

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

PUBLIC UTILITIES ENGINEERING SPECIALIST

JOB DESCRIPTION

Employees in this job function as professional specialists with responsibility for a utilities engineering program or specialty area, or as an administrative assistant to an administrator or executive. Positions are (1) designated as specialists by the Appointing Authority; (2) accepted and classified by Civil Service; (3) require advanced knowledge in the field of work; (4) responsible for highly complex assignments; (5) the scope of responsibility is significant; and (6) the job function has considerable impact within the department. Typically, positions in this job do not supervise.

There are three classifications in this job.

Position Code Title - Public Utilities Eng Spl 2

Public Utilities Engineering Specialist 13

The employee functions as a second-level specialist or as an administrative assistant to a deputy bureau director, office director, major office director, division director, or unclassified equivalent.

Position Code Title - Public Utilities Eng Spl 3

Public Utilities Engineering Specialist 14

The employee functions as a third-level specialist or as an administrative assistant to a bureau director or unclassified equivalent.

Position Code Title - Public Utilities Eng Spl 4

Public Utilities Engineering Specialist 15

The employee functions as a fourth-level specialist or as an administrative assistant to a deputy director, chief deputy director, or unclassified equivalent.

NOTE:

There are two professional specialist concepts:

Specialty Area: Functions administered by an agency to provide a product or service to the agency's constituency. Specialty areas must be of significant breadth, depth, complexity, and importance to the agency. Such positions are typically responsible for providing expert advice in the area of specialty to department management, outside entities, and/or the public; directing and conducting highly complex studies and analyses without technical direction; and developing and monitoring procedures, guidelines, and policies that are the foundation of the program or specialty area.

Appointing Authority designation as a specialist is required at all levels for positions assigned a specialty area. To determine if the specialist job exceeds the 13-level, the position must be evaluated by the Appointing Authority using the Professional Specialist Position Evaluation System factors to recommend the appropriate classification level.

Administrative Assistant: Professional positions that have as their predominant and essential function the responsibility to advise and assist a manager, administrator, or executive in all areas for which the official is responsible. Typically, the position does not have supervisory responsibility, but participates in a staff capacity in budget development, personnel matters, program planning, policy and procedure development, meetings on behalf of the supervisor, and other areas of the supervisor's responsibility.

Appointing Authority designation as the Administrative Assistant is required at all levels. Determination of classification levels for administrative assistant positions is based upon the duties assigned and the reporting relationship.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Administrative Assistant:

Advises and assists the official in all areas of responsibility.

Carries out special projects as assigned by the official.

Assists in program planning, policy, and procedural development.

Participates in budget development.

Represents the official at meetings.

Specialist:

Recommends and formulates procedures, policies, and guidelines for assigned programs.

Develops and implements program goals and plans.

Makes recommendations in areas of expertise for the program.

Acts as a liaison with other agencies, organizations, and employees to coordinate technical programs.

Plans and coordinates the training of staff.

Serves as a technical consultant and liaison with industry and governmental agencies.

Conducts special projects.

Prepares special studies and reports.

Conducts field inspections related to the enforcement of Public Service Commission rules and regulations on the safety and quality of utility service, including research on matters of public and Public Service Commission concern.

Prepares and/or evaluates data on the quality of service or cost of energy to public utilities and its impact on utility customers.

Studies construction proposals and operation plans filed by utilities regarding the design and safe operation of utility facilities.

Develops data and performs studies relating to program specialties.

Develops data for engineering, and operation studies for Public Service Commission rate cases, and Gas Cost Recovery cases, Purchases Cost Recovery, or other technical cases before the Public Service Commission.

Prepares and/or evaluates data on valuation, depreciation, and depletion of public utilities, including preparation of subsequent orders.

Studies energy supply and demand utilization information and recommends alternative ways of influencing these variables.

Prepares and presents expert testimony in regard to findings of studies before rate hearing and other formal Public Service Commission proceedings and/or Federal agency proceedings.

Maintains records, and prepares reports and correspondence related to the work.

Performs related work as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

Administrative Assistant:

Knowledge of the principles and techniques of administrative management; including, organization, planning, staffing, training, budgeting and reporting.

Knowledge of fiscal planning, budgeting, and management.

Specialist:

Knowledge of the operational and technical problems involved in the administration of a specialized program.

Knowledge of the assigned program specialty.

Administrative Assistant and Specialist:

Knowledge of methods of planning, developing, and administering programs.

Knowledge of state and federal laws and legislative processes related to the work.

Knowledge of reporting methods and techniques.

Knowledge of the principles and practices of public utility engineering.

Knowledge of basic practices in the maintenance, operation and administration of utility companies.

Knowledge of the principles of mechanics, hydraulics and structures.

Knowledge of cost, service lines and operating characteristics of modern utility companies.

Knowledge of standards of service of public utilities.

Knowledge of safety principles related to utilities.

Knowledge of the items involved in the establishment of public utility rates.

Considerable knowledge of the principles underlying the design of public utility rate schedules.

Some knowledge of legal requirements related to the determination of utility rates.

Some knowledge of the technical and administrative problems involved in governmental control of public utilities.

Skill in the use of engineering instruments and tools.

Ability to plan, direct, and coordinate program and administrative activities of a complex, interrelated, and interdependent nature where unknowns and numerous contingency factors are involved.

Ability to formulate policies and procedures relevant to program areas based on information of a conceptual nature from varied and complex sources.

Ability to plan, coordinate, and expedite work projects.

Ability to interpret complex rules and regulations.

Ability to communicate with others verbally and in writing.

Ability to read and interpret engineering plans and specifications.

Ability to make investigations and determine facts concerning complaints relative to utility services.

Ability to make appraisals of plants and equipment.

Ability to serve as an expert witness.

Ability to prepare graphs, curves, tables and engineering drawings.

Working Conditions

Some jobs require travel.

Physical Requirements

None

Education

Possession of a bachelor of science degree with a major in engineering.

Experience

Public Utilities Engineering Specialist 13

Four years of professional experience in public utilities engineering involving the analysis of utility rate structures, operations and safety standards and practices equivalent to a Public Utilities Engineer, including two years equivalent to a Public Utilities Engineer P11 or one year equivalent to a Public Utilities Engineer 12.

Public Utilities Engineering Specialist 14

Five years of professional experience in public utilities engineering involving the analysis of utility rate structures, operations and safety standards and practices equivalent to a Public Utilities Engineer, including three years equivalent to a Public Utilities Engineer P11, two years equivalent to a Public Utilities Engineer 12, or one year equivalent to a Public Utilities Engineering Specialist 13.

Public Utilities Engineering Specialist 15

Six years of professional experience in public utilities engineering involving the analysis of utility rate structures, operations and safety standards and practices equivalent to a Public Utilities Engineer, including three years equivalent to a Public Utilities Engineer 12, two years equivalent to a Public Utilities Engineering Specialist 13, or one year equivalent to a Public Utilities Engineering Specialist 14.

Special Requirements, Licenses, and Certifications

None

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

PUBUENSPL

Job Code Description

PUBLIC UTILITIES ENGINEERING SPECIALIST

Position Title

Public Utilities Eng Spl 2

Public Utilities Eng Spl 3

Public Utilities Eng Spl 4

Position Code

PUTESPL2

PUTESPL3

PUTESPL4

Pay Schedule

H21-016

H21-018

NERE-118

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