

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 Commision
4. Civil Service Position Code Description Public Utilities Engineer-A	10. Division Gas Safety & Operations
5. Working Title (What the agency calls the position) Public Utilities Engineer	11. Section Infrastructure
6. Name and Position Code Description of Direct Supervisor CREISHER, CYNTHIA L; STATE ADMINISTRATIVE MANAGER-1	12. Unit
7. Name and Position Code Description of Second Level Supervisor CHISLEA, DAVID J; STATE DIVISION ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 7109 W. Saginaw Hwy, Lansing, MI 48917 Remote work available / 8 am – 5 pm, M-F

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, including contested cases that have controversial issues with major impact; reviews and prepares staff's position on gas cases in Gas Safety and Operations Division, including complex cases; 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); and serves as a designated task force or special project leader on in-house projects, or as the lead worker on special field assignments.

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

Key staff witness. Perform as key staff witness in complex, contested, major cases, and before legislative committees. May perform as a contributing witness to assist staff specialists in contested cases in a technical specialty area.

Individual tasks related to the duty:

- Make recommendations about the completeness of new major or complex 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). In a leadership capacity, coordinating work of a small team of other staff, work to develop an expert staff position based upon analysis of factors including design, construction, environmental impacts, route, property rights and interests, operation & maintenance, existing franchises, and safety considerations, as well as more complex factors such as pressure gradients and formation integrity. Review and finalize team work products.
- Make recommendations about the completeness of rate cases. In a leadership capacity, coordinating work of a small team of other staff, work 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 to develop an expert staff position. Review and finalize team work products.
- As a team leader, identify and research the accuracy and potential gaps in information in order to provide expert witness and lead staff in creating documentation for presentation.
- Conduct complex engineering studies of gas reservoirs in Michigan, such as studies of new storage field development, proration, or pressure gradients.
- Prepare and file testimony and exhibits as a key staff witness for complex and major issues in docketed cases.
- Develop exceptions, replies to exceptions, briefs, and reply briefs for complex and major issues in docketed cases.
- Meet with utilities and intervenors in meetings, settlement negotiations, or cross-examinations.
- Respond to requests for information regarding the proceedings of docketed contested cases.
- Ensure active involvement and participation in ongoing natural gas issues and cases with potential of implications affecting rate cases.

Duty 2

General Summary:

Percentage: 30

Special projects. Work independently with other organizational divisions of the staff in major controversial cases, or on major special projects or field assignments. Serve as a designated task force, or special project leader on in-house projects, or as the lead worker on special field assignments.

Individual tasks related to the duty:

- Develop and publish reports based on discussions and findings from work groups and technical meetings. These include topics like major energy events that lead to potential shut down of utilities to a significant rate payer population.
- Develop recommendations based on workgroup findings to better handle future major energy events to provide better outcomes of rate payers.
- Lead internal initiatives and coordinate staff efforts to perform other research, tasks, engineering reports, procedures, or other duties as necessary in carrying out the goals of the Section and Division by acting as the point of contact and reviewing and finalizing team work products.
- 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 complex requests from the public, such as those related to multiple facilities or topics.
- Assess 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.
- Determine and develop engineering strategies and procedures for specific engineering assignments.

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

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

Individual tasks related to the duty:

- Function as case coordinator in uncontested or contested cases that may have a major impact on landowners, producers, other state/federal agencies, royalty owners, and/or utility customers. These contested cases typically involve intervening parties with complex issues including but not limited to landowners, utility rates, environment, or public convenience and necessity.
- Review controversial and contested cases to determine the issues that need to be addressed and determine how to properly address issues within case. This includes coordination with other sections, divisions, or staff within the Infrastructure Section to ensure that all aspects of the case are properly addressed.
- Work with other divisions to coordinate staff's position and preparation for filing of testimony and exhibits for controversial cases with major impact.
- Hold inter-agency meetings with other state agencies or departments including, but not limited to, the Department of Environment, Great Lakes and Environment and tribal consultation coordinators.
- Oversee and manage interactions between involved parties such as State agencies or departments, property owners, and utility companies. Recommend to Manager whether case should proceed on an *ex parte* or administrative hearing basis.
- Function as lead inspector for standard inspections of pipeline routes.
- Consult with other staff to provide details of ongoing contested cases in the Infrastructure Section.
- Work with staff counsel in preparation of documents related to the processing of uncontested cases and post-hearing exceptions and briefs for contested cases.

Duty 4**General Summary:****Percentage: 10**

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:

- Lead staff efforts to process formal or informal complaints, inquiries, applications, and safety/technical issues related to natural gas and pipeline issues, and analyze for compliance with regulations and statutes in response to complaints and inquiries.
- Represent the Commission staff as task force leader, oversee work groups and lead technical meetings by acting as single point of contact, organizing group efforts, and reviewing and finalizing work products. These groups may include staff from regulated utilities companies, industry groups, and other outside parties.
- Organize and maintain engineering work papers and correspondence related to the findings in conjunction with the strategies and procedures related to the work.
- Represent the Commission staff to parties with whom contact is made in the performance of engineering functions.
- Organize and facilitate periodic meetings with utilities, producers, or pipeline operators to keep staff updated with regard to new policies and/or business plans.
- Review and interpret Commission rules and regulations, policies, past Commission Orders, other State Agency rules, and regulations and applicable local ordinances as related to contested cases.

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

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.**

Make decisions that may have a 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 determinations of compliance. Draft and finalize testimony, memorandums, settlements, and draft orders in *ex parte* cases. The individual in this position may review decisions made by others and make determinations on quality and accuracy.

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

Many of the decisions will be 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 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 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.

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?

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 key staff witness, case coordinator, represents the Commission, and handles special projects related to gas safety infrastructure.

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 degree with a major in engineering.

EXPERIENCE:

Public Utilities Engineer 12

Three years of professional experience in public utilities engineering involving the analysis of utility rate structures, operations and safety standards and practices equivalent to a Public Utilities Engineer, including one year equivalent to a Public Utilities Engineer P11.

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 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