

**State of Michigan
Civil Service Commission**

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

Position Code

1. PUTENGE

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.

2. Employee's Name (Last, First, M.I.)	8. Department/Agency LICENSING AND REGULATORY AFF
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Public Service Commission
4. Civil Service Position Code Description Public Utilities Engineer-E	10. Division Energy Operations
5. Working Title (What the agency calls the position) Public Utilities Engineer	11. Section Renewable Energy & Storage Siting
6. Name and Position Code Description of Direct Supervisor MULLKOFF, SARAH A; STATE ADMINISTRATIVE MANAGER-1	12. Unit
7. Name and Position Code Description of Second Level Supervisor REVERE, NICHOLAS M; STATE DIVISION ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 7109 W. Saginaw Hwy, Lansing, MI 48917 Remote work available / 8 am – 5 pm, M-F

14. General Summary of Function/Purpose of Position

This position serves as an engineer reviewing and analyzing applications for renewable energy and energy storage siting cases, complaint cases, or other cases related to renewable energy facility siting and Public Act 233 of 2023. Work as part of a team at times analyzing the evidence submitted by siting applicants to determine if they meet the laws, rules, specifications, and Commission order guidelines for renewable energy and energy storage facility siting. Provide witness testimony on technical matters in siting cases as directed. Technical matters in siting cases include site plans, decommissioning plans, decommissioning agreements, sound modeling studies, glare studies, construction plans, environmental, health, and safety impacts, alternatives analyses, impacts on land use, and other matters as directed. Support the assigned attorney in the preparation of briefs, reply briefs, and replies on siting issues that may arise in judicial proceedings before the Commission. Attend meetings with the public, local units of government, siting applicants, contractors, and interested parties related to facility siting. Participate with the development of request for proposals to solicit bids from contractors to support with the review of siting applications as needed. Coordinate the work of external contractors as needed. Ensure applicants have complied with Commission orders related to siting through inquiries, site visits, inspections, the review of reports and data submitted, complaints, and meetings with internal and external parties.

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**

Serve as a witness for the MPSC Staff in renewable energy and energy storage facility siting cases as well as complaint cases related to technical matters siting applications.

Individual tasks related to the duty:

- Participate in pre-filing consultations with developers and local units of government.
- Review siting applications along with evidence provided. Make recommendations to management outlining any incomplete applications.
- Review site plans, emergency and fire response plans, decommissioning plans, decommissioning agreements, impacts to the environment, health, and safety, construction plans, construction completion reports, sound modeling studies, glare studies, and other areas within an application as needed.
- Attend site reviews and consult with other relevant units of government.
- Prepare interrogatories to applicants and other parties to the case to fully understand the issues presented for determinations regarding whether the application complies with the law, rules, orders, and guidance issued by the Commission.
- Prepare witness testimony with supporting exhibits demonstrating Staff's position regarding siting applications as directed. This includes approval with the addition of specific outlined conditions, or the denial of applications with supporting evidence.
- Support the attorney assigned to the case in preparation of cross examination, briefs, and reply briefs.
- Perform as a witness before an administrative law judge.
- Attend public meetings related to facility siting applications as directed.

Duty 2**General Summary:****Percentage: 25**

Serve as the case coordinator in uncontested cases with and the MPSC's main point of contact for renewable energy and energy storage facility siting applications.

Individual tasks related to the duty:

- Respond to telephone calls and written communications from siting applicants, local units of government, the public, and other interested parties.
- In both written and oral formats, explain rules, policies and procedures affecting the applicants, local units of government, the public, and their rights under those rules, policies and procedures.
- Attend meetings with applicants, local units of government, intervening parties, and the public to gather information, mediate, and resolve issues related to siting cases.
- Attend public meetings related to facility siting as directed.
- Act as the case coordinator or technical staff in facility siting and complaint cases.
- Participate in the development of request for proposals and bidder selection when contractors are utilized to assist in the review of renewable energy siting cases.
- Coordinate and direct the work of contractors hired to assist in the review of siting applications.
- Occasionally attend offsite meetings and site visits as needed.

Duty 3**General Summary:****Percentage: 20**

Review correspondence, complaints, and filings to make recommendations regarding ongoing compliance with siting certificates issued by the Commission.

Individual tasks related to the duty:

- Review reports filed in the case docket to ensure that facilities are complying with conditions in approved siting certificates.
- Review complaint data to determine whether facilities are operating within the parameters of the law and conditions in approved siting certificates.
- Conduct investigations through site visits and inspections as necessary. Work with contractors or consultants as directed.
- Inform management when facilities are out of compliance.
- Suggests topics to management and/or outside parties that would merit further investigation.
- Attend public hearings, conferences, meetings and other activities to directly respond to public concerns and to receive public input.
- Present to management information for the Commission public concerns and input which need to be addressed from these contacts at meetings, conferences etc.

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

Other duties as assigned.

Individual tasks related to the duty:

- Ensure information related to renewable energy and energy storage facility siting on the MPSC website is accurate and updated regularly.
- Compile reports and statistics regarding siting cases filed at the MPSC.
- Provide briefings and status updates to Commissioners as directed.
- Assist when needed on other projects as assigned.

This position attends meetings with the public, applicants, local units of government, contractors, and other interested parties, as assigned.

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

Decisions with major program, budgetary or policy-setting impact.

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.

Work generally completed in an office setting.

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. |
| <input type="checkbox"/> N | Orally reprimand. | <input type="checkbox"/> 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?

Serve as a witness for the MPSC Staff in renewable energy and energy storage facility siting cases as well as complaint cases related to technical matters siting applications. Review siting applications along with evidence provided. In both written and oral formats, explain rules, policies and procedures affecting the applicants, local units of government, the public, and their rights under those rules, policies and procedures.

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 work area is responsible for recommendations related to applications filed before the MPSC for renewable energy and energy storage facility siting. The Commission, through its order and other initiatives, works to protect the public by ensuring safe, reliable, and accessible energy and telecommunications services at reasonable rates for Michigan's residents. This position supports this function by acting a case coordinator, technical evaluator, and witness in renewable energy and energy storage facility siting cases to ensure compliance with the statute and by participating in other agency-related programs.

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

EDUCATION:

Possession of a bachelor of science degree with a major in engineering.

Coursework in urban planning, construction planning, natural resources, environmental science, GIS mapping, renewable energy or energy storage is desired.

EXPERIENCE:

Public Utilities Engineer 9

No specific type or amount is required.

Public Utilities Engineer 10

One year of professional experience in public utilities engineering involving the analysis of utility rate structures, operations and safety standards and practices equivalent to a Public Utilities Engineer 9.

Public Utilities Engineer P11

Two years of professional experience in public utilities engineering involving the analysis of utility rate structures, operations and safety standards and practices equivalent to a Public Utilities Engineer, including one year equivalent to a Public Utilities Engineer 10.

Experience with renewable energy, energy storage, GIS mapping, and/or utility or environmental regulation is desired.

KNOWLEDGE, SKILLS, AND ABILITIES:

Must have excellent verbal and written communication skills. Must have analytical and critical thinking skills. Must be adaptable, flexible, and able to work independently as well as collaborate with a team as needed to accomplish tasks in a time sensitive manner. Knowledge of: how to handle adversarial interactions; how to negotiate reasonable solutions; effective research techniques; ability to: plan, direct and coordinate activities of a complex, interrelated and interdependent nature, where unknowns and numerous contingency factors are involved; work with outside parties and establish a working relationship in order to accomplish program goals; interpret existing and proposed laws, policies and procedures; and serve as technical advisor and liaison with internal staff, industry, community groups and local, state and federal agencies. Analytical and computer skills required.

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.

N/A

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