

Position Code

1.

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 and Regulatory Affairs
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
	Public Service Commission
4. Civil Service Position Code Description	10. Division
Departmental Analyst Trainee	Energy Resources
5. Working Title (What the agency calls the position)	11. Section
Departmental Analyst	Energy Waste Reduction
6. Name and Position Code Description of Direct Supervisor	12. Unit
Karen Gould, State Administrative Manager 15	
7. Name and Position Code Description of Second Level Supervisor	13. Work Location (City and Address)/Hours of Work
Paul Proudfoot, State Division Admin 17	7109 W. Saginaw Hwy, Lansing, MI 48917 M-F 8:00 A.M. - 5:00 P.M.

14. General Summary of Function/Purpose of Position

With supervision this position is responsible for 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 researches, analyzes and subsequently provides staff witness testimony in uncontested 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 of Duty 1 % of Time 35

With assistance from supervisor: case work - work as a team member on assigned cases. Works with other organizational division of the staff on noncontroversial cases.

Individual tasks related to the duty.

- Review 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.
- Verify utility providers are in compliance with the established legislative energy savings targets and appropriate cost effectiveness.
- Review 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.

Duty 2

General Summary of Duty 2 % of Time 25

With assistance from supervisor: functions as a case coordinator. Would function as a case coordinator only in uncontested cases.

Individual tasks related to the duty.

- Coordinate uncontested cases involving Michigan's regulated electric and natural gas utilities EWR and EFEL Plans. Coordinate uncontested 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 uncontested case with Staff counsel, managers, directors, COO, and the Executive Secretary.
- Read all case filings, reviewing testimony, and maintain 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 of Duty 3

% of Time 20

With assistance from supervisor: function as a witness before Legislative Committees. Per form as a staff witness in a contributing capacity.

Individual tasks related to the duty.

- Prepare written testimony on EWR, EFEL, EWR referenced issues in IRP and rate cases for submission in uncontested case proceedings.
- Testify in Public Service Commission proceedings.
- Review testimonies prepared by other expert staff witnesses submitted to the docket for the purpose of discovery.
- Draft Initial and Reply Briefs for use by Staff Council, coordinating submission of Staff witnesses' materials by filing deadline.

Duty 4

General Summary of Duty 4

% of Time 10

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

Individual tasks related to the duty.

- Research and prepare 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.
- 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 of Duty 5

% of Time 10

Other duties as assigned.

Individual tasks related to the duty.

- 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.

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.
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.

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 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. (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>

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

N__ Complete and sign service ratings.

N__ Provide formal written counseling.

N__ Approve leave requests.

N__ Approve time and attendance.

N__ Orally reprimand.

N__ Assign work.

N__ Approve work.

N__ Review work.

N__ Provide guidance on work methods.

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?

Work as a team member on assigned cases. Works with other organizational division of the staff on noncontroversial cases, function as a case coordinator in uncontested cases, function as a witness before Legislative Committees, perform as a staff witness in a contributing capacity, review and prepare, reports and presentations for purposes for compliance with legislation, collaborative meeting presentations, and commission or commission staff updates.

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 uncontested 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:

Educational level typically acquired through completion of high school.

EXPERIENCE:

Four years of experience as an advanced 9-level worker in an ECP Group One classification. OR Three years of experience as an E9, E10, or E11-level worker in an ECP Group One classification. OR Two years of experience as an experienced level worker in an ECP Group One technician or paraprofessional classification. OR Two years of experience as a first-line supervisor in an ECP Group Three classification. OR One year of experience as a second-line supervisor in an ECP Group Three classification. *Paraprofessional classifications are those requiring an associate's degree or two years of college. Educational Substitution College credits may be substituted on a proportional basis (one year of college education may substitute for one quarter of the required experience) for up to one half of the required experience.

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 of this position does not constitute agreement with or acceptance of the desirable qualifications for 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's Signature

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to statements of the employee(s) or supervisors.

I certify that the entries on these pages are accurate and complete.

Appointing Authority Signature

Date

TO BE FILLED OUT BY EMPLOYEE

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's Signature

Date

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