

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 9-P11	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 does case work and serves staff witness for renewable energy and energy storage siting (RESS) applications, cases, or other cases related to renewable energy facility siting and Public Act 233 of 2023. Works as part of a team 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. 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. 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** 70

Case Work - work as a team member on assigned cases. Works with other organizational divisions of the staff on non-controversial cases that include smaller sized renewable energy projects, with companies with an established relationship with MPSC, and sited in one municipality.

Individual tasks related to the duty.

- Review cases involving applications for renewable energy and energy storage siting certificates under Public Act 233.
- Analyze 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 or energy storage siting projects under Public Act 233 of 2023.
- Work with fellow staff to review and analyze 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.
- Work with fellow staff to review 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 siting under PA 233.
- Provide recommendations to management on PA 233 certification cases and compliance activities through the lifetime of approved projects.
- Read all case filings, critically reviewing utility and intervening person's testimony, summarizing 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 2

General Summary of Duty 2 **% of Time** 20

Function as a witness before Legislative Committees. Perform as a staff witness in a contributing capacity.

Individual tasks related to the duty.

- Supports the preparation of written testimony on assigned subject areas for certificates to the MPSC to construct a wind, solar, or energy storage facility under PA 233 for submission in 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 witness testimony in Michigan Public Service Commission proceedings.
- Review testimonies prepared by other staff witnesses submitted to the docket for the purpose of discovery and rebuttal filings. Draft initial and reply briefs for use by Staff counsel, coordinating submission of Staff witnesses' materials by filing deadline.
- Attend all hearings, coordinating the schedule and all elements of a case with Staff counsel, managers, directors, COO, and the Executive Secretary.

Duty 3

General Summary of Duty 3

% of Time 10

Other duties as assigned.

Individual tasks related to the duty.

- 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.

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

Decisions related to relevant studies and research papers for inclusion in reporting documents or invitations for public speaking events require authorization by direct manager.

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):

Complete and sign service ratings.

Provide formal written counseling.

Approve leave requests.

Approve time and attendance.

Orally reprimand.

Assign work.

Approve work.

Review work.

Provide guidance on work methods.

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 non-controversial 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 as a 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 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.

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 an 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