

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

Position Code 1. DEPTALTA

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 Departmental Analyst-A	10. Division Energy Resources
5. Working Title (What the agency calls the position) Departmental Analyst	11. Section Energy Optimization
6. Name and Position Code Description of Direct Supervisor GOULD, KAREN M; STATE ADMINISTRATIVE MANAGER-1	12. Unit
7. Name and Position Code Description of Second Level Supervisor PROUDFOOT, PAUL A; 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 is responsible for leading the professional research and analysis for the development and implementation of the Public Service Commission's (PSC) regulatory responsibilities related to Energy Waste Reduction (EWR) plans and Efficient Electrification (EFEL) plans under PA 295 of 2008, as amended by PA 342 along with PA 341. This position will make determinations on EWR program offerings submitted by utility providers. Additionally, they will make recommendations to the utility providers on how to strengthen their EWR programs to better serve the rate payers of Michigan. This position researches, analyzes and subsequently provides expert witness testimony in complex contested cases before the Commission on EWR plans and reconciliations, EFEL plans and reconciliations, Integrated Resource Plan (IRP) filings, and other case filings related to EWR and EFEL.

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: 35

Case work - work as a team member on assigned cases. Work with other organizational divisions of the staff in major controversial cases or on major special projects or field assignments.

Individual tasks related to the duty:

- Lead analysis and audit of electric and natural gas energy efficiency programs and on the efficacy and viability of utility implemented efficient electrification programs.
- Lead the review of electric and natural gas EWR plans to evaluate overall effectiveness of the program's viability. Review electric EFEL plans to evaluate overall effectiveness of the program's viability.
- Review EWR program offerings to determine if the robust program offerings meet the needs of the utility program customers. Such as whole home efficiency upgrades.
- Make recommendations on proposed offerings in terms of spending and plans for EWR with relation to utility company plans and initiatives.
- Verify utility providers are in compliance with the established legislative energy savings targets and appropriate cost effectiveness.
- Lead review of utility providers year end annual reports and verify compliance with the submitted and commission approved plans.
- Provide technical advice, recommendations, and alternate strategies to ensure all utility customers, including residential, commercial, industrial, and low income customers receive benefits from the implemented programs. Prepare and submit written reports and findings for Commission compliance.
- Provide recommendations to management on EWR plan and reconciliation reasonableness.

Duty 2

General Summary:

Percentage: 25

Functions as a case coordinator. Functions as a case coordinator, or order preparation coordinator, in controversial cases with major impact.

Individual tasks related to the duty:

- Lead and coordinate the contested cases involving Michigan's regulated electric and natural gas utilities EWR and EFEL Plans.
- Review filing and determine which staff need to be included in the review and what information each staff needs to review.
- Determine schedule, timeline, and deadlines for staff working on the filing in order to accurately file the case with the Public Service Commission.
- Respond to any rebuttals that are brought up by the Public Service Commission, which includes obtaining staff reviewed documents.
- Lead and coordinate contested cases involving Michigan's regulated electric and natural gas utilities EWR and EFEL annual reconciliations. Current programming for EWR totals over \$600 million annually.
- Attend all hearings, coordinating the schedule and all elements of a contested case with Staff counsel, managers, directors, COO, and the Executive Secretary.
- Read all case filings, critically reviewing utility and intervening person's testimony, summarizing major issues to be supported or rebutted by Staff and maintaining accurate information at all stages, providing updates to section managers, the division director, COO and Staff attorney.
- Organize discovery questions and responses, and audit questions and responses to ensure the availability of information to all managers and assigned staff.
- Work with attorneys to prepare Staff briefs, reply briefs, and exceptions.

Duty 3

General Summary:

Percentage: 20

Function as a witness before Legislative Committees. Function as a witness before legislative committees. Perform as a contributing witness during cross-examination in an administrative hearing; while assisting staff specialist in a technical specialty area.

Individual tasks related to the duty:

- Lead the preparation of written expert testimony on EWR, EFEL, EWR referenced issues in IRP and rate cases for submission in contested case proceedings.
- For highly controversial cases that exceed \$200,000,000 in expenditures testify on EWR program design focusing on low-income program offerings, residential program offerings, and large commercial and industrial program offerings.
- Provide written and verbal expert witness testimony in Public Service Commission proceedings.
- Review testimonies prepared by other expert staff witnesses submitted to the docket for the purpose of discovery and cross-examination.
- Draft Initial and Reply Briefs for use by Staff Council, coordinating submission of Staff witnesses' materials by filing deadline.
- In coordination with commission attorneys assigned to the cases work on drafts of briefs (summary of opinion on all aspects of case preceding) and why PSC staff agrees or disagrees with position and ruling on all sides of the case.

Duty 4

General Summary:

Percentage: 10

Review and prepare reports and presentations for purposes for compliance with legislation, collaborative meeting presentations, and commission or commission staff updates.

Participate in technical sessions regarding plan development along with other MPSC staff, specifically the EO section.

Individual tasks related to the duty:

- Lead the research and preparation of PowerPoint and topic related presentations surrounding the successes and challenges related to the development and implementation of utility ran EWR and EFEL programs.
- Share the findings and developments of the utility funded EWR and EFEL programs through the annual report to legislatures required by Act 295, along with presentation to EWR Collaborative, Low Income EWR Workgroup, Health and Safety Sub-workgroup, Workforce Development Sub-group, and other outside organizations with attendees to include Commission Staff, intervening parties and stakeholders to the contested cases, organizations with special interests, including but not limited to other State agencies, EWR implementation contractors, evaluation contractors and non-profit utility partnering agencies.
- Utilize expert insight into the low income program offerings to offer program updates or changes, present new program offerings to utility providers, stakeholders and MPSC staff.
- Develop and remain apprised of current and innovative EWR programs and measures.
- Provide information as requested by Commissioners and Commission staff.

Duty 5

General Summary:

Percentage: 10

Other duties as assigned.

Individual tasks related to the duty:

- Including but not limited to:
- Attend monthly EWR Collaborative and Low Income EWR Collaborative meetings. Provide back-up for other staff members of the EWR section.
- Be prepared to offer suggestions and recommendations to the Customer Assistance Division for customer inquiries. Learn program aspects of the Michigan Energy Measures Database (MEMD), MI Saves, Energy Equity, payment assistance programs, etc.
- Attend relevant training and education opportunities for EWR and other relevant programs.
- Participate in the Health & Safety Subgroup along with the Workforce Development Subgroup.
- Provide support to other MPSC staff and divisions including Commissioners and their support teams.

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

Decisions related to relevant studies and research papers for inclusion in reporting documents. Development of methods, policies and procedures for collecting, analyzing, and designing of mandatory reporting or development of EWR program design. Prioritization of daily responsibilities.

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

Final recommendations to be adopted when there are conflicting priorities. Clarifications on policy directives. Matters which have legislative 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 in an office setting. Limited travel is required to attend training seminars, perform on-site analysis at utility premises, and attend utility presentations. 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.

Additional Subordinates

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

- | | |
|---|--|
| ☐ Complete and sign service ratings. | ☐ Assign work. |
| ☐ Provide formal written counseling. | ☐ Approve work. |
| ☐ Approve leave requests. | ☐ Review work. |
| ☐ Approve time and attendance. | ☐ Provide guidance on work methods. |
| ☐ Orally reprimand. | ☐ 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?

Work with other organizational divisions of the staff in major controversial cases or major special projects or field assignments. Functions as a case coordinator, or order preparation coordinator, in controversial cases with major impact, perform as a contributing witness during cross-examination in an administrative hearing; while assisting staff specialist in a technical specialty area, review and prepare reports and presentations for purposes for compliance with legislation, collaborative meeting presentations, and commission or commission staff updates, participate in technical sessions regarding plan development along with other MPSC staff, specifically the EO section.

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 passing of the amended Public Act 295 by Public Act 341, signed February 2024, has increased the necessary job functions of this section to include electrification and utility implemented electrification plans. Since 2009, and the establishment of energy efficiency savings targets for all regulated and non-regulated electric and natural gas providers, the duties in this section have increased in quantity and size. Also since that time, this section is now responsible for EWR issues which may appear in rate cases, IRP cases, and other cases of relevance. The need to supply testimony on all the above listed cases has increased the amount of assignments and job duties required by this section. This position researches, analyzes and subsequently provides staff witness testimony in contested cases before the Commission on EWR plans and reconciliations, EFEL plans and reconciliations, Integrated Resource Plan (IRP) filings, and other case filings related to EWR and EFEL.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Bachelor's Degree in any major.

EXPERIENCE:

Departmental Analyst 12

Three years of professional experience, including one year of experience equivalent to the experienced (P11) level in state service.

KNOWLEDGE, SKILLS, AND ABILITIES:

Excellent communication skills, both written and oral. Knowledge of the principles and practices of analysis and technical research methods, ability to formulate procedures and to analyze data and information in order to make effective recommendations, good public relations skills, and good computer skills including ability to use Microsoft Word, Excel, and ability to learn other software 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