

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 AND REGULATORY AFFAIRS
3. EMPLOYEE IDENTIFICATION NUMBER	9. BUREAU (INSTITUTION, BOARD, OR COMMISSION)
	PUBLIC SERVICE COMMISSION
4. CIVIL SERVICE POSITION CODE DESCRIPTION	10. DIVISION
PUBLIC UTILITIES ENGINEER-E	GAS SAFETY AND OPERATIONS
5. WORKING TITLE (WHAT THE AGENCY CALLS THE POSITION)	11. SECTION
PUBLIC UTILITIES ENGINEER	INFRASTRUCTURE
6. NAME AND POSITION CODE DESCRIPTION OF DIRECT SUPERVISOR	12. UNIT
CYNTHIA CREISHER, STATE ADMINISTRATIVE MANAGER 15	N/A
7. NAME AND POSITION CODE DESCRIPTION OF SECOND LEVEL SUPERVISOR	13. WORK LOCATION (CITY AND ADDRESS)/HOURS OF WORK
DAVID CHISLEA, STATE DIVISION ADMINISTRATOR 17	VARIOUS*/7109 W. SAGINAW HWY, LANSING, MI, 8 AM – 5 PM, MON-FRI, 80 HRS./PAY PERIOD

14. General Summary of Function/Purpose of Position

This position performs engineering duties related to the Commission's regulation of natural gas well production and proration; transmission of natural gas, transportation of crude oil and petroleum products by pipeline; underground natural gas storage; gas technical standards; pipeline safety; damage prevention, maintenance, and infrastructure programs in rate cases; and various gas utility functions. Serves as a case coordinator in Infrastructure Section cases; reviews and prepares staff's position on gas cases in Gas Safety and Operations Division; and prepares testimony and exhibits as required and works with staff attorneys in cross-examination of companies, drafts briefs, reply briefs, and replies to proposals for decision (PFD).

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**_____

Key staff witness. Performs as a staff witness in a contributing capacity.

Individual tasks related to the duty.

- Review and make recommendations about the completeness of simple applications or modifications to existing applications regarding construction and operation of natural gas, crude oil, petroleum product, or carbon dioxide transmission pipelines (Public Act 9 or 16), construction and operation of underground natural gas storage (UNGS) fields (Public Act 238), or construction and operation of distribution facilities within a municipality served by another utility (Public Act 69). Contribute in a support capacity by working with lead staff to review applications, compare them to the appropriate filing requirements, and provide input on factors including design, construction, environmental impacts, route, property rights and interests, operation & maintenance, existing franchises, and safety considerations.
- Review and make recommendations about the completeness of rate cases. Contribute in a support capacity by working with lead staff to examine data and prepare reports for capital and maintenance expenditures including programs related to replacement programs; new construction; and operation and maintenance of company facilities and pipeline infrastructure.
- Participate in engineering studies of gas reservoirs in Michigan, such as modifications to existing agreements, inspection requirements, or water well testing.
- Collaborate with other staff to prepare and file testimony and exhibits as a staff witness in a contributing capacity.
- Collaborate with other staff to develop exceptions, replies to exceptions, briefs, and reply briefs.
- Attend meetings with utilities and intervenors in meetings, settlement negotiations, or cross-examinations.
- Collaborate with lead staff to respond to requests for information regarding the proceedings of docketed uncontested cases.
- Ensure active involvement and participation in ongoing natural gas issues and cases with potential of implications affecting rate cases.

Duty 2

General Summary of Duty 2 **% of Time 15**_____

Functions as case coordinator only in uncontested cases.

Individual tasks related to the duty.

- Function as case coordinator in uncontested cases (those between the applicant and PSC staff) without intervening parties that may have an impact on landowners, producers, other state/federal agencies, royalty owners, and/or utility customers. Works with parties and develop settlement agreements.
- Address issues presented for Commission review for uncontested cases and non-complex issues to determine how they relate to public acts and regulations.
- Work with other staff to develop and define staff's position in uncontested case proceedings.
- Perform standard inspections of pipeline routes under the guidance of a manager or lead inspector.
- Consult with other staff to provide details of ongoing uncontested cases in the Infrastructure Section.
- Work with staff counsel in preparation of documents related to the processing of uncontested cases.

Duty 3

General Summary of Duty 3

% of Time 30 _____

Special projects. Work as a contributing member of project teams with supervisor guidance.

Individual tasks related to the duty.

- Perform research, tasks, engineering reports, procedures, or other duties as necessary in carrying out the goals of the Section and Division.
- Process requests for information from the general public, landowners, governmental agencies, producers, natural gas royalty owners, or public utilities regarding Commission rules and policies and any Commission records relating to natural gas production, proration, natural gas transmission, natural gas storage, increased allowable production, gas technical standards, pipeline safety, and utility franchise issues.
- Determine and supply the types of information that should be provided in response to simple requests from the public, such as those related to a single facility or topic.
- Collaborate with other staff with assessing the completeness of gas pipeline construction and operations, gas storage, and standard well connection permits.
- Prepare and maintain provided public information related to the activities of the Gas Safety and Operations Division.
- Prepare related technical or engineering studies, letters, procedures, or other documents.
- Collaborate with other staff to develop engineering strategies and procedures for specific engineering assignments.

Duty 4

General Summary of Duty 4

% of Time 10 _____

Work with outside groups, agencies, or regulated utility companies. Would generally not represent the Commission with outside organizations but would be a part of a team or group participating with outside organization meetings.

Individual tasks related to the duty.

- Collaborate with lead staff to process informal complaints, inquiries, applications, and safety/technical issues related to natural gas and pipeline issues. Informal complaints and inquiries include those submitted by utility customers and members of the public related to issues seeking information and assistance.
- Organize and maintain engineering work papers and correspondence related to the findings in conjunction with the strategies and procedures related to the work.
- As a member of Commission staff, interact with parties with whom contact is made in the performance of engineering functions.
- Attend periodic meetings with utilities, producers, or pipeline operators to keep staff updated with regard to new policies and/or business plans.
- Collaborate with lead staff to review and interpret Commission rules and regulations, policies, past Commission Orders, other State Agency rules, and regulations and applicable local ordinances.

Duty 5

General Summary of Duty 5

% of Time 5 _____

Other duties as assigned.

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.

Make decisions that usually have no significant financial impact on utilities, pipeline operators, oil and gas producers, landowners, royalty owners, and ratepayers, including those regarding applications, permits, or reports; responding to information or data requests from the pipeline operators and producers, and; how to handle inquiries, complaints or FOIA requests from the public, including communicating with interested parties and making initial determination of compliance. Draft testimony, memorandums, and settlements.

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

Many of the decisions are reviewed by the Manager. Decisions on the staff positions to be presented in testimony and briefs for Commission cases; application of Commission rules; statutes and orders in major controversial situations involving notices of probable violation including proposed penalties, investigation reports, gas technical standards, gas production, transmission, storage, gas safety and underground damage prevention. The above decisions usually have financial and other impacts on utilities, pipeline operators, oil and gas producers, landowners, royalty owners, and ratepayers.

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.

Work is typically performed in an office setting. Travel for route reviews, field inspections, investigations, and audits may occasionally be required and can involve overnight trips. The individual on this job is exposed to all facets of the business of the gathering, transmission, storage, and distribution of gas. This includes: requiring the engineer to visit active construction sites, which can be in remote areas and require the traversing of difficult terrain; and inspections of compressor stations and other high pressure gas transmission sites, which exposes the inspector to high-pressure gas piping and excessive noise requiring hearing protection.

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?

See duties listed previously.

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 Gas Safety and Operations Division provides support to the Commission for a wide range of activities involving engineering issues related to the production, gathering, transmission, storage, safety, and distribution of gas. The primary purpose of the Infrastructure Section is to review utility natural gas capital, operations, and maintenance expenditures impacting ratepayers. The Section also provides support to manage other docketed cases and general support to manage the data collection and reporting requirements of the Division. This position serves as a witness in a contributing capacity and a case coordinator in uncontested cases only.

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 with a major in engineering.

EXPERIENCE:

Public Utilities Engineer-E 9

No specific type or amount is required.

Public Utilities Engineer-E 10

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

Public Utilities Engineer-E P11

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

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to withstand rigorous cross-examination in adversary proceedings. Ability to deal effectively with emergencies; maintain control in the face of physical hazards; deal with the public on controversial issues; maintain records, data, and reports; read and interpret engineering plans and specifications; set work priorities. Excellent written and oral communication skills. Strong computer skills using Microsoft Word and Excel. Educational or experience exposure to legal principles. Knowledge of the practices and principles of gas utility engineering. Knowledge of the Michigan Gas Safety Standards, knowledge of the federal pipeline safety regulations, and an understanding of the engineering principles regarding the construction and operation of gas pipeline systems.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Professional engineering registration preferred but not required.

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.

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.