

**State of Michigan
Civil Service Commission**
Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code 1. STDDADM1P19N

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 Commisision
4. Civil Service Position Code Description STATE ADMINISTRATIVE MANAGER-1	10. Division Regulated Energy
5. Working Title (What the agency calls the position) Section Manager	11. Section Rates & Tariff
6. Name and Position Code Description of Direct Supervisor STOSIK, WILLIAM M; STATE DIVISION ADMINISTRATOR	12. Unit
7. Name and Position Code Description of Second Level Supervisor BYRNE, MICHAEL P; STATE BUREAU 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 serves as manager and supervisor of the Rates & Tariff Section within the Regulated Energy Division. Responsible for directing, coordinating and supervising programs, activities and staff assigned to this Section. Programs are centered around ensuring efficient accomplishment of Tariff Administration, class cost of service allocation studies and rate design for contested energy rate cases for the natural gas and electricity industries involving local distribution companies, pipeline rates, natural gas storage rates and special contract cases. The section may also be asked for input related to other regulatory programs such low income programs, investment recovery mechanisms, state reliability mechanisms, etc. Also serves at the call of the Chairman and Commissioners with respect to technical needs in the employee's field of expertise, to serve on federal or State program-specific panels and committees 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:

Percentage: 30

Manage and Supervise the Rates and Tariff staff of the Regulated Energy Division.

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 responsibilities; identify areas where training is needed.
- Assign work to ensure the responsibilities 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.
- Ensure that all Civil Service and labor contract obligations are met and that the actions are carried out in a fair manner.
- Ensure the Department's Discriminatory Harassment policy is followed.
- Make recommendations for promotions and provide documentation necessary to support 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.
- Lead (or assign a lead for) training sessions for RATS staff, as well as other RED staff and/or Commission staff.
- Prepare and/or deliver presentations on various topics.
- Cross train section staff and divisional staff and/or develop a cross-training program.

Duty 2

General Summary:

Percentage: 30

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

Individual tasks related to the duty:

- Set goals, objectives and priorities; ensure they are clear to staff. Formulate short-term and long-range plans.
- Give guidance and direction based on the employee's level of expertise, paying particular attention to sensitive and precedent-setting issues.
- Develop policies, procedures and guidelines that support effective program operation.
- Assess effectiveness of operations and make changes as necessary.
- Resolve conflicts of interpretation of goals, objectives, policies and procedures. Provide direction and concepts necessary to develop staff input into the Commission's mission, goals, objectives, policies and procedures.
- Plan for program changes and evolution. Work with staff, and staff 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, principles and laws with a view to incorporate the same in the analyses, advice 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.
- Develop and apply forecasting methods to analyze or assess regulated utility financial performance.
- Prepare and submit testimony and exhibits as an expert witness. Be subject to cross examination as expert witness.
- Direct or assist in the development of briefs, reply briefs and other legal documents.
- Supervise the coordination of cases that must go before a law judge for review and decision.

Duty 3

General Summary:

Percentage: 20

Supervise the review and design of rates and cost of service studies for gas, electric, wastewater, and steam utilities.

Individual tasks related to the duty:

- Supervise and/or conduct the training of staff to design rates for gas, electric, wastewater, and steam utilities.
- Supervise and/or conduct the training of staff to conduct cost of service studies for gas, electric, wastewater, and steam utilities.
- Supervise and/or conduct the design of rates for gas, electric, wastewater, and steam utilities.
- Supervise and/or conduct cost of service studies for gas, electric, wastewater, and steam utilities.
- Supervise and/or conduct the training of staff to present expert witness testimony on rate design and/or cost of service studies for gas, electric, wastewater, and steam utilities.
- Present testimony (or oversee preparation of testimony) supporting staff recommendations in the area of rate design and cost of service studies for gas, electric, wastewater, and steam utilities.

Duty 4

General Summary:

Percentage: 10

Serve at the call of the Chairman, Commissioners, Chief Operations Officer and Division Director on a regular and continuous basis. Advise the Commissioners, Chief Administrative Officer and Division Director on policy and program issues. Issues are frequently highly complex and deadlines are tight.

Individual tasks related to the duty:

- Advise with respect to policy and program issues, including analyzing alternative policies and programs and recommending Commission positions.
- Share technical expertise in areas of gas and electric cost of service studies, financial and operational forecasts and rate design as requested by these parties.
- Serve on federal and state advisory boards, committees 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 gas and electric cost of service studies, financial and operational forecasts and rate design.

Duty 5

General Summary:

Percentage: 10

Other Duties as Assigned. Other duties may include, but are not limited to:

Individual tasks related to the duty:

- Meet with the Attorney General's Public Service Division, utility company representatives and interveners as part of rate proceedings and to work toward settlements without use of the contested case proceeding.
- Prepare training, educational, instructional materials.
- Assist other sections and divisions in certain program areas to implement and effectuate law.

Prepare, plan, assist and/or direct staff in Commission wide training/improvement programs.

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

When program changes need to be made to improve effectiveness. Implementing Division priorities within the Section. How to appropriately represent the Commission to federal and state agencies, utility representatives and public interest groups. Management of audit financial analysis programs. When disciplinary action is necessary. Employee performs responsibilities independently with minimal executive direction. Decisions can have impact on meeting the goals and objectives of the Commission, how the Commission is viewed by outside parties, orders issued by the Commission, the rate of return earned by energy utilities in Michigan, program success and the careers of employees supervised.

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

Decisions with major program, budgetary or precedent-setting impact.

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.

Job is performed primarily in an office setting. Responsibilities carry with them stress related to the management and supervision of programs and staff. A considerable amount of concentrated effort may be involved depending on the issues currently being addressed or reviewed. A considerable amount of computer/laptop usage is involved.

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.

NAME	CLASS TITLE	NAME	CLASS TITLE
WIZNER, DEANNE BROOKE R	DEPARTMENTAL SPECIALIST-2 13	PUNG, MARK J	DEPARTMENTAL SPECIALIST-2 13
KRAUSE, KEVIN S	DEPARTMENTAL SPECIALIST-2 13	ISAKSON, DAVID W	DEPARTMENTAL ANALYST-A 12
BRAUNSCHWEIG, ELAINA M	DEPARTMENTAL ANALYST-A 12	TODD, MADISON S	DEPARTMENTAL ANALYST-A 12
VACANT	DEPARTMENTAL ANALYST-A	RADEMACHER, NANCY C	DEPARTMENTAL ANALYST-E P11
BLIZZARD, NATHAN C	DEPARTMENTAL ANALYST-E 10		

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- | | |
|--------------------------------------|-------------------------------------|
| Y Complete and sign service ratings. | Y Assign work. |
| Y Provide formal written counseling. | Y Approve work. |
| Y Approve leave requests. | Y Review work. |
| Y Approve time and attendance. | Y Provide guidance on work methods. |
| Y Orally reprimand. | Y 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 Rates and Tariff Section is responsible for the analysis and evaluation of energy utility rate filing including financial and engineering data and making recommendations as to appropriate class cost of service studies of energy utilities and rate design. This Section is also responsible for tariff administration and compliance with PSC orders and approved tariffs.

This position is responsible for managing, directing and supervising the staff, programs and resources assigned to the Section. It ensures that the Section runs efficiently and that it performs its assigned responsibilities.

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.

EXPERIENCE:

State Administrative Manager 15

Four years of professional experience, including two years equivalent to the experienced (P11) level or one year equivalent to the advanced (12) level.

Alternate Education and Experience

State Administrative Manager 15

Education level typically acquired through completion of high school and two years of safety and regulatory or law enforcement experience at the 14 level; or, one year of safety and regulatory or law enforcement experience at the 15 level, may be substituted for the education and experience requirements.

Professional experience or knowledge related to utility rate design and class cost of service calculation preferred.

Professional experience testifying as expert witness related to functional areas of the section preferred.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of: Financial and economic issues related to assignment of costs to classes of customers in a regulated energy industry, tariff and rate administration of a regulated utility industry, management tools; personnel and labor relations laws and regulations; effective hiring practices; methods to research, analyze, 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 communication skills, both written and oral. Ability to instruct, direct and evaluate employees; plan, organize, direct and coordinate program activities; establish effective policies, procedures and guidelines; analyze, synthesize and evaluate data; maintain favorable public relations; coordinate the work of staff; and interpret laws, rules and regulations relative to the work assigned to the Division and Section. Good computer experience, especially with Microsoft Word and Excel, with the ability to learn others as needed.

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