

<p><b>1. Position Code</b> PUTESPL2A07R</p>
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**State of Michigan**  
**Civil Service Commission**  
 Capitol Commons Center, P.O. Box 30002  
 Lansing, MI 48909

Federal privacy laws and/or state confidentiality requirements protect a portion of this information.

**POSITION DESCRIPTION**

This form is to be completed by the person that occupies the position being described and reviewed by the supervisor and appointing authority to ensure its accuracy. It is important that each of the parties sign and date the form. If the position is vacant, the supervisor and appointing authority should complete the form.

This form will serve as the official classification document of record for this position. Please take the time to complete this form as accurately as you can since the information in this form is used to determine the proper classification of the position. **THE SUPERVISOR AND/OR APPOINTING AUTHORITY SHOULD COMPLETE THIS PAGE.**

<p><b>2. Employee's Name (Last, First, M.I.)</b></p>	<p><b>8. Department/Agency</b> Licensing &amp; Regulatory Affairs</p>
<p><b>3. Employee Identification Number</b></p>	<p><b>9. Bureau (Institution, Board, or Commission)</b> Public Service Commission</p>
<p><b>4. Civil Service Classification of Position</b> Public Utilities Engineer Specialist 2-13</p>	<p><b>10. Division</b> Energy Operations</p>
<p><b>5. Working Title of Position (What the agency titles the position)</b> Electricity Distribution Specialist</p>	<p><b>11. Section</b> Electric Operations</p>
<p><b>6. Name and Classification of Direct Supervisor</b> Nicholas Evans, State Administrative Manager 15</p>	<p><b>12. Unit</b></p>
<p><b>7. Name and Classification of Next Higher Level Supervisor</b> Patricia Poli, State Division Administrator 17</p>	<p><b>13. Work Location (City and Address)/Hours of Work</b> 7109 W. Saginaw Hwy, Lansing, MI M-F, 8 am – 5 pm</p>

**14. General Summary of Function/Purpose of Position**

As the statewide electricity distribution specialist, serve as expert on very complex electrical distribution system performance and on the operation, maintenance, economic and regulatory factors affecting electrical distribution systems in Michigan subject to MPSC jurisdiction. Electric distribution is a very complex specialty involving the economic, reliable and safe means of delivering electrical energy from transfer points to customers. It includes such complex issues a severe weather service interruption, power quality problems, and Neutral to Earth Voltage.

**For Civil Service Use Only**

**15. Please describe your assigned duties, percent of time spent performing each duty, and explain what is done to complete each duty.**

**List your duties in the order of importance, from most important to least important. The total percentage of all duties performed must equal 100 percent.**

Duty 1

**General Summary of Duty 1**                      **% of Time 30**

Independently monitor, review and evaluate very complex distribution system performance of electric utilities under MPSC jurisdiction.

**Individual tasks related to the duty.**

- Conduct detailed field investigations which involve complex service outage complaints.
- Identify causes for outages and evaluate impact on reliability or quality of service for customers.
- Make formal recommendations for corrective action.
- Write and present expert testimony and reports relating to highly complex issues involving distribution service in rate cases and other contested proceedings. Serve as expert witness before an administrative law judge, responding to cross-examination by private attorneys representing the electric utility companies and other interested parties (including special interest groups).
- Develop, compile and maintain a historical data base to be used as a benchmark to define existing conditions of distribution reliability and service quality.
- Formulate and make policy recommendations to management to improve upon existing procedures for handling and repairing distribution system outages.
- Serve as Commission representative to the Michigan Electric and Gas Association Electric Operating Committee. Represent the Commission's position at meetings and during conference calls.
- Work directly with electric power company representatives and the general public to bring satisfactory resolution to complex service territory inquiries and complaints.

Duty 2

**General Summary of Duty 2**                      **% of Time 10**

Serve as MPSC technical consultant and liaison during major utility service interruption restoration efforts that are required as a result of severe weather events that interrupt electric service to customers.

**Individual tasks related to the duty.**

- Serve as key contact for emergency situations involving widespread interruption of electrical service.
- Respond to emergency calls from utility companies at any time of the day, and travel to the sight of the emergency to make an assessment of the situation and give technical direction to utility representatives as needed.
- Independently assess the actions of electric utility companies, including their progress in repairing the problems and getting customers' service restored as quickly as possible.
- Communicate assessment to the management of the MPSC, other State agencies, local public officials and the media, using political sensitivity when dealing with the media.
- Serve as a key liaison for MPSSC with the Department of State Police's Emergency Management Rapid Assessment Team with respect to electric matters. Assess emergency situations and relay information regarding outages, including the number of people affected, emergency issues and when power will be restored.

Duty 3

**General Summary of Duty 3**

**% of Time 10**

Independently review and evaluate very complex power quality problems that arise during the distribution of electricity to consumers.

**Individual tasks related to the duty.**

- Identify quality problems and evaluate in order to develop recommendations for improvement.
- Develop internal plan for improvement/solution to problems
- Work directly with utility personnel, customers, and a variety of other representatives to develop solutions which work for all parties impacted.
- Write up reports and summaries of process and decisions made.
- Monitor changes to determine if the solutions implemented are meeting the need.

Duty 4

**General Summary of Duty 4**

**% of Time 10**

Serve as the State's expert on Neutral to Earth Voltage (NEV) issues that may affect agricultural institutions in the State of Michigan. (This is frequently called stray voltage.)

**Individual tasks related to the duty.**

- Perform field investigations as sites perceived by a customer as having negative impact.
- Evaluate field investigations which have been conducted by electric utility company personnel
- Write field reports on investigations.
- Formulate and recommend formal changes to Commission approved utility tariffs and administrative rules.
- Take the stand as an expert witness in very complex NEV non-MPSC litigation cases. Report back to management the results of such cases.
- Serve as MPSC representative at Michigan Agricultural Engineering Council meetings. Attend meetings and present Commission position in response to proposed rule changes and current issues.

Duty 5

**General Summary of Duty 5**

**% of Time 10**

Maintain a working knowledge of the national electric safety code which has been adopted by reference as the administrative standard in Michigan for distribution system design, construction, operation and maintenance.

**Individual tasks related to the duty.**

- Evaluate the impact of new codes on future system construction.
- Make recommendations on the interpretation of new codes.
- Using political sensitivity, respond to questions from legislative bodies, the media, and the general public on the interpretation of the codes.
- Evaluate new codes and make recommendations on whether or not to adopt for use in the State of Michigan.

Duty 6

**General Summary of Duty 6**

**% of Time 30**

Other Duties as assigned. Examples include:

**Individual tasks related to the duty.**

- Respond to customer complaints related to the very technical issues connected to electrical distribution.
- Develop program goals, based on knowledge of up-and-coming technologies and changes to the regulatory arena.
- Maintain records and respond to freedom of information requests on accidental human contact with distribution lines as required by administrative rules.

16. Describe the types of decisions you make independently in your position and tell who and/or what is affected by those decisions. Use additional sheets, if necessary.

Employee works independently, making decisions on complex emerging issues that potentially impact the safe, efficient, reliable, economic and environmentally acceptable distribution of electricity either in Michigan or on a regional basis. The positions taken by the Commission are often based on the recommendations and evaluations of this position.

17. Describe the types of decisions that require your supervisor's review.

If problems with power quality are severe or of a widespread nature, incumbent would consult with management.

18. What kind of physical effort do you use in your position? What environmental conditions are you physically exposed to in your position? Indicate the amount of time and intensity of each activity and condition. Refer to instructions on page 2.

Job requires a combination of office work and field investigation. Conditions in field can include severe weather conditions and contact with dangerous equipment.

19. List the names and classification titles of classified employees whom you immediately supervise or oversee on a full-time, on-going basis. (If more than 10, list only classification titles and the number of employees in each classification.)

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>

20. My responsibility for the above-listed employees includes the following (check as many as apply):

- |   |  |
|---|--|
| <input type="checkbox"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work.                      |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work.                     |
| <input type="checkbox"/> Approve leave requests.            | <input type="checkbox"/> Review work.                      |
| <input type="checkbox"/> Approve time and attendance.       | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand.                  | <input type="checkbox"/> Train employees in the work.      |

21. I certify that the above answers are my own and are accurate and complete.

\_\_\_\_\_

**Signature** **Date**

**NOTE: Make a copy of this form for your records.**

**TO BE COMPLETED BY DIRECT SUPERVISOR**

**22. Do you agree with the responses from the employee for Items 1 through 20? If not, which items do you disagree with and why?**  
Yes.

**23. What are the essential duties of this position?**

See # 15.

**24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.**

Updated for backfill.

**25. What is the function of the work area and how does this position fit into that function?**

The Energy Operations Division provides the Commission with technical assistance, recommendations and options on electric services and issues facing Michigan to strengthen Michigan's competitive environment and to ensure that electric service is provided in a safe, reliable and efficient manner. The Electric Operations Section provides a wide-range of activities involving engineering issues in the production, transmission and distribution of electricity. This position is independently responsible for distribution issues.

26. In your opinion, what are the minimum education and experience qualifications needed to perform the essential functions of this position.

**EDUCATION:**

Bachelor of Science degree in Engineering.

**EXPERIENCE:**

One year of experience equivalent to the 12 level Public Utilities Engineer classification.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Strong verbal and written communication skills. The ability to maintain technically competent expertise contemporaneous with the emergence of new and complex issues. The ability to function independently, knowing when issues should be brought to the attention of management. Strong knowledge of: the practices in the maintenance, operation and administration of electric utility companies; engineering principles and specification interpretation.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Registration as a professional engineer in the State of Michigan is preferred, but not required.

*NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for this position.*

27. *I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.*

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

**TO BE FILLED OUT BY APPOINTING AUTHORITY**

28. Indicate any exceptions or additions to the statements of the employee(s) or supervisor.

29. *I certify that the entries on these pages are accurate and complete.*

\_\_\_\_\_  
Appointing Authority's Signature

\_\_\_\_\_  
Date