



ELECTRIC REGULATORY COMPLIANCE ADMINISTRATOR

SALARY RANGE: \$ 8,652- \$ 11,594 per month (26 pay periods annually)

FINAL FILING DATE: Accepting the first 50 qualified applications or closing at 5:00 pm on Thursday, March 31, 2011

TENTATIVE TEST DATE: Oral Interview: Thursday, April 28, 2011

PLEASE NOTE: It is mandatory that you complete the supplemental questionnaire. Your application will be rejected if you do not provide all necessary information. All notification for this position will be done through email.

THE POSITION

The Human Resources Department is accepting applications for the position of **Electric Regulatory Compliance Administrator** for Roseville Electric. The normal work schedule will be Monday through Friday, 8:00 a.m. to 5:00 p.m. A flexible schedule may be available.

DEFINITION

To plan, organize and direct the activities of the Electric Regulatory Compliance section within the Electric Department/Roseville Electric; to coordinate section activities with other divisions or departments; and to provide highly responsible technical support to the Electric Utility Director.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Electric Utility Director. Exercises direct supervision over assigned professional, technical and clerical personnel.

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

- Recommend and implement section goals and objectives; establish performance standards, controls, communications and methods to monitor and ensure department/company wide regulatory compliance; develop and implement policies and procedures.
- Plan, develop and oversee the work of staff involved in regulatory compliance; develop and document compliance related work processes and procedures in coordination with Electric divisions and staff.
- Evaluate operations and activities of assigned unit; implement improvements and modifications; identify potential compliance issues in a timely manner; develop solutions and implement work plans to prevent regulatory violations; prepare detailed reports on operations and activities.
- Manage and facilitate with others the self-report process, in the event of a regulatory violation; lead the development of effective mitigation plans including milestone commitments with designated responsible parties to prevent recurrence.

- Monitor industry best practices and development trends by benchmarking with other utilities to identify compliance practices, procedures and metrics in order to enhance the department's compliance programs; recommend and implement best practices.
- Partner with department staff to develop compliance training programs; initiate and conduct relevant training when appropriate.
- Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for compliance activities; monitor and control expenditure.
- Participate in the selection of compliance staff; coordinate assigned staff training; conduct performance evaluations; recommend discipline; implement discipline procedures as directed.
- Establish and maintain effective partnerships and controls with subject matter experts in the City to ensure they are knowledgeable about requirements and accountable for compliance.
- 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

Knowledge of:

- Principles and practices of internal control principles.
- Electric industry compliance activities.
- Electric utility operations.
- Pertinent local, regional, State, Federal rules, regulations and laws including FERC (Federal Regulatory Commission), NERC (North American Electric Reliability Corporation), and CARB (California Air Resources Board) reliability standards, recommendations and requirements.
- Modern office procedures, methods and computer equipment.
- Principles and practices of research analysis and management.
- Budgeting procedures and techniques.
- Principles and practices of supervision, training and performance evaluation.
- Principles and practices of work safety.

Ability to:

- Organize, implement and direct regulatory compliance operations/activities.
- Anticipate issues and develop and implement innovation solutions.
- 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.
- Interpret and explain pertinent compliance operations and department policies and procedures.
- Assist in the development and monitoring of an assigned program budget.
- Develop and recommend policies and procedures related to assigned operations.

- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.
- Supervise, train and evaluate assigned staff.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Five years of increasingly responsible experience in regulatory compliance, project management, process improvement or a related field, including two years of supervisory responsibility.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in engineering, business, economics or a related field.

License and Certificate:

Possession of, or ability to obtain, a valid California drivers' license.

SELECTION PROCESS

Applications and supplemental responses will be reviewed and those candidates most closely meeting the needs of the position will be invited to an oral interview exam (weighted 100%). Final appointment is contingent upon a check of past employment references, passing a City-paid pre-employment medical exam and a drug and alcohol screening test and fingerprint check.

ELECTRIC REGULATORY COMPLIANCE ADMINISTRATOR SUPPLEMENTAL QUESTIONNAIRE

The following questions are designed to help you present your qualifications for this position. Your responses to these questions will be used to determine whether you are among the most qualified of the applicants and should continue in the selection process. It is your responsibility to ensure that you clearly state your qualifications and experience in this questionnaire, as it is used as a part of the basis for screening applications.

Responses should be complete, concise and specific. Clarity and completeness of answers are factors that will be considered in the evaluation process. Address each question separately; using additional pages as necessary, however, try to limit your responses to no more than one page per question. Be sure to indicate your name on supplemental pages. When describing your experience, please confine your remarks to work that you personally performed.

Please note that you must submit both a completed City application and a supplemental application in order to be considered further in the selection process. Although a resume may be submitted, it will not be accepted as a substitute for any of the required application documents.

1. Describe your experience as the person responsible for meeting regulatory deadlines. Please be specific about your roles, duties and responsibilities.
2. In your opinion, what compliance area(s) will require the most focus and dedication from Roseville's electric utility staff? Please explain why.
3. Describe your experience with managing and leading cross-functional teams including staff members who do not directly report to you.