and other plant equipment. Monitors data such as weather conditions including wind speed, direction, turbulence, irradiance, storms, or equipment temperatures, voltage, current and power. 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 plant generation, coordinates with the Power Dispatchers. No direct supervisory responsibility.

Experience and Training: Associate degree in technical or relevant discipline or 2 years of formal technical training and a minimum of 1 year of equivalent plant operations experience in Alternative Energy Generation field; or equivalent combination of Experience and Training.

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.

Experience and Training: Minimum of 5 years related experience; or equivalent combination of related experience and education.

9210 PLANT MANAGER (HYDROELECTRIC)

Within a Hydroelectric Power Plant, manages and directs overall activities. Responsible for all plant operations, maintenance, health and safety performance, environmental compliance, employee training and development, quality control, performance management, evaluation of reliability improvement and technology, process development and oversight, development of strategic plans, and budget development and management. Reports to Vice President Generation.

Experience and Training: Bachelor's degree in engineering or related field, plus 10 years of relevant experience leading hydro generation plant; or equivalent combination of Experience and Training.



9220 PLANT MANAGER (NUCLEAR)

Within a Nuclear Power Plant, manages and directs overall activities. Responsible for all plant operations, maintenance, health and safety performance, environmental compliance, employee training and development, quality control, performance management, evaluation of reliability improvement and technology, process development and oversight, development of strategic plans, and budget development and management. Reports to Vice President Generation.

Experience and Training: Bachelor’s degree in engineering (mechanical, electrical or nuclear engineering preferred) or related field, plus 10 years of relevant experience leading nuclear generation plant; or equivalent combination of Experience and Training.

9230 PLANT MANAGER (SOLAR)

Within a Solar Power Plant, manages and directs overall activities. Responsible for all plant operations, maintenance, health and safety performance, environmental compliance, employee training and development, quality control, performance management, evaluation of reliability improvement and technology, process development and oversight, development of strategic plans, and budget development and management. Reports to Vice President Generation.

Experience and Training: Bachelor’s degree in engineering or related field, plus 5 years of relevant experience leading solar generation plant; or equivalent combination of Experience and Training.

9240 PLANT MANAGER (GAS TURBINE)

Within a Gas Turbine Power Plant, manages and directs overall activities. Responsible for all plant operations, maintenance, health and safety performance, environmental compliance, employee training and development, quality control, performance management, evaluation of reliability improvement and technology, process development and oversight, development of strategic plans, and budget development and management. Reports to Vice President Generation.

Experience and Training: Bachelor’s degree in engineering or related field, plus 10 years of relevant experience leading gas turbine generation plant; or equivalent combination of Experience and Training.

9250 PLANT MANAGER (COAL FIRED)

Within a Coal Fired Power Plant, manages and directs overall activities. Responsible for all plant operations, maintenance, health and safety performance, environmental compliance, employee training and development, quality control, performance management, evaluation of reliability improvement and technology, process development and oversight, development of strategic plans, and budget development and management. Reports to Vice President Generation.

Experience and Training: Bachelor’s degree in engineering or related field, plus 10 years of relevant experience leading coal fired generation plant; or equivalent combination of Experience and Training.

9260 PLANT MANAGER (WIND)

Within a Wind Power Plant, manages and directs overall activities. Responsible for all plant operations, maintenance, health and safety performance, environmental compliance, employee training and development, quality control, performance management, evaluation of reliability improvement and technology, process development and oversight, development of strategic plans, and budget development and management. Reports to Vice President Generation.

Experience and Training: Bachelor’s degree in engineering or related field, plus 5 years of relevant experience leading Wind generation plant; or equivalent combination of Experience and Training.

9301 SYSTEM PROTECTION & CONTROL TECHNICIAN 1

Under general supervision, performs entry level duties assisting experienced technicians with complex maintenance, installation, testing, commissioning and integration tasks on System Protection & Control equipment involved in System Operations, Generation, Transmission, Distribution, Relay and Control Engineering, Telecommunications, and Network Services.

Experience and Training: 1+ years of experience in the construction and/or maintenance of power substation protection, SCADA, diagnostic, metering, monitoring and/or control systems.

9302 SYSTEM PROTECTION & CONTROL TECHNICIAN 2

Under general supervision, performs intermediate level duties including complex maintenance, installation, testing, commissioning and integration tasks on System Protection & Control equipment involved in System Operations, Generation, Transmission, Distribution, Relay and Control Engineering, Telecommunications, and Network Services. Also assists engineering and purchasing with the testing/evaluation of new equipment and technologies.

Experience and Training: 3+ years of experience in the construction and/or maintenance of power substation protection, SCADA, diagnostic, metering, monitoring and/or control systems.



9303 SYSTEM PROTECTION & CONTROL TECHNICIAN 3

Under minimum supervision, coordinates and manages complex projects and performs senior level duties including complex maintenance, installation, testing, commissioning and integration tasks on System Protection & Control equipment involved in System Operations, Generation, Transmission, Distribution, Relay and Control Engineering, Telecommunications, and Network Services. Completes and submits North American Electric Reliability (NERC) required documentation. Takes a new perspective to solve complex problems. Works independently and receives minimal guidance. Acts as a resource for colleagues with less experience; may direct the work of other staff members.

Experience and Training: 5+ years of experience in the construction and/or maintenance of power substation protection, SCADA, diagnostic, metering, monitoring and/or control systems.

9501 LINE TECHNICIAN 1

Under general supervision, performs routine tasks associated with construction, maintenance and maintenance of overhead and underground distribution and Transmission electrical system and related equipment. Assists with activities related to energized and de-energized overhead and underground electric systems of high and low voltage while pole climbing, utilizing line trucks, aerial boom, lifts and wire pulling equipment. Installs single-phase electric meters, telecommunication systems cable and conduit. 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.

Experience and Training: High school diploma or equivalent. May also require additional licenses and certificates.

***NOTE:** This Job Family combines Transmission and Distribution Line Technician responsibilities. Please review and match to Survey Job Codes 9511 through 9527 if your organization differentiates between Transmission and Distribution Line Technician Jobs.*

9502 LINE TECHNICIAN 2

Under general supervision, performs routine and standard tasks associated with construction, maintenance, and repair of overhead and underground distribution and Transmission electrical system and related equipment. Works on energized and de-energized overhead and underground electric systems of high and low voltage while pole climbing, utilizing line trucks, aerial boom, lifts and wire pulling equipment. Installs and maintains transformers, meters, conduit, switches, arrestors, capacitors, voltage regulators, and telecommunication systems cable. Performs tasks such as loading, digging, framing, setting of poles and structures, stringing, sagging, and clipping in of conductor. Performs variety of tests including cable tester, hipotter, locator, and infra-red apparatus. 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.

Experience and Training: High school diploma or equivalent, plus 3 years of experience in Transmission and Distribution Line work. May also require additional licenses and certificates.

***NOTE:** This Job Family combines Transmission and Distribution Line Technician responsibilities. Please review and match to Survey Job Codes 9511 through 9527 if your organization differentiates between Transmission and Distribution Line Technician Jobs.*

9503 LINE TECHNICIAN 3

Under limited supervision, performs routine, standard, and complex tasks associated with construction, maintenance, and repair of overhead and underground distribution and Transmission electrical system and related equipment. Works on energized and de-energized overhead and underground electric systems of high and low voltage while pole climbing, utilizing line trucks, aerial boom, lifts and wire pulling equipment. Installs and maintains transformers, meters, conduit, switches, arrestors, capacitors, voltage regulators, and telecommunication systems cable. Performs tasks such as loading, digging, framing, setting of poles and structures, stringing, sagging, and clipping in of conductor. Performs variety of tests including cable tester, hipotter, locator, and infra-red apparatus. 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. Operates variety of specialized equipment such as boom truck, backhoe, trencher, etc. May lead crew in their daily activities. Assists the supervisor with planning and performing jobs.

Experience and Training: High school diploma or equivalent, plus 5 years of experience in Transmission and Distribution Line work. May also require additional licenses and certificates.

***NOTE:** This Job Family combines Transmission and Distribution Line Technician responsibilities. Please review and match to Survey Job Codes 9511 through 9527 if your organization differentiates between Transmission and Distribution Line Technician Jobs.*



9507 LINE SUPERVISOR/FOREMAN

Supervises the construction, maintenance, and repair of overhead and underground distribution and Transmission electrical system and related equipment. Establishes priorities and supervises line crew activities including scheduling and approval of timesheets and expense reports. Contributes to safe operation by developing documented work practices, drafting safety protocols, performing job safety observations, overseeing truck and tool inspections and replacement of equipment and tools to ensure a safe work environment. Develops Emergency Action Plan for major events on the power system. Develops lineman training program and organize meetings with linemen. Coordinates work activities with Dispatching. Coordinates restoration activities when emergencies occur to restore service in a safe and efficient manner. Oversees all aspects of line inspection program by line crews. Heads the on-call trouble. Completes and maintains all paperwork for crew activity such as: time sheets, staking sheets, and trouble orders. Performs tasks such as climbing poles, driving and operating line bucket and digger derrick trucks, working with specialty tools, and handling high voltages.

Experience and Training: High school diploma or equivalent, plus 8 years of experience in Transmission and Distribution Line work. May also require additional licenses and certificates.

***NOTE:** This Job Family combines Transmission and Distribution Line Technician responsibilities. Please review and match to Survey Job Codes 9511 through 9527 if your organization differentiates between Transmission and Distribution Line Technician Jobs.*

9511 DISTRIBUTION LINE TECHNICIAN 1

Under close supervision, performs in the construction and maintenance of overhead and underground distribution lines. Assists the Foreman and other crew members in their work as required. Climbs poles and works from a bucket on energized secondary poles and below the neutral on de-energized primary poles which have been isolated and grounded by qualified personnel, all while under direct supervision. Sets up work zone including road signs, road cones and flags traffic. Climbs trees, operates chain saw and assist in Right-of-Way clearing. Operates forklift, digs anchor holes, drives ground rods, and pulls wire from reel. Operates digging and lifting equipment. Under supervision, works in energized secondary pedestals and light bases.

Experience and Training: High school diploma or equivalent. May also require additional licenses and certificates.

9512 DISTRIBUTION LINE TECHNICIAN 2

Under general supervision, performs in the construction and maintenance of overhead and underground distribution lines including assisting in trouble shooting. Works on energized lines in the installation and replacement of insulators, tying in wire, dead-ending conductors, making jumpers, connecting transformers, installing arresters, other line devices and equipment and any associated tasks involved in line work. Installs, splices, and terminates underground cable. Installs and maintains street and security lights. Builds riser poles. Works off the pole in making up single and three phase transformer connections and OCR banks. Frames poles. Assist Foreman and Line Crew in ensuring that vehicles, work equipment and tools are in proper working condition.

Experience and Training: High school diploma or equivalent, plus 3 years of experience in Distribution Line work. May also require additional licenses and certificates.

9513 DISTRIBUTION LINE TECHNICIAN 3

Under limited supervision, performs in the construction and maintenance of overhead and underground distribution lines. May lead crew in their daily activities. Responds to outage calls, makes necessary repairs to primary and secondary lines and equipment. Recommends tools and equipment that are needed. Climbs poles, works from a bucket, frames poles, sets poles, changes out poles, pulls and ties in wire, climbs and trims trees, uses a chain saw and cuts r-o-w, installs transformers, switches and other line devices, terminates and splices URD cable, builds riser poles, test phasing and rotation, takes voltage and current measurements, sets, meters, provides accurate written information on work performed and any associated tasks involved in line work. Writes and/or executes switching orders on overhead and underground lines and substations. Troubleshoots outages and restores service.

Experience and Training: High school diploma or equivalent, plus 5 years of experience in Distribution Line work. May also require additional licenses and certificates.



9517 DISTRIBUTION LINE SUPERVISOR/FOREMAN

Supervises the installation and maintenance of overhead and underground facilities. Organizes and directs performance of the crew involved in the construction and maintenance of overhead and underground, primary and secondary lines and equipment, substation maintenance, street and security light installation and maintenance, and responding to outage calls. Is knowledgeable of distribution automation and automated switching schemes as well as installing, testing, and maintaining automated/remote capable equipment. Ensures compliance with organization’s safety protocol and OSHA Standards. Climbs, works out of bucket, pull wire and hang transformers as needed to accomplish assigned work. Heads the on-call trouble. Completes and maintains all paperwork for crew activity such as: time sheets, staking sheets, and trouble orders.

Experience and Training: High school diploma or equivalent, plus 8 years of experience in Distribution Line work. May also require additional licenses and certificates.

9521 TRANSMISSION LINE TECHNICIAN 1

Under close supervision, assists more experienced crew members, from the ground, in the construction, inspection, maintenance, testing, and repair of overhead and underground transmission lines, fiber optic lines, substations and high voltage electrical systems. Assists more experienced employees in performing routine work on transmission power lines, rights of way, transmission steel structure foundation installations, and with site preparation. Assists in operation and maintenance of equipment such as bucket trucks, boom trucks, winch trucks, etc. used in performing aerial work. Prepares and transports equipment and material for daily projects. Responds to emergency and other call-out situations as required. Learns to perform aerial work. Climbs wood and steel transmission structures to extreme heights using proper safety equipment. Participates in training to gain greater knowledge and experience of procedures, tool use, and equipment operation associated with high line work.

Experience and Training: High school diploma or equivalent. May also require additional licenses and certificates.

9522 TRANSMISSION LINE TECHNICIAN 2

Under general supervision, performs in the construction, inspection, maintenance, testing, and repair of overhead and underground transmission lines, fiber optic lines, substations and high voltage electrical systems. Performs routine and standard tasks associated with all aspects of the construction or maintenance and repair of transmission lines (e.g. overhaul and inspection of lines and installing lines). Operates and maintains equipment such as bucket trucks, boom trucks, winch trucks, etc. Climbs wood and steel transmission structures to extreme heights using proper safety equipment. Works on energized electrical equipment (live line glove-hand/hot-stick work). Performs installing equipment including transformers, capacitors, voltage regulators and down guys to poles, loading, digging, framing, setting of poles and structures, stringing, sagging, clipping in of conductor, and patrol of transmission lines. Assists the supervisor and other crew members with planning and performing jobs.

Experience and Training: High school diploma or equivalent, plus 3 years of experience in Transmission Line work. May also require additional licenses and certificates.

9523 TRANSMISSION LINE TECHNICIAN 3

Under limited supervision, performs in the construction, inspection, maintenance, testing, and repair of overhead and underground transmission lines, fiber optic lines, substations and high voltage electrical systems. Performs routine, standard, and complex tasks associated with all aspects of the construction or maintenance and repair of transmission lines (e.g. overhaul and inspection of lines and installing lines). Operates and maintains equipment such as bucket trucks, boom trucks, winch trucks, etc. Climbs wood and steel transmission structures to extreme heights using proper safety equipment. Works on energized electrical equipment (live line glove-hand/hot-stick work). Performs installing equipment including transformers, capacitors, voltage regulators and down guys to poles, loading, digging, framing, setting of poles and structures, stringing, sagging, clipping in of conductor, and patrol of transmission lines. Responds to emergency situations. Assists the supervisor with planning and performing jobs.

Experience and Training: High school diploma or equivalent, plus 5 years of experience in Transmission Line work. May also require additional licenses and certificates.



9527 TRANSMISSION LINE SUPERVISOR/FOREMAN

Supervises the construction, inspection, maintenance, testing, and repair of overhead and underground transmission lines, fiber optic lines, substations and high voltage electrical systems. Establishes priorities and supervises line crew activities including scheduling and approval of timesheets and expense reports. Coordinates with transmission engineering on design, maintenance and replacements to the transmission system. Contributes to safe operation by developing documented work practices, drafting safety protocols, performing job safety observations, overseeing truck and tool inspections and replacement of equipment and tools to ensure a safe work environment. Develops Emergency Action Plan for major events on the power system. Develops lineman training program and organize meetings with linemen. Coordinates work activities with Dispatching. Coordinates restoration activities when emergencies occur to restore service in a safe and efficient manner. Oversees all aspects of line inspection program by line crews. Heads the on-call trouble. Completes and maintains all paperwork for crew activity such as: time sheets, staking sheets, and trouble orders. Climbs wood and steel transmission structures to extreme heights and handles high voltage.

Experience and Training: High school diploma or equivalent, plus 8 years of experience in Transmission Line work. May also require additional licenses and certificates.

9531 SUBSTATION TECHNICIAN 1

Under close supervision, provides assistance in construction, operation, maintenance, troubleshoot, repair, and testing of electrical substations, switchyards, and the related equipment. Assists with installation, maintenance, replacement, calibration, assembly, repair, and cleaning of electrical equipment and components such as high voltage circuit breakers, disconnect switches, voltage transformers, potential transformers, capacitor banks, bus bars, meters, battery banks, relays, control, lighting, regulators, communications equipment, transmission lines, and associated systems. Assists in electrical test equipment and reads, interprets, and evaluates results. Learns to read blueprints, diagrams, schematics, manuals, parts lists, and to transport and operate aerial bucket equipment (e.g., man lifts, jib lifts and bucket trucks) and cranes (e.g., mobile cranes and facility cranes).

Experience and Training: High school diploma or equivalent. May also require additional licenses and certificates.

9532 SUBSTATION TECHNICIAN 2

Under general supervision, participates in construction, operation, maintenance, troubleshoot, repair, and testing of electrical substations, switchyards, and the related equipment. Participates in installation, maintenance, replacement, calibration, assembly, repair, cleaning and/or removal of electrical equipment and components such as high voltage circuit breakers, disconnect switches, voltage transformers, potential transformers, capacitor banks, bus bars, meters, battery banks, relays, control, lighting, regulators, communications equipment, transmission lines, and associated systems. Works with the experienced technicians to perform testing on substation equipment and interprets test data to aid in determining the condition of substation equipment. Observes and inspects equipment and structures to detect potential electrical issues (e.g., patrol of transmission lines). Reads/interprets blueprints and drawings, consults manuals, parts lists, etc., to assist in performing work. Keeps drawings and schematics up to date and accurate. Transports and operates aerial bucket equipment (e.g., man lifts, jib lifts and bucket trucks) and cranes (e.g., mobile cranes and facility cranes).

Experience and Training: High school diploma or equivalent, plus 3 years of experience in Substation work. May also require additional licenses and certificates.

9533 SUBSTATION TECHNICIAN 3

Under limited supervision, works with the Substation Supervisor/Foreman to plan, organize and execute daily Substation activities. Leads 2-4 person crew and trains them on daily activities to ensure that work is completed in a timely and accurate manner. Works with the Substation Supervisor/Foreman to allocate substation resources to ensure projects are completed in an accurate and efficient manner. Leads crew in construction, operation, maintenance, troubleshoot, repair, and testing of electrical substations, switchyards, and the related equipment. Leads crew in installation, maintenance, replacement, calibration, assembly, repair, cleaning and/or removal of electrical equipment and components such as high voltage circuit breakers, disconnect switches, voltage transformers, potential transformers, capacitor banks, bus bars, meters, battery banks, relays, control, lighting, regulators, communications equipment, transmission lines, and associated systems. Performs testing on substation equipment and interprets test data to aid in determining the condition of substation equipment. Reads/interprets blueprints and drawings, consults manuals, parts lists, etc., to assist in performing work. Keeps drawings and schematics up to date and accurate. Works with engineering personnel to develop switching plans and procedures. Oversees monthly inspections of all Substations. Provides after hours support for substation outages and emergencies and aids in restoring power during power outages.

Experience and Training: High school diploma or equivalent, plus 5 years of experience in Substation work. May also require additional licenses and certificates.



9537 SUBSTATION SUPERVISOR/FOREMAN

Provides for the administrative and technical oversight of the Substation Department. Oversees the construction, operation and maintenance of all Substations and Transmission, in coordination with Engineering. Responsible for long range planning and development of the Substation Department and Transmission planning. Responsible for verifying that the day to day operations of the Substation Department are completed through the subordinate personnel.

Experience and Training: High school diploma or equivalent, plus 8 years of experience in Substation work. May also require additional licenses and certificates.

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.

Experience and Training: Minimum of 5 years of experience in the operation and maintenance of electric generation equipment, particularly turbine and generator control systems.

9602 GENERATION SPECIALIST

Under general supervision, ensure safe and reliable generation of electricity by operating, inspecting, and maintaining turbines, generators, auxiliary equipment, buildings, grounds, and dams associated with various types of generating facilities such as hydroelectric, combustion turbines, or steam plants. Diagnoses and repairs equipment malfunctions to ensure all mechanical equipment functions properly. Operates control panels and manual controls to regulate water levels, generators, and auxiliary hydroelectric generating station equipment. Reads gauges and meters to control specified water flow, water levels, and generation according to power demands, license requirements and safety factors. Maintains equipment in optimal condition, prevent premature failures and ensure compliance with design specifications. Records all necessary data to ensure compliance with State and Federal regulatory agencies.

Experience and Training: High school diploma or equivalent, plus 5 years of experience in electric generation.

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.

Experience and Training: Minimum of 5 years of 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.

Experience and Training: Minimum of 5 years of experience in maintaining the system of the plant.

9625 ELECTRICIAN

Performs electrical work, including maintenance, inspection, repair, testing, adjustment, installation and/or removal of electrical power generation, transmission, distribution and/or control equipment such as motor control systems and interlocks, high voltage switchgear, protective relays, electric motors, generators, electrical circuit breakers, condensers, transformers, switches, communication systems, and electrical and electronic control equipment and wiring. Performs routine preventative maintenance and general upkeep of electrical and electronic equipment and test gear. Reads/interprets blueprints and drawings, consults manuals, parts lists, etc., to assist in performing work.

Experience and Training: 2+ years of experience in maintenance and/or construction of electrical power generation, transmission, distribution, substation and control equipment, and/or other types of electrical equipment, including experience reading blueprints.



9627 MAINTENANCE SUPERVISOR

Supervises the activities of plant maintenance crews and utility personnel to ensure that assigned work is completed in alignment with work plans. Provides counseling, coaching, and development opportunities, and evaluates work performance in accordance with established procedures and expectations. Manages maintenance of assigned power plants, systems, and equipment. Identifies and manages the resolution of plant maintenance, project/ personnel/ safety issues, or other issues impacting workers, plant operations, and work environment/productivity.

Experience and Training: Associate degree in related field, plus 4 years related experience, and 2 years related management experience; or equivalent combination of Experience and Training.

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.

Experience and Training: Basic reading, writing and arithmetical skills, plus 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.

Experience and Training: Ability to read, write and perform required shop mathematics, plus 4 years of production welding operations. This is the fully qualified and experienced working level.

WATER / WASTEWATER PLANT OPERATIONS

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.

Experience and Training: 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.

Experience and Training: 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.

Experience and Training: 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.



10117 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.

Experience and Training: High school diploma or equivalent supplemented by two years of college level courses in water treatment, chemistry, math, hydrology, hydraulics, or related subjects plus 8 years of experience in operation and maintenance of water treatment and pumping plant. 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.

Experience and Training: 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.

Experience and Training: High school diploma or equivalent, plus 3 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.

Experience and Training: High school diploma or equivalent, plus 5 years of experience in wastewater collection. May also require additional licenses and certificates.

10217 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.

Experience and Training: High school diploma or equivalent, plus 8 years of experience working in the wastewater operations industry. 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, 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. 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.

Experience and Training: 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, 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 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.

Experience and Training: High school diploma or equivalent supplemented by college level courses in chemistry or mathematics, plus 3 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 degitters 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.

Experience and Training: High school diploma or equivalent, plus 5 years of experience in operations and maintenance of water/wastewater treatment plant. May also require additional licenses and certificates.

10317 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.

Experience and Training: High school diploma or equivalent supplemented by 2 years of college level courses in water/wastewater treatment, chemistry, math, hydrology, hydraulics, or related subjects, plus 8 years of experience in operation 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.

Experience and Training: 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.

Experience and Training: High school diploma or equivalent, plus 3 years of 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.

Experience and Training: High school diploma or equivalent, plus 5 years of 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.

Experience and Training: 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.

Experience and Training: High school diploma or equivalent, plus 3 years of 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.

Experience and Training: High school diploma or equivalent, plus 6 years of experience in the maintenance of electrical and electronic systems and equipment in an industrial facility.

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. **Experience and Training:** Associate 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. **Experience and Training:** Bachelor's degree or equivalent in the chemical, environmental, biological, or physical sciences, plus 5 years of experience as a laboratory technician in water/wastewater environmental analysis.

10617 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. **Experience and Training:** Bachelor's degree in the chemical, environmental, biological, or physical sciences, plus 5 years of experience in a laboratory environment. An advanced degree in the relevant field is preferred.

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. **Experience and Training:** Bachelor's degree or equivalent in the chemical, environmental, biological sciences, or physical sciences, plus 3 years of experience in a laboratory environment. An advanced degree in the relevant field is preferred.