

ELECTRIC COMPLIANCE ANALYST I  
ELECTRIC COMPLIANCE ANALYST II

DEFINITION

To plan, analyze, implement, monitor, and report comprehensive regulatory, safety and emergency management compliance activities within the Electric Department, ensuring operations are compliant with electric industry, Federal, State and local standards, rules and regulations as applied to electric operations.

DISTINGUISHING CHARACTERISTICS

Electric Compliance Analyst I – This is the entry level class in the Electric Compliance Analyst series. This class is distinguished from the journey level by the performance of the more routine tasks and duties assigned to positions within this series. Employees at this level are not expected to perform with the same independence of direction and judgment on matters allocated to the journey level. Since this class is typically used as a training class, employees may have only limited or no directly related work experience. Employees work under general supervision while learning job tasks.

Electric Compliance Analyst II – This is the journey level class within the Electric Compliance Analyst series and is distinguished from the I level by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

SUPERVISION RECEIVED AND EXERCISED

Electric Compliance Analyst I

Receives general supervision from an assigned supervisor.

May exercise direct supervision over administrative and technical support staff as appropriate.

Electric Compliance Analyst II

Receives direction from an assigned supervisor.

May exercise direct supervision over administrative and technical support staff and Assistant/Associate Electric Analysts as appropriate.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Develop, implement, maintain and audit a comprehensive compliance program in support of Electric Department operations.

Develop, maintain and audit operations to ensure compliance with electric industry Federal, State and local standards and rules, including electric reliability standards enforced by the Western Electricity Coordinating Council (WECC) and North American Electric Reliability Corporation (NERC).

Establish and implement processes, plans, procedures, programs and/or policies to monitor electric reliability standards and apply federal or state regulations and inform appropriate staff of changes or additions to industry regulatory requirements and rules.

Monitor and participate in industry forums and stakeholder groups relevant to the development and implementation of electric reliability standards in the western United States and other local state and federal applicable regulations.

Develop, maintain and improve tracking and record-keeping systems and work instructions for regulatory compliance filing and record keeping requirements, ensuring timely and accurate reporting.

Develop plans and programs that support emergency management, safety and personnel training; record and maintain all training related records.

Serve as Department's Emergency Management Team representative; coordinate emergency response activities and exercises.

Monitor operations and analyze data to ensure compliance with a variety of regional, State and Federal regulations; make recommendations for changes in operational procedures to remedy deficiencies identified.

Develop and conduct training for staff on operational procedures, processes and requirements applicable to current regulations.

Develop, modify and conduct training for staff as it relates to industry regulatory and compliance requirements.

Analyze deficiencies and create and recommend corrective action and mitigation plans including scope, timing and priority of planned response to observations, findings and conclusions of internal and external compliance audits and review of processes and procedures as they relate to compliance with Federal, State, WECC/NERC and local standards and rules.

Create and/or lead industry forums and stakeholder groups relevant to the development, networking, coordination and implementation of electric compliance activities.

As needed, lead internal working groups in the development and implementation of processes or plans to comply with new or changing reliability standard requirements and/or other applicable local, state and federal regulations.

Prepare written reports; prepare and make oral presentations related to regulatory compliance activities.

Facilitate and lead the development of mitigation plans in the event of a regulatory violation.

Identify, communicate and lead the self-report process in the event of a potential noncompliance.

Represent function on committees, outside organizations and at staff subcommittees as necessary, coordinate compliance activities with other divisions and outside agencies.

Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.

Recommend and assist in the implementation of goals and objectives; establish schedules and methods for compliance programs; implement programs, plans and processes.

Plan, prioritize, assign, supervise and review the work of assigned staff.

Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.

Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.

Perform related duties as assigned.

## MINIMUM QUALIFICATIONS

### Electric Compliance Analyst I

#### Knowledge of:

Principles and practices of technical report writing and documentation.

Principles and practices of management information systems.

Principles and practices of investigation and record keeping activities.

Principles and methods of developing and presenting training materials.

Principles and practices of supervision, training and performance evaluations.

Principles and practices of public administration.

Principles of record keeping.

Modern office equipment, methods, procedures, and computer hardware and software.

Ability to:

Learn and understand regulatory compliance associated with the electric utility industry.

Learn to apply practices of safety pertaining to electric utility operations and maintenance.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Learn pertinent local, State and Federal laws, ordinances, regulations and rules.

Prepare and make effective training presentations regarding regulatory compliance, both formally and informally.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Experience and Training

Experience:

One year of responsible experience performing duties similar an Associate Electric Analyst with the City of Roseville or one year of independent, journey-level experience performing professional duties that included administering an environmental, safety, or reliability compliance tracking or an environmental, safety, or reliability regulatory management program.

AND

Training:

A Bachelor's degree from an accredited college or university preferably with major coursework in engineering, business, economics or a related field.

License and Certificate:

Possession of a valid California driver's license by date of appointment.

Electric Compliance Analyst II

In addition to the qualifications for the Electric Compliance Analyst I:

Knowledge of:

Principles and practices of regulatory compliance associated with the electric utility industry.

Principles and practices of safety and emergency management pertaining to electric utility operations and maintenance.

Principles of budget monitoring.

Principles and practices of auditing.

Methods of project management.

Pertinent local, State and Federal laws, ordinances and rules.

Ability to:

Plan, analyze, implement and report comprehensive regulatory compliance strategies.

Plan, implement and direct emergency management related training programs and activities.

Interpret and explain pertinent rules, regulations, policies, programs, plans and procedures as they related to compliance program elements and department activities.

Interpret and effectively apply Federal, State, and local laws, standards and regulations as they relate to environmental, safety and reliability compliance requirements of electric utility activities.

Implement innovations designed to effectively track regulatory compliance requirements, in particular those of WECC and NERC.

Develop and recommend policies, programs, plans, processes, procedures and internal controls related to assigned operations.

May supervise, train and evaluate assigned office support staff.

Experience and Training

Experience:

Two years of professional experience performing duties similar to that of an Electric Compliance Analyst I with the City of Roseville.

AND

Training:

A Bachelor's degree from an accredited college or university preferably with major coursework in engineering, business, economics or a related field.

License and Certificate:

Possession of a valid California driver's license by date of appointment.

07-12-22

03-13-21      Electric Compliance Analyst I-II

09-05-13

02-09-13      Electric Compliance Analyst

06-19-2010    Electric Generation Compliance Analyst