

**State of Michigan  
Civil Service Commission**

Capitol Commons Center, P.O. Box 30002  
Lansing, MI 48909

**Position Code**

1. ECOSPL2

## POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> LICENSING AND REGULATORY AFF
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Public Service Commission
<b>4. Civil Service Position Code Description</b> Economic Specialist-2	<b>10. Division</b> Energy Resources
<b>5. Working Title (What the agency calls the position)</b> Economic Modeling Specialist	<b>11. Section</b> Resource Adequacy & Forecasting
<b>6. Name and Position Code Description of Direct Supervisor</b> Roger Doherty; STATE ADMINISTRATIVE MANAGER-1	<b>12. Unit</b>
<b>7. Name and Position Code Description of Second Level Supervisor</b> Paul Proudfoot; STATE DIVISION ADMINISTRATOR 17	<b>13. Work Location (City and Address)/Hours of Work</b> 7109 W SAGINAW HWY; LANSING, MI 48917 / 8am -5pm Monday - Friday

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

As Economic Modeling Specialist, this position is responsible for evaluating and assessing resource adequacy plans of utilities and alternative electric suppliers (retail choice suppliers). This position drafts recommendations to the Director and Commissioners and provides written or oral testimony to members of the Michigan legislature on behalf of the Commission on the subject of Michigan's resource adequacy and economic modeling as requested. This position serves as an expert witness providing testimony regarding highly complex forecasting and economic modeling issues before the Commission in contested cases involving Integrated Resource Planning (Public Act 286), and other controversial contested cases as applicable. This work typically involves performing highly technical, complex economic and statistical analysis of highly sensitive utility data, economic data and confidential utility information. The position is the agency's lead to coordinate staff efforts within the MPSC, MAE, MDEQ, Michigan stakeholders and regional stakeholders for developing assumptions and scenarios for economic forecasting of the future electric grid, including but not limited to developing a state plan to comply with U.S. EPA's Clean Power Plan. This position serves as the key advisor to the MPSC management, Commissioners, and the Director of the Michigan Agency for Energy on issues related to resource adequacy and economic modeling.

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

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

**Duty 1****General Summary:****Percentage: 50**

As Specialist, responsible for providing/recommending advice and analysis to the Commission and Michigan Agency for Energy regarding resource adequacy requirements and rate case filings of regulated energy utilities, with special emphasis on economic and statistical studies underlying utility load studies, generation reliability, and other special studies as needed. Provides expert witness testimony in controversial contested cases or special projects. Serve as the key advisor to management, Commissioners, and the Director of the Michigan Agency for Energy regarding electric resource adequacy in Michigan.

**Individual tasks related to the duty:**

- Review and analyze generation resource adequacy filings, exhibits, and supporting documents (including confidentially filed material).
- Prepare recommendations to the Commission regarding Michigan utility and alternative electric supplier (retail choice suppliers)
- Drafts and provides written or verbal testimony to the Michigan legislature as requested by Commission.
- Review and analyze utility's load studies and supporting documents and draft recommendations to management and Commission.
- Review and analyze economic forecasts presented by utility experts in support of their load and/or cost studies.
- Interact with utility personnel and stakeholders to obtain supplemental information related to the support of forecasts as appropriate.
- Prepare and sponsor expert witness testimony and supporting exhibits in controversial contested cases before the Commission.
- Keep abreast of changes as they occur to Michigan's landscape that would impact utility load forecasts or utility generation fleet. Maintain records and refresh Michigan's Resource Adequacy outlook incorporating changes as appropriate. The specialist monitors Michigan's resource adequacy performance and provides periodic updates to management, Commissioners and the Michigan Agency for Energy as appropriate.
- This position serves as the key technical advisor to MPSC management, Commissioners, and the Director of the Michigan Agency for Energy for all issues related to Michigan's electric resource adequacy.

**Duty 2****General Summary:****Percentage: 30**

Specialist responsible for economic modeling assignments including gathering input on assumptions and scenarios from every division within the MPSC, the Michigan Agency for Energy, the Michigan DEQ, and as appropriate, Michigan utilities, Michigan stakeholders, and the regional transmission operators (MISO and PJM). Apply expertise in the principles and practices of economic analysis including econometrics and forecasting, micro and macro economic theory, economic research and survey sampling techniques, science of statistics, including statistical theory, techniques and methods encompassing such areas as sampling, ratios, and proportions, measures of dispersion and central tendency, reliability, validity, correlations, time-series, and trends analysis. Serve as Specialist responsible for developing a statewide Integrated Resource Plan for Michigan utilities as well as review and analyze utility-based IRP's under contested cases before the Commission.

**Individual tasks related to the duty:**

- Coordinate and manage the development and vetting of modeling scenarios and input assumptions for highly complex economic modeling efforts for the State of Michigan including integrated resource plans and the development of state plans to meet the U.S. EPA's 111(d) Clean Power Plan. Gathers input on modeling assumptions and scenarios from every division within the Commission, the Michigan Agency for Energy, the Michigan DEQ, and as appropriate, Michigan utilities, stakeholders and regional transmission organizations.
- Review, analyze and make recommendations regarding computer based economic and statistical analysis of data underlying cost of service studies as appropriate.
- Review, analyze and make recommendations regarding computer based statistical analysis of load study data for Michigan, the Midwest region, and the United State as required. Coordinate and align MPSC efforts with Michigan Agency for Energy efforts, particularly on regional and national forecasts.
- Prepare, draft and deliver expert witness testimony regarding economic and statistical methods and conclusions offered by the utilities and other parties in rate cases or other controversial contested cases as required.
- Serve as a key technical advisor to management, Commissioners, and the Director of the Michigan Agency for Energy regarding economic modeling in the State of Michigan.

**Duty 3**

**General Summary:****Percentage: 15**

Maintain expertise in current energy industry practice of economic modeling, including new developments in utility rate design and statistical analysis that impact Commission regulated energy companies, including but not limited to economic conditions of significance in Michigan and the nation.

**Individual tasks related to the duty:**

- Keep abreast of energy industry economic modeling techniques and procedures attending available technical sessions or training as appropriate.
- Keep abreast of changes to the capabilities of Michigan's and the surrounding area's electric generation fleets, closely monitoring and maintaining records of proposed retirements and also the capabilities of new electric generation that enters commercial operation.
- Keep abreast of energy load forecasting techniques attending available technical sessions or training as appropriate.
- Keep abreast of trends and changes in Michigan's retail choice program tariffs and participation as well as trends and changes nationally to electricity and natural gas retail choice.
- Develop and conduct in-house training for other MPSC staff in the areas of resource adequacy, economic modeling and load forecasting as appropriate.
- Review and critique economic studies presented by utilities and other parties, including, but not limited to load forecasts and integrated resource plans.
- Provide input on draft energy legislation as appropriate.

**Duty 4****General Summary:****Percentage: 5**

Other duties as assigned.

**Individual tasks related to the duty:****16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.**

Makes decisions regarding analysis techniques of Michigan's electric resource adequacy, load forecasting, and economic modeling. Incorporates input from other MPSC divisions, the Michigan Agency for Energy, the MDEQ as well as utilities and stakeholders as appropriate into the development economic modeling scenarios and assumptions. Develops recommendations regarding resource adequacy and economic modeling including expert staff witness testimony. Determines when to refresh Michigan's resource adequacy outlook and update management and Commissioners.

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

Matters which have political implications, new law or policy. Issues in which the position of the Chairman must be determined before action may be taken. Documents to be posted to the internet or published outside of the MPSC are typically reviewed before published. Decisions resulting in changes in expenditure of MPSC budgeted funds must be reviewed before action may be taken.

**18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.**

Job is performed in an office setting. Limited travel is required to attend training seminars, perform on-site analysis at utility premises, and attend utility presentations. Must be able to use a telephone, monitor, and keyboard, with accommodation as needed.

**19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.****Additional Subordinates****20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):**

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

N Orally reprimand.

N Train employees in the work.

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

Yes.

23. What are the essential functions of this position?

See # 15.

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

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

The economic modeling specialist is in the Resource Adequacy and Retail Choice section of the Michigan Public Service Commission. The Resource Adequacy and Retail Choice section reviews, analyzes, and makes recommendations to the Commission and the Michigan Agency for Energy regarding the adequacy of electric generating supply in Michigan in order to meet the future electric needs of Michigan citizens and businesses and well as electricity and natural gas retail choice programs, rates, and tariffs in Michigan. Michigan is undergoing dramatic shifts in electric generation capabilities due to the retirement of several coal-fired generation plants, changes in market pricing for coal and natural gas, as well as an uncertain future for nuclear generation in Michigan due to an aging fleet and market economics. The economic modeling specialist plays a key role into developing recommendations for the specific generation need going forward including expert witness testimony regarding the appropriateness of the expenditure of Michigan ratepayer funds for new generation in the near term and the development of long term plans to meet longer term requirements for electric generation in Michigan.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

**EDUCATION:**

Bachelor's Degree with a major in economics.

**EXPERIENCE:**

Four years of professional experience performing economic analysis and modeling activities equivalent to an Economic Analyst, including two years equivalent to an Economic Analyst P11 or one year equivalent to and Economic Analyst 12.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Excellent communication skills, both written and oral. Knowledge of the principles and practices of economic analysis and technical research methods, including econometrics and forecasting. Knowledge of micro and macro economic theory. Ability to formulate procedures and to analyze economic data and appraise issues in order to make effective recommendations. Good public relations skills. Good computer skills, including ability to use Microsoft Word, Excel, and ability to learn other software as needed. Knowledge and use of current versions of modeling software packages such as Strategist, EGEAS, or PROMOD is preferred.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

None.

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

***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

\_\_\_\_\_  
Date

**TO BE FILLED OUT BY APPOINTING AUTHORITY**

Indicate any exceptions or additions to the statements of employee or supervisors.

None.

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

\_\_\_\_\_  
Appointing Authority

\_\_\_\_\_  
Date

***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.***

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date