

## 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.

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

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

This position performs analyses pertaining to the Michigan Public Service Commission's (MPSC) oversight of the security practices of regulated electric and natural gas utilities. The position works with fellow section staff in identifying prudent security mitigations and technologies and in assessing their use by regulated utilities. The position aids MPSC staff in ensuring regulated utilities' compliance with applicable laws, rules, and orders related to cyber and physical security.

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: 60**

Collaborate with other staff to monitor and enforce the MPSC's Security Requirements as stipulated in the service quality and technical standards (Electric: R 460.3205 & 460.3506; Natural Gas: R 460.2324 & R 460.2345).

**Individual tasks related to the duty:**

- Conduct in-depth evaluations of regulated utility compliance with service quality, reliability, and security standards, including interpretation of regulatory intent and assessment of how effectively utility practices meet both the letter and spirit of requirements.
- Review and critically assess utility-submitted documentation to determine whether they are sufficiently robust, appropriately implemented, and aligned with industry best practices; develop well-supported findings and recommendations for Division leadership.
- Analyze periodic emergency and security-related reporting from regulated utilities to identify trends, systemic risks, and gaps in preparedness or response capabilities.
- Collaborate with unit staff in the development and maintenance of analytical frameworks, guidance, and documentation standards for evaluating utility security reports and incident notifications, including criteria for assessing adequacy, effectiveness, and risk.
- Provide guidance and advisory support to enhance utility security requirements and practices, including identifying areas where existing standards may be insufficient, unclear, or require modernization based on emerging risks.
- Support the planning and facilitation of annual security meetings with regulated utilities, using findings from ongoing analysis to inform discussion topics, challenge assumptions, and drive continuous improvement in utility security posture.

**Duty 2**

**General Summary:**

**Percentage: 20**

Conduct research and maintain situational awareness on ongoing and emerging security threats to energy sector.

**Individual tasks related to the duty:**

- Keep abreast of key standards, guidance, and technologies relevant to the security of regulated utilities.
- Research ongoing and emerging threats of the security landscape for the energy sector.
- Engage with utilities, state and federal agencies, and other relevant stakeholders regarding pertinent security issues.
- Provide briefings and guidance to other MPSC staff on security issues as needed.

**Duty 3**

**General Summary:**

**Percentage: 10**

Support Preparedness for Security Incidents Impacting the Energy Sector.

**Individual tasks related to the duty:**

- Participate in security-related training, exercises, or preparedness efforts as assigned.
- Assist the Section Manager in crafting and maintaining the security-focused elements of MPSC's energy security plans.

**Duty 4**

**General Summary:**

**Percentage: 10**

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.

Decisions regarding time management and approach for daily work activities. Technical decisions on tools and techniques to best meet job duties. These decisions may affect the timeliness or quality of the work product requested by other parties and performed by the position.

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

Requests for new projects or services. If a project/request becomes time consuming and costly. When clarification on office and departmental policy is needed. Situations that impact budgetary issues.

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.

Computer usage may require repetitive motion and potential eyestrain. This position also requires strict attention to detail.

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?

This position helps provide situational awareness to the ongoing threat landscape facing natural gas and electric utilities. The position is essential for ensuring regulated gas and electric utilities comply with security requirements established by the Commission.

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 Energy Security Section is responsible for energy data research and statistical analysis and assuring the reliability and security of the State's energy needs. This includes tracking the adequacy of the State's energy supply; preparing energy and utility forecasts; monitoring heating oil and propane prices; quantifying policy and regulatory issues under consideration; and agency performance measures. Security matters include maintaining energy emergency response plans; representation of energy at the emergency operations command center, overall coordination on critical energy and critical infrastructure protection and homeland security, and energy emergency and outage monitoring and reporting.

This position directly supports section responsibilities by safeguarding the systems, infrastructure, and data that underpin the State's energy operations and decision-making. This role helps ensure the resilience of energy monitoring, forecasting, and reporting systems against cyber threats, while also addressing risks to critical physical infrastructure such as energy facilities and supply chains. By integrating security best practices into emergency planning, incident response, and interagency coordination, the position strengthens the State's ability to prevent, detect, and respond to disruptions, thereby enhancing overall energy reliability and security.

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.

Preferred Information Technology, Cybersecurity, or related course of study.

**EXPERIENCE:**

**Departmental Analyst 9**

No specific type or amount is required.

**Departmental Analyst 10**

One year of professional experience.

**Departmental Analyst P11**

Two years of professional experience, including one year of experience equivalent to the intermediate (10) level in state service.

Preferred experience with energy systems.

**Alternate Education and Experience**

**Departmental Analyst 9 - 12**

Educational level typically acquired through completion of high school and the equivalent of at least two years of full-time active-duty experience at or above the E-6 level in the uniformed services may be substituted for the education requirement.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of common security mitigations and practices

Knowledge about security risk assessments and audits

Knowledge of information technology and operational technology networks, software, and equipment.

Ability to maintain favorable public relations.

Ability to work independently.

Ability to communicate effectively both orally and in writing.

**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.***