

POSITION DESCRIPTION

AGENCY/DEPT ID
PUC900000R

DIVISION OR INSTITUTION
Energy & Environment Department

UNIT OR OFFICE
Facilities, Siting & Environmental Analysis

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20077130

Reclassification New Position Update

Position Hyperlinked to
Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
Transmission Facilities Specialist

POSITION NO. AND JOB TITLE OF IMMEDIATE SUPERVISOR
20070125, Public Utilities Administrator 2

Permanent
 Temporary
 Intermittent

Classified
 Unclassified

Overtime: Eligible
 Exempt

Filled
 Vacant

Bargaining Unit 13
Page 1 of 4

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8 a.m. TO: 5 p.m. Flextime available

JOB DESCRIPTION

JOB TITLE
Utility Specialist 1

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
60	Under direction from administrative supervisor, serves as specialist with comprehensive, expert knowledge in electricity transmission issues: works independently or as team leader to monitor, investigate, and perform analysis on transmission issues that affect the electricity industry (e.g., Regional Transmission Organization issues, North American Electric Reliability Corporation issues, electric utility transmission system planning, electric utility integrated resource planning, transmission grid reliability review, etc.); with guidance from supervisor, develops methodologies and techniques and independently or as team leader conducts analysis of electric utility Long-Term Forecast Reports by evaluating electric utility transmission systems and long-range transmission system plans (e.g., conducts investigative interviews in field investigations, reviews data (e.g., output of model), meets with staff to discuss progress of investigation and/or research, makes written and/or oral recommendations to supervisors and division chief); independently reviews, or directs the review of, utility transmission system facility planning processes and applies the information in the evaluation of major utility facility plans and Long Term Forecast Reports (e.g., analyzing electric utility transmission system planning, reviewing output of models); collects or directs the collection of information from utilities and other public sources on electric utility transmission systems and electric utility integrated resource planning; independently monitors power transactions by using agency sponsored computer systems to review utility OASIS sites, identifying applicable power transactions criteria, characterizing power transaction trends and reporting suspected anti-competitive behaviors and emergency load conditions to supervisor and/or division chief; independently compiles and analyzes data and performs appropriate mathematical analysis using Excel, or other appropriate software; provides expert technical advice to other staff personnel, Commissioners, or utility company officials regarding electric transmission system operations and competitive market issues; composes and writes technical reports to distribute to Commission staff relating to results of research to contribute to the development of staff positions in issues related to electricity transmission (e.g., electric utility transmission systems and electric utility integrat-	Knowledge of: (11a) Public Relations, (13b) Agency Policies & Procedures (e.g., PUCO policies & procedures relating to long-term electric utility transmission system forecasting and siting of electricity transmission facilities), (14) Government Structure & Process (e.g., State & Federal regulatory structure & processes), (16) Interviewing (e.g., investigative), (18) Engineering (e.g., electrical, including knowledge of theory & practice of electrical power delivery systems, power factors and their application in power delivery systems, theory & practice of transmission engineering principles, electric system reliability), (22) Electronic Data Processing (e.g., word processing, communications, spreadsheets, databases; internet web browser), (23) Law (e.g., state & federal laws; rules, regulations, policies, & procedures governing utility industry), (K1) Technical or Business Writing (e.g., technical, business, legal or scientific reports; Skill in: 25b (Word Processing (e.g., MS Word, Outlook, Excel, Access*), (29) Equipment Operation (e.g., computer & standard office equipment); Ability to: (30h) apply principles to solve practical, everyday problems, (30i) deal with a variety of variables in somewhat unfamiliar context, (30j) interpret variety of instructions in written, oral, picture or schedule form, (30k) understand

JOB CODE
66951

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF APPOINTING AUTHORITY OR DESIGNEE

DATE

Todd Smithe
DP

2/3/14

POSITION DESCRIPTION	AGENCY/DEPT ID PUC900000R
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DIVISION OR INSTITUTION Energy & Environment Department	UNIT OR OFFICE Facilities, Siting & Environmental Analysis	COUNTY OF EMPLOYMENT Franklin
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POSITION NUMBER 20077130	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update			Position Hyperlinked to Agency Organizational Tree		
	USUAL WORKING TITLE OF POSITION Transmission Facilities Specialist		POSITION NO. AND JOB TITLE OF IMMEDIATE SUPERVISOR 20070125, Public Utilities Administrator 2			
	<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	<input type="checkbox"/> Filled <input checked="" type="checkbox"/> Vacant	Bargaining Unit 13 Page 2 of 4	
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8 a.m. TO: 5 p.m. Flextime available					

	JOB DESCRIPTION
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	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
JOB TITLE Utility Specialist 1		ed resource planning) and makes recommendations to supervisors and division chief on appropriate actions, policies, and guidelines based on the results of research; independently or as part of team conducts analysis of the need for electric transmission facilities in applications before the Ohio Power Siting Board (OPSB) (e.g., compares voltage levels and facilities configurations to industry standards); composes and/or edits written testimony using computer and agency-sponsored software and presents written and/or oral testimony regarding electric utility transmission system, electric utility integrated resource planning, and need for electric transmission facilities issues as expert witness in forecasting and OPSB hearings; coordinates research and investigative activities with the OPSB and with the staff from the Market Analysis and Planning Division (e.g., meets with staff and supervisors periodically for updates and review of data).	practical field of study (e.g., electrical engineering), (30l) define problems, collect data, establish facts & draw valid conclusions, (30m) interpret extensive variety of technical material in books, journals & manuals, (30n) deal with some abstract but mostly concrete variables, (30p) deal with non-verbal symbols in formulas, equations or graphs, (30r) deal with many variables & determine specific action (e.g., with minimal oversight handle multiple technical assignments at the same time), (31d) add, subtract, multiply & divide whole numbers, (31e) calculate fractions, decimals & percentages, (31f) use algebra, (31h) use statistical analysis, (32j) copy material accurately & recognize grammatical & spelling errors, (32l) maintain accurate records, (32pp) interview effectively (e.g., utility company officials), (32q) understand manuals & verbal instructions, technical in nature, (32r) prepare meaningful, concise & accurate reports, (32t) use proper research methods in gathering data, (32u) prepare & deliver speeches before specialized audiences & general public, (32uu) prepare, deliver & defend testimony at hearings or other legal proceedings, (33e) gather, collate & classify information about data, people or things, (34b) work alone on most tasks, (34c) cooperate with co-workers on group projects, (A1) for-

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COUNTY OF EMPLOYMENT
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Bargaining Unit 13

Page 3 of 4

NORMAL WORKING HOURS (Explain unusual or rotating shift):
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JOB DESCRIPTION

JOB TITLE
Utility Specialist 1

JOB CODE
66951

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
20	Represents agency at federal, state, and industrial symposiums, hearings and meetings relating to electric utility transmission systems and integrated resource planning; independently authors and presents papers and speeches as deemed appropriate at meetings regarding electric utility transmission system and integrated resource planning issues; responds to requests for information regarding electric utility transmission system and integrated resource planning issues from government officials, public utility officials or the general public by independently researching issues and conveying responses in written or oral format as appropriate; participates in state and federal rule making on current energy related issues by assisting in the review and development of proposed energy related legislation; participates in meetings with utility company officials, government agency representatives and others to discuss issues relating to electric utility transmission systems and integrated resource planning; provides training to agency staff in electric utility transmission system operations.	<p>ulate thought & express orally & in writing, (A2) establish & present positive image representing the division, the department & the Commission in public.</p> <p>Knowledge of: (8a) Employee Training and Development, 11a, 13b, 14, 18, 22, 23; Skill in: 25b, 29; Ability to: 30l, 30m, 30n, 30r, 31e, 31f, (32o) originate routine business letters reflecting standard procedures, 32q, 32r, 32t, 32u, 33e, 34b, 34c, (34f) handle sensitive inquiries from and contacts with officials and general public, A2.</p>
10	Develops policies and procedures for recommendation to immediate supervisor or division chief: conducts on-going review of electric transmission issues, rules and regulations to determine applicability and necessity of policy response; applies knowledge of electric transmission issues, rules and regulations in evaluation of existing policies and procedures; applies technical expertise in electric transmission issues in developing, revising and recommending policies; designs and recommends procedures to be used in research and analysis of electric transmission and power siting issues.	<p>Knowledge of: 13b, 14, 21, 22, 23; Skill in: 25b, 29; Ability to: 30l, 30m, 30r, 32r, A1, 33e, 34b, 34c.</p>

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Todd Switkowski

DATE

2/3/14

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PUC900000R

DIVISION OR INSTITUTION: **Energy & Environment Department** UNIT OR OFFICE: **Facilities, Siting & Environmental Analysis** COUNTY OF EMPLOYMENT: **Franklin**

POSITION NUMBER 20077130	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update			Position Hyperlinked to Agency Organizational Tree		
	USUAL WORKING TITLE OF POSITION Transmission Facilities Specialist			POSITION NO. AND JOB TITLE OF IMMEDIATE SUPERVISOR 20070125, Public Utilities Administrator 2		
	<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	<input type="checkbox"/> Filled <input checked="" type="checkbox"/> Vacant	Bargaining Unit 13 Page 4 of 4	
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JOB DESCRIPTION

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
10	Assists in other divisional or departmental utility regulatory activities on a project basis, by application of expertise applicable to primary area of responsibility and by gaining and applying expertise applicable to the specific project (e.g., conducts analysis necessary for OPSB review activities, analyzes federal or state environmental laws and rules, conducts analysis and review necessary for the administration of Ohio Biomass Energy Program, monitors emission allowance markets, monitors transmission entity development, assists in energy emergencies and Resource Advisory Council activities, conducts investigations of utility facilities and technologies, conducts analysis in conjunction with utility fuel cost recovery proceedings, participates in negotiations on siting and environmental matters and other gas and electric issues, etc.); responds to complaints from the general public regarding service provided by electric and gas utilities by investigating the factual basis for the complaint, providing mediation between the utility and the customer, and preparing written and/or oral response to customer following appropriate agency procedures and protocols for handling such complaints; performs clerical tasks related to the position (e.g., faxing, copying, errands, mail, filing documents, word processing, answering phones, labeling files, sorting correspondence, etc.).	Knowledge of: 8a, 11a, 13b, 14, 16, 17, 20, 22, 23; Skill in: 25b, 29; Ability to: 30h, 31h, (32k) complete routine forms, 32l, 32o, 32q, 32r, 32t, (33b) sort items into categories according to established methods, 33e, 34b, 34c, (34i) resolve complaints from angry citizens & government officials, A2. (*) Developed after employment.

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