





<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID <b>PUC 900000</b>
DIVISION OR INSTITUTION <b>Energy &amp; Environment</b>	UNIT OR OFFICE <b>Facilities, Siting &amp; Environmental Analysis</b>	COUNTY OF EMPLOYMENT <b>Franklin</b>

<b>POSITION NUMBER 20076991</b>	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/>	
			Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Environmental Specialist		POSITION NO. AND JOB TITLE OF IMMEDIATE SUPERVISOR PN 20070123 Public Utilities Administrator 3	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type:	<input type="checkbox"/> Filled <input checked="" type="checkbox"/> Vacant
	Bargaining Unit 13			
	Page 3 of 6			
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8AM                      TO: 5PM (Flextime available)			
	<b>JOB DESCRIPTION</b>			
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	30%	Under direction from supervisor evaluates socioeconomic issues, power systems engineering, environmental engineering, agriculture land use and water conservation practices, and historical site preservation as they relate to wind, electric, gas, and Carbon Dioxide (CO2) generation and/or transmission facility siting and operation; independently evaluates reports submitted by consultants, by application of knowledge of environmental disclosure and power siting laws and regulations, current societal issues, historical trends, industry practice and regulatory policy; designs, maintains and enhances computer and paper files on applicable environmental impact and power siting matters by the use of agency computer systems and file cabinets; directs the collection of relevant information by preparing and/or overseeing the issuance of written information requests, conducting investigative interviews, reviewing internally available information and evaluating collected information; analyzes numerical data, both by the manual use of algebra and statistics, and by the use of calculators and/or computers with agency sponsored software; maintains high level of scientific or engineering knowledge in several areas; provides technical staff with advice regarding issues related to wind, electric, gas, and Carbon Dioxide (CO2) generation and/or transmission facility siting; and trains lower level analysts in applicable renewable energy and power siting related matters.	Skill in: 25b, 29; Ability to: 30r, (31h) use statistical analysis, (32t) use proper research methods in gathering data, 33e, 34f.	
20%	Prepares reports, summaries, entries and memoranda, in areas related to environmental impacts in power siting matters (e.g., environmental disclosure, power siting investigations, siting related aspects of emerging competition and other utility siting matters): uses agency computer equipment and software to prepare	Knowledge of: 13b, 14, 16, 20, 23; Skill in: 25b, 29; Ability to: 30r, 31h, 32x, 33e, 34f.		
List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF APPOINTING AUTHORITY OR DESIGNEE	DATE	

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<b>POSITION NUMBER</b> 20076991          <b>JOB TITLE</b> Utility Specialist 1          <b>JOB CODE</b> 66951	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/>	
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	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8AM      TO: 5PM (Flextime available)			Bargaining Unit 13  Page 4 of 6
	<b>JOB DESCRIPTION</b>			
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	10%	and edit text describing findings, conclusions and recommendations that result from research and analysis of issues; prepares charts, tables, and graphs that focus on issues, both by the manual use of algebra and statistics, and by the use of calculators and/or agency computer equipment; assists in compiling and editing, for report preparation purposes, information received from other agencies and other commission staff, by application of knowledge in report preparation and power siting matters; trains staff in preparation of reports, summaries, and entries.  Prepares written testimony on environmental disclosure and environmental issues in power siting applications, emerging competition and other utility matters, and defends testimony under cross examination in adjudicatory hearings; conducts and participates in inter-divisional and interdepartmental working groups to assist management in developing agency policy positions, energy technologies and federal/state siting related issues; prepares written and/or verbal responses to external inquiries for environmental disclosure and power siting information by applying knowledge of environmental issues, using agency computer systems to extract requested information from electronic data bases, reviewing available hard copy information, and providing appropriate information to those requesting it; assists Attorney General staff in applicable environmental disclosure and environmental power siting areas (e.g., hearing preparation, staff position development, technical analysis, hearing attendance, brief preparation, etc.); assists management in negotiations and settlement discussions in environmental disclosure proceedings, power siting cases, FERC proceedings, and other power siting related areas; represents commission staff at state, federal and industry sympos-	Knowledge of: 11a, 13b, 14, 16, 20, 23; Skill in: 25b, 29; Ability to: 30r, 31h, 32x, 33e, 34f.	
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	<b>JOB DESCRIPTION</b>			
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	5%	siums, hearings and meetings; participates in meetings with company officials, other government agency representatives and others, in order to identify and discuss relevant issues.  Assists in developing policies and procedures for recommendation to supervisors: conducts on-going review of environmental disclosure, monitors emerging technologies and trends in the utility and renewable energy industries and applies knowledge to evaluate their potential impacts on PUCO and OPSB rules, regulations and policies; applies technical expertise in developing, revising and recommending policies; designs and recommends procedures to be used in research and analysis of environmental disclosure and power siting issues; evaluates cumulative impacts of multiple power siting projects and determines appropriate policy responses; designs procedures to be used by lower level staff in research and analysis of renewable energy, including biomass, and of electric and gas utility power siting issues.	Knowledge of: 13b, 14, 16, 20, 23; Skill in: 25b, 29; Ability to: 30r, 31h, 32t, 33e, 34f.	
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