

**State of Michigan
Civil Service Commission**

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

Position Code

1. PUTENGA

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-A	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 / 8 am – 5 pm, M-F

14. General Summary of Function/Purpose of Position

This position reviews and analyzes applications for renewable energy and energy storage siting cases, 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, specifications, and Commission order guidelines for renewable energy and energy storage facility siting. Provide Staff recommendations to management and key staff 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, 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. Represent the Commission in 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. 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:****Percentage: 40**

Serve as a key staff witness. Perform as key staff witness in complex, contested, major cases, and before legislative committees.

Individual tasks related to the duty:

- Perform as a key witness in complex, contested, major cases, and before legislative committees for cross-examination by other parties to the case in renewable energy and energy storage facility siting cases as well as complaint cases related to technical matters siting applications.
- Participate in pre-filing consultations with developers and local units of government for complex, contested, and major cases.
- Review siting applications along with evidence provided on multiple technical topics. Make recommendations to management outlining any incomplete applications.
- Serve as a subject matter expert in evaluation of land use, farmland preservation, and land impacts, in regards to reviewing the reasonableness of large-scale renewable energy facilities and specialized review.
- Attend site reviews and consult with other relevant units of government.
- Prepare deficiency determination memos within 60-day review of the case.
- 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 recommendations for approval, approval with the addition of specific outlined conditions, or the denial of applications with supporting evidence.
- Present testimony, file briefs, cross-examine witnesses, and state its position, policy, or recommendations based upon the evidence.
- Support the attorney assigned to the case in preparation of cross examination, briefs, and reply briefs.

Duty 2**General Summary:****Percentage: 20**

Commissioner consultant – provide relevant information and research to Commissioners. Provide factual information to the Commissioners, or summaries of case documentation with alternative applications for preparation of Commission orders.

Individual tasks related to the duty:

- Provide briefings, status updates, or summaries of case documentation to the Commissioners in preparation of Commission orders.
- Present to management recommendations for the Commission on public concerns and input which need to be addressed from these contacts at meetings, conferences etc.
- Prepare materials for Commission deliberations or order preparation and review.

Duty 3**General Summary:****Percentage: 15**

Participate in and serve as a leader in external and internal facing projects and miscellaneous requests.

Individual tasks related to the duty:

- 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.
- Facilitate work with contractors or consultants as directed.
- Conduct investigations through site visits and inspections.
- Prepare presentations explaining the state's renewable energy state siting law and implementation.
- Provide review and edits to external parties request to review outward facing public education materials on renewable energy siting matters. (e.g. MDNR's Best Management Practices for utility siting on lands, MDARD's consultation form for PA 233 cases)
- Respond to inquiries from other MPSC divisions regarding renewable energy and siting questions and prepare presentations as requested.

Duty 4**General Summary:****Percentage: 15**

Function as a case coordinator. Function as a case coordinator or order preparation coordinator in uncontested and controversial cases with major impact.

Individual tasks related to the duty:

- Serve as technical lead of contested PA 233 cases.
- Serve as the project team lead, including roles such as but not limited to preparing delegation of work assignments with manager input, case schedule, coordination of internal meetings, and complete summary of case for tribal consultation.
- Perform lead analysis for application completeness checklist.
- Oversee completeness determination phase, including the development of an incompleteness memo.
- Serve as and point of contact between applicant, affected local unit of governments, and other intervenors to the case.

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

Work with outside groups, agencies or regulated utility companies. Represent the Commission as a team lead with outside groups, state agencies, or regulated utility companies. Serve as lead worker on special field assignments.

Individual tasks related to the duty:

- Attend and serve as lead worker in offsite meetings and site visits for special field assignments.
- 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 hearings, conferences, meetings and other activities to directly respond to public concerns and to receive public input.

Duty 6**General Summary:****Percentage: 5**

Other duties as assigned.

Individual tasks related to the duty:

- Attend educational trainings, workshops, and professional development, as assigned.
- 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.
- Assist when needed on other projects.

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

This position represents management and the Commission in meetings with the public, applicants, local units of government, contractors, and other interested parties. Staff hold meetings with project developers, local units of governments, contractors, and other interested parties without the Section manager also attending; they are permitted to make independent recommendations to these audiences verbally, using best professional judgement.

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

Decisions with major program, budgetary or policy-setting impact. Written testimony is reviewed by Section manager. Formal reports and recommendations to the Commission, utilities, and the staff require approval of Section manager.

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**

N Orally reprimand.

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 key staff witness for the MPSC Staff in renewable energy and energy storage facility siting cases as a technical expert reviewing multiple complex and contested case topics. Review siting applications along with evidence provided with a specialized focus on one or more technical complex topics, providing analysis for commissioners to make informed determinations. Make recommendations to management outlining any incomplete applications and provide feedback to the developer to cure the deficiency items in the application. 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 as case coordinator, technical evaluator, and expert witness in renewable energy and energy storage facility siting cases to ensure compliance with the statute and by participating in other agency-related programs.

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