

Energy Control System Training / Compliance Coordinator

Nature and Purpose of Work:

Single position in this class assures Energy Control System staff receive training necessary to comply with the North American Electric Reliability Corporation (NERC) Standards via a Systematic Approach to Training; through developing, implementing and maintaining position specific comprehensive initial and continued training programs. Incumbent works with substantial independence under general supervision of the Electric Control, Metering and Substations Supervisor, exercises leadership of staff in all matters of training, and has no formal supervisory responsibility.

Illustrative Examples of Work: (Examples are intended to demonstrate the types of work required of this class, the incumbent may not perform all of them and may perform tasks not listed.)

Analyzes regulatory agencies' requirements pertaining to staff performing real time, reliability related tasks on the North American Bulk Electric System (BES), analyzes tasks assigned to staff, develops, implements and maintains comprehensive training materials and methods consistent with a Systematic Approach to Training compliant with the applicable NERC standards. Schedules and coordinates training sessions, conducts training, keeps thorough records and prepares reports.

Prepares an annual training plan including orientation of new employees, and position specific plans for existing employees, with details of methods and facilities. Assembles materials, binders, and videos for each topic to be covered in training. Keeps records of attendance, prepares and files sign in sheets, arranges scheduling of classes. Attends certification and re-certification classes as necessary. Uses computer application to track, prompt and record training currency. Works with staff to keep current on changes to standards, develops curriculum to accommodate.

Coordinates training progress and certification with a training pay progression administered with the Civil Service and Budget Offices.

Incumbent obtains cooperation, interest of groups of adults; performs extended speaking, and presenting. Devotes continuous attention to notices to employees, reconciling required attendance with work schedules. Incumbent identifies discrepancies between training and subsequent performance, initiates remedial changes and works with time sensitive tasks.

Performs related work as required

Necessary Knowledge, Abilities and Skills:

Thorough knowledge of the North American Electric Reliability Corporation's standards as applicable to the Energy Control System staff.

Substantial knowledge of methods and materials used in electric generation, transmission and of the tasks assigned to each control system operator.

Ability to read, comprehend, analyze and apply statements of legal standards of staff training for the facility.

Ability to design, develop, implement and maintain a comprehensive training program for continual education of Energy Control System staff.

Ability to train; develop, deliver training material consistent with a Systematic Approach to Training, in compliance with applicable North American Electric Reliability Corporation (NERC) Standards.

Ability to coordinate with supervisors in scheduling staff for extended training sessions, to conduct and keep interest of adults in, training sessions.

Ability to form and maintain productive working relationships with staff, supervisors, and regulatory agency officials.

Desirable Education and Experience: Associate's degree in a technical field related to industrial electricity, electric generation, transmission and distribution systems, electrical switching, power dispatching and operations of bulk power transmission systems, or an equivalent combination of education and experience.