

Position Code 1. STDDADM1

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
State Administrative Manager 15	Energy Resources
5. Working Title (What the agency calls the position)	11. Section
Section Manager	Distribution Planning
6. Name and Position Code Description of Direct Supervisor	12. Unit
Paul Proudfoot, State Division Administrator 17	
7. Name and Position Code Description of Second Level Supervisor	13. Work Location (City and Address)/Hours of Work
Mike Byrne, State Bureau Administrator 18	7109 W. Saginaw Hwy, Lansing, MI 48917 Remote work available. M-F; 8:00 am – 5:00 pm

14. General Summary of Function/Purpose of Position

Serve as manager and supervisor of Distribution Planning Section within the Energy Resources Division. duties include directing, coordinating and supervising programs, activities and staff assigned to this section. Review and evaluation of electric utility distribution system investment and maintenance plans and related issues, electric vehicle integration plans, and supporting grid level data accessibility. Serves at the call of the Chairman, two Commissioners, and Chief Operating Officer with respect to technical needs in the employee's field of expertise, to serve on federal or state program-specific panels and groups and for special projects.

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** 20

Supervise the staff of the Distribution Planning Section.

Individual tasks related to the duty.

- Interview, select and recommend staff, ensuring diversity in hiring and promotions.
- Ensure staff are properly trained to perform their duties; identify areas where training is needed.
- Assign work to ensure the duties of the Division are met. Review and approve as needed.
- Evaluate and verify employee performance through the review of completed work assignments, deadlines met and work techniques. Conduct annual performance evaluations. Counsel as needed to improve.
- Take disciplinary action when necessary, ensuring that all Civil Service and labor contract obligations are met and that the actions are carried out in a fair manner. Hear discriminatory harassment claims from employee and take immediate action.
- Make recommendations for promotions and provide documentation necessary to reinforce those recommendations.
- Approve or deny annual leave requests; make sure appropriate documents are filed for extended use of sick leave or workers compensation matters; approve time.
- Meet with Division Director as needed to provide updates on the functions of the Section.

Duty 2

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

Plan, organize and manage the complex programs assigned to this Section.

Individual tasks related to the duty.

- Set goals and priorities; ensure they are clear to staff. Formulate long-range plans.
- Give guidance and direction based on the employee's level of expertise, paying particular attention to diplomatic and precedent-setting issues.
- Develop policies, procedures and guidelines that reinforce effective program operation.
- Assess effectiveness of operations and make changes as necessary.
- Resolve conflicts of interpretation of goals, policies and procedures. Provide direction and concepts necessary to develop staff input into the Commission's mission, goals, policies and procedures.
- Plan for program changes and evolution. Work with staff, especially specialists to develop direction.
- Delegate assignments as needed and appropriate to meet Section, Division and Commission deadlines.
- Keep abreast of regulatory thinking, actions, changes, theories and laws with a view to incorporate the same in the reviews, advise and recommendations made to improve upon section effectiveness and to make program decisions.
- Participate in national and state organizations to keep abreast of the latest regulatory trends and issues, economic trends, proposed laws, etc. so as to maintain professional skill and acquire knowledge to make informed judgments and reasonable recommendations.

Duty 3

General Summary of Duty 3

% of Time 30

Oversee the review and coordination of MPSC Staff participation in dockets related to Electric Distribution System Planning.

Individual tasks related to the duty.

- Work with Staff in the Energy Resources Division to develop current assessments of electric distribution system reliability for Michigan's regulated utilities.
- As needed, consult with regulated electric utilities in Michigan to review near-term plans for electric distribution system performance and reliability, as well as develop assumptions related to future years.
- Coordinate efforts among Staff, utilities, and stakeholders related to review of distribution system planning related issues, including benefit cost analysis, non-wires alternatives, distribution system performance metrics, etc.
- Assign Section Staff to serve as case-coordinator in MPSC dockets related to Michigan electric distribution system planning.
- Advise Division Directors and Commissioners on issues related to Michigan's electric distribution system planning.
- Advise with respect to policy and program issues, including examining alternative policies and programs and recommending Commission positions.
- Serve on federal and state advisory boards, groups and panels as requested by these parties. Represent these parties and the Commission's position. Keep parties advised of issues addressed.
- Handle special projects as assigned by these parties. Delegate portions as appropriate to Section staff.
- Represent the Commission before the general public, governmental agencies, legislative staff and special interest groups in matters related to electric distribution system planning.
- Provide engineering and technical expertise related to electric distribution system planning.

Duty 4

General Summary of Duty 4

% of Time 10

Oversee and coordinate MPSC Staff review of utility electric vehicle plans.

Individual tasks related to the duty.

- Work with Staff in the Energy Resources Division and throughout the Commission to develop current assessments of electric vehicle integration for Michigan's regulated utilities.
- As needed, consult with regulated electric utilities in Michigan to review near-term plans for electric vehicle integration, as well as develop assumptions related to future years.
- Coordinate efforts among Staff, utilities, and stakeholders related to development and review of utility electric vehicle plans.

Duty 5

General Summary of Duty 5

% of Time 10

Oversee and coordinate Staff involvement of Commission activities related to grid-level data access, including enhancements of utility hosting capacity mapping.

Individual tasks related to the duty.

- Work with Staff, utilities, and stakeholders to provide technical assistance related to accessibility of distribution grid data related to projected penetration of electric vehicles, interconnected distributed energy resources.
- Assist in coordination of efforts among Staff, utilities, and stakeholders related to development and review of utility hosting capacity maps.

Duty 6

General Summary of Duty 6

% of Time 10

Other duties as assigned.

Individual tasks related to the duty.

- Serve at the call of the Chairman, two Commissioners and Chief Operating Officer. Advise the Commissioners, Chief Operating Officer and Division Director on policy and program issues. Issues are frequently highly complex and deadlines are tight.
- Special projects assigned by the Commissioners, Chief Operating Officer, and Director.

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

When disciplinary action is necessary. When program changes need to be made to improve effectiveness. Section priorities. How to appropriately represent the Commission to federal and state agencies, utility representatives and public interest groups. Decisions can have impact on meeting the goals of the Commission, how the Commission is viewed by outside parties, orders issued by the Commission, program success and the careers of employees supervised.

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

Those with major program, budgetary or precedent-setting 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 primarily in an office setting. Duties carry with them stress related to the management and supervision of programs and staff. A considerable amount of concentrated effort may be involved contingent on the issues currently “on the table.” Some travel may be required, including meeting with the general public and stakeholder groups. 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>
Anna Schiller	PUE Specialist 13		
Kit Sabo	Public Utilities Engineer 9		
Li Szilagyi	Departmental Analyst 9		
Megan Kolioupoulos	Departmental Analyst 12		

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?

See #15.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

New position. The position meets the concept through functioning as an administrative manager of an agency-designated, Group 4 section and reports to a State Division Administrator.

25. What is the function of the work area and how does this position fit into that function?

The duties of the Distribution Planning Section within the Energy Resources Division are coordinating with utilities on development of, and heading up MPSC Staff review and evaluation of, electric distribution system investment and maintenance plans. Electric utilities deliver electricity to customers through the electric distribution systems; ensuring this system is reliable, resilient, and can accommodate evolving technologies – interconnection and aggregation of distributed energy resources, increased electrification of heating and transportation – is critical to the health, safety, and prosperity of Michigan residents.

This manager directs the functions of the section and assists in planning and directing a specialized area of the departmental mission and advises division directors and Commissioners on issues related to electric distribution system planning in Michigan.

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.	
EXPERIENCE: Four years of professional business and administrative experience, including two years equivalent to the experienced (P-11) level. Experience in utility regulation is preferred.	
KNOWLEDGE, SKILLS, AND ABILITIES: Knowledge of: federal and regional utility issues; administrative management principles; management tools; personnel and labor relations laws and regulations; effective hiring practices; methods to research, examine, design, initiate, develop and evaluate programs; supervisory and training techniques; and the legislative process, governmental organization and structure and economic and political business conditions of the State. Strong negotiation and communication skills, both written and oral. Ability to instruct, direct and evaluate employees; plan, direct and coordinate program activities; establish effective policies, procedures and guidelines; examine, synthesize and evaluate data; maintain favorable public relations; organize and coordinate the work of staff; interpret laws, rules and regulations relative to the work assigned to the Section and overall to the Division.	
CERTIFICATES, LICENSES, REGISTRATIONS: None.	
<i>NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for this position.</i>	
<i>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.</i>	
_____	_____
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>I certify that the entries on these pages are accurate and complete.</i>	
_____	_____
Appointing Authority Signature	Date
TO BE FILLED OUT BY EMPLOYEE	
<i>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.</i>	
_____	_____
Employee's Signature	Date

NOTE: Make a copy of this form for your records.