

Position Code 1.

State of Michigan
Civil Service Commission
Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909
POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete this form 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 & Regulatory Affairs
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
	Public Service Commission
4. Civil Service Position Code Description	10. Division
Departmental Analyst 12	Energy Operations
5. Working Title (What the agency calls the position)	11. Section
Departmental Analyst	Renewable Energy & Storage Siting
6. Name and Position Code Description of Direct Supervisor	12. Unit
Sarah Mullkoff, State Administrative Manager 15	
7. Name and Position Code Description of Second Level Supervisor	13. Work Location (City and Address)/Hours of Work
Nicholas Revere, State Division Administrator 17	7109 W. Saginaw Highway, Lansing, MI 48917 M-F 8:00 am - 5:00 pm Remote work optional.

14. General Summary of Function/Purpose of Position

This position serves as a case coordinator and staff witness for renewable energy and energy storage siting (RESS) applications, contested complaint cases, or other cases related to renewable energy facility siting and Public Act 233 of 2023. Work independently at times and as part of a team at times analyzing the evidence submitted by siting applicants to determine if they meet the laws, rules and Commission order guidelines for renewable energy and energy storage facility siting established through the MPSC's Application and Filing Instructions and Procedures. Provide Staff recommendations to management and witness testimony as directed. Support the assigned attorney in the preparation of briefs, reply briefs, and replies on siting issues that may arise in administrative proceedings before the Commission. Represent the Commission in meetings with the public, local units of government, siting applicants, contractors, and interested parties related to facility siting. Provide project management to coordinate contractors to support the review of siting applications as needed. Coordinate the work of external contractors as needed. Provide information needed for the renewable energy and energy storage facility decommissioning plans, cost updates and plans and financial assurance. Ensure applicants have complied with Commission orders related to siting through inquiries, the review of reports and data submitted, complaints, and meetings with internal and external parties. Advise management on steps to ensure facilities remain in compliance with Commission orders.

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 of Duty 1 **% of Time** 40

Case Work – work as a team member on assigned cases. Work with other organizational divisions of the staff in major controversial cases that include larger cases, with companies that have limited or no prior relationship with MPSC, and sited in two or more municipalities.

Individual tasks related to the duty.

- Lead analysis of applicable subject areas such as community engagement plans, public benefits plans, energy needs contributions, land use evaluation, farmland analysis, environmental compliance, coordination with environmental agencies permits, soil and economic survey reports, complaint resolution process, dark skies plan, decommissioning plans and cost estimate, site plan evaluation and transmission and interconnection studies in certification of renewable energy and/or energy storage siting projects under Public Act 233 of 2023.
- Lead the review and analysis of topics such as community engagement plans, public benefits plans, energy needs contributions, land use evaluation, farmland analysis, environmental compliance, coordination with environmental agencies permits, soil and economic survey reports, complaint resolution process, dark skies plan, decommissioning plans and cost estimate, site plan evaluation, and transmission and interconnection studies in accordance with topics outlined in Public Act 233 of 2023.
- Evaluate procedural engagement between project developers and townships on preapplication activities prescribed through the PA 233 Application Filing Instructions and Procedures.
- Review applicable permits to ensure compliance with applicable statutes and policies including NREPA and MEPA.
- Make recommendations on evaluation of sufficient evidence of application materials submitted within a PA 233 application, including making recommendations to management outlining any incomplete applications, drafting and filing correspondence with applicants as directed regarding incomplete applications.
- Make recommendations for specific conditions of approval pertaining to the aforementioned subjects.
- Lead review of annual reports and verify compliance with the submitted and commission approved plans.
- Provide technical advice, recommendations, and guidance to developers, contractors, and townships seeking to utilize state stinging under PA 233.
- Provide recommendations to management on PA 233 certification cases and compliance activities through the lifetime of approved projects.

Duty 2

General Summary of Duty 2 **% of Time** 30

Functions as a case coordinator. Functions as a case coordinator, or order preparation coordinator, in controversial cases with major impact.

Individual tasks related to the duty.

- Lead and coordinate the contested cases involving applications for renewable energy and energy storage siting certificates under Public Act 233.
- Review filing and determine which staff need to be included in the review and what information each staff needs to review.
- Serve as point of contact to the applicant (company) and consultants preparing the case before it is filed and throughout the contested case process.
- Determine schedule, timeline, and deadlines for staff working on the filing in order to accurately file the case with the MPSC.
- Coordinate with commission-retained consultants to provide an estimate of fees “Fee exhibit” to the case docket.
- Develop priority agenda topics and coordinate with the applicant to the case to hold a Technical Conference with all external parties within the case.
- Attend all hearings, coordinating the schedule and all elements of a contested case with Staff counsel, managers, directors, COO, and the Executive Secretary.
- Read all case filings, critically reviewing utility and intervening person's testimony, summarizing major issues to be supported or rebutted by Staff and maintaining accurate information at all stages, providing updates to section managers, the division director, COO and Staff attorney.
- Organize discovery questions and responses, and audit questions and responses to ensure the availability of information to all managers and assigned staff.
- Work with attorneys to prepare Staff briefs, reply briefs, and exceptions.

Duty 3

General Summary of Duty 3

% of Time 20

Function as a witness before Legislative Committees. Perform as a contributing witness during cross-examination in an administrative hearing; while assisting staff specialist in a technical specialty area.

Individual tasks related to the duty.

- Lead the preparation of written expert testimony on assigned subject areas such as community engagement plans, public benefits plans, energy needs contributions, land use evaluation, farmland analysis, environmental compliance, coordination with environmental agencies permits, soil and economic survey reports, complaint resolution process, dark skies plan, decommissioning plans and cost estimate, site plan evaluation and transmission and interconnection studies for certificates to the MPSC to construct a wind, solar, or energy storage facility under PA 233 for submission in contested case proceedings.
- 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.
- Provide written and verbal expert witness testimony in Michigan Public Service Commission proceedings.
- Review testimonies prepared by other expert staff witnesses submitted to the docket for the purpose of discovery, rebuttal filings, and cross-examination.
- Prepare initial and reply briefs for use by Staff counsel, coordinating submission of Staff witnesses' materials by filing deadline.
- Perform as a contributing witness during cross-examination in an administrative hearing.

Duty 4

General Summary of Duty 4

% of Time 10

Other duties as assigned.

Individual tasks related to the duty.

- Provide support on review of additional technical studies submitted within PA 233 applications.
- Review completion report documentation submitted in each assigned case docket, including finalized site plans, final schematics, and dimensioned drawings; ensure compliance of final design with standards set forth in Section 226(8) of PA 233; Review a final list of all permits received; and review postconstruction sound monitoring report.
- Review the applicant's decommissioning plans including any newly identified hazardous substances that may increase costs, on a 5-year basis
- Review the applicant's initial and annual proof of financial assurance covering the cost of decommissioning of the renewable energy facility to the MPSC.
- Ensure information related to renewable energy and energy storage facility siting on the MPSC website is accurate and updated regularly.
- Provide presentations, briefings and status updates to Commissioners and other MPSC staff as directed.
- Assist and provide support to other MPSC staff and divisions including the Commissioners and their support teams.
- Attend offsite meetings and site visits periodically.
- Attend relevant trainings and educational opportunities as assigned.

Duty 5

General Summary of Duty 5

% of Time 0_____

Individual tasks related to the duty.

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Duty 6

General Summary of Duty 6

% of Time _____

Individual tasks related to the duty.

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16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

Prioritization of daily responsibilities is self-driven.

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

Final recommendations to be adopted when there are conflicting priorities. Clarifications on policy directives. Matters which have legislative impact.

18. What kind of physical effort is used to perform this job? What environmental conditions is 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. (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. This position's responsibilities 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. |

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?

Work as a team member on assigned cases. Works with other organizational division of the staff on noncontroversial cases, function as a case coordinator in uncontested cases, function as a witness before Legislative Committees, perform as a staff witness in a contributing capacity, review and prepare, reports and presentations for purposes for compliance with legislation, collaborative meeting presentations, and commission or commission staff updates.

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 and contributing 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's degree in any major.

Coursework in public policy, economics, natural resources, environmental science, land use/ rural planning, project management, construction management, renewable energy technologies is desired.

EXPERIENCE:

Departmental Analyst 12, three years of professional experience, including one year of experience equivalent to the experienced (P11) level in state service.

KNOWLEDGE, SKILLS, AND ABILITIES:

Must have excellent verbal and written communication 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 how they relate to regulations; assess the social economic, political, operational and organizational implications of existing and proposed policy and program decisions; formulate policies, procedures and guidelines; 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 of this position does not constitute agreement with or acceptance of the desirable qualifications for 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's Signature

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

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

None.

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

Appointing Authority Signature

Date

TO BE FILLED OUT BY EMPLOYEE

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's Signature

Date

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