

ELECTRIC REGULATORY COMPLIANCE ADMINISTRATOR

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 reoccurrence.

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.

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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 or Certificate

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