



## ***SOUTH FEATHER WATER & POWER AGENCY***

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**TO:** Board of Directors

**FROM:** Michael Glaze, General Manager

**DATE:** February 17, 2009

**RE:** New Position – Regulatory Compliance Manager  
Agenda Item for 2/24/09 Board of Directors Meeting

Attached is a job description for a proposed new position – Regulatory Compliance Manager.

The new FERC license that is anticipated to be issued early in 2010 will contain a significant number of new conditions that will require implementation, monitoring, reporting, and environmental consulting contracts on a scale that will dwarf the current license's conditions. In addition to all the environment-related conditions, the Agency will also be assuming responsibility for managing all recreation facilities within the project, most of which are presently being operated and maintained (euphemistically speaking) by the U.S. Forest Service. This will involve several years of upgrade, repair, and expansion construction projects, together with ongoing management of camp hosts and day-to-day operations.

The proposed new position would be responsible for ensuring the Agency stays in compliance with all of the new licenses conditions, except those that are directly related to the operations of the hydro project's facilities (generators, dams, diversions, tunnels, penstocks, canals, gages, etc.). While working directly and cooperatively with the Power Division Manager, this position would be a direct report of the General Manager, just as are the IT Manager and the Environmental and Safety Manager.

Given the professional and management nature of the job, it should be a salaried position in the Management and Professional Employees Unit, with a compensation range similar to that of the Water Treatment Superintendent to make it comparatively equivalent. I am proposing that the beginning rate be \$34.60/hr. (\$1.23 less than the start rate for the Superintendent) and that it top out at \$48.24 (the same as the top rate for the Superintendent).

It is my intention to start someone in this position four to six months prior to the issuance of the new license so that they are oriented with Agency facilities, personnel and policies, and so that they will have time to lay out a compliance calendar and tracking system in advance of the need to implement the new license's conditions. PG&E agreed to the inclusion of this position in the Power Division's 2009 budget for the last six months of the year.

The action requested is:

"I move approval of the classification specification for the Regulatory Compliance Manager as a position within the Management and Professional Employees Unit, including the proposed compensation range, and for the General Manager to fill the position as needed after July 1, 2009."

**EXHIBIT B7**  
**CLASSIFICATION SPECIFICATION**

**Job Title:** Regulatory Compliance Manager

**Division:** Administration

**General Job Description**

Under the administrative direction of the General Manager and with a minimum of supervision:

Implements, administers and advises others on all aspects of FERC license compliance, including, but not limited to:

1. Consultation with resource and regulatory agencies,
2. Preparation and filing of reports,
3. Management of environmental consulting firm contracts and review of resulting studies and reports,
4. Recruitment, training and supervision of recreation facility personnel,
5. Supervision of recreation facility maintenance and construction projects;
6. Preparation of Requests for Proposals/Requests for Bids for design and construction of recreation facilities, and
7. Development of a compliance tracking system.

Works closely with the Power Division Manager to ensure hydroelectric project operations maintain compliance with FERC license conditions.

**Prerequisite Qualifications**

Bachelor of Science Degree in Recreation Administration, Parks and Natural Resources Management, Environmental Science, Land Use Planning, Civil Engineering, or related field; five (5) years of experience; or an equivalent combination of education and experience.

Valid California driver license and satisfactory driving record.

**Basic Work Hours:** 8:00 AM to 5:00 PM, Monday through Friday.

**Hourly Compensation Range:** \$34.60 - \$48.24 (to be included in Exhibit A of the Management and Professional Employees Unit M.O.U. as the 2009 range).

**Essential Job Duties:**

1. Task: Reviews and prepares reports, forms, questionnaires, etc. in response to requirements of and personally interfaces with resource and regulatory agencies.

Physical Demand: Sitting; standing; close vision; speaking; hearing; use of hands to finger, handle, or feel objects, tools or controls; writing; driving vehicle.

2. Task: Interacts with resource and regulatory agencies to obtain permits, authorizations and licenses.

Physical Demand: Sitting; standing; close vision; speaking; hearing; use of hands to finger, handle, or feel objects, tools or controls, writing; driving vehicle.

3. Task: Recruits, trains and supervises recreation facility personnel in the construction, maintenance and operation of campgrounds, day use areas and other recreation facilities.

Physical Demand: Sitting; standing; walking over slippery or uneven ground and objects; close vision; distance vision; speaking; hearing; use of hands to finger, handle, or feel objects, tools or controls; writing; driving vehicle.

4. Task: Prepares plans, specifications and reports for recreation facility development and oversees the work of contractors or SFWPA crews for facility design and construction.

Physical Demand: Sitting; standing; walking over slippery or uneven ground and objects; distance and close vision; speaking; hearing; use of hands to finger, handle, or feel objects, tools, or controls; writing; driving vehicle.

5. Task: Oversees work of environmental/biological consultants and reviews reports prior to filing with appropriate resource and/or regulatory agencies.

Physical Demand: Sitting; standing; close vision; speaking; hearing; use of hands to finger, handle, or feel objects, tools or controls; writing; driving vehicle.

6. Task: Sets up compliance tracking system and trains Power Division personnel in its use, updates system as needed.

Physical Demand: Sitting; standing; close vision; speaking; hearing; use of hands to finger, handle, or feel objects, tools or controls; writing.

7. Task: Develops recreation program budget in conjunction with Power Division budget and tracks expenses and revenues associated with construction, maintenance and operation of recreation facilities.

Physical Demand: Sitting; standing; close vision; speaking; hearing; use of hands to finger, handle, or feel objects, tools or controls; writing.

#### **Marginal Job Duties:**

1. Task: Assists in conducting FERC Environmental and Public Use inspections.

Physical Demand: Sitting; standing; walking over slippery or uneven ground; close and distance vision; writing; driving vehicle.

2. Task: Driving vehicles in adverse weather conditions (e.g., heavy rain, snow, ice, fog); installing snow chains on tires.

Physical Demand: Sitting; standing; stooping; walking over slippery or uneven ground, snow and ice; close and distance vision; hearing; use of hands to finger, handle or feel objects, tools or controls; upper and lower body flexibility.

### **Environmental Demands:**

Outside: Regularly works outside in a variety of weather conditions ranging from snow to +100° F.

Inside: Regularly works indoors in temperature-controlled environment.

Fumes/Gases: Exposed occasionally to fumes, smoke and dust from construction, travel on dirt roads, exposure to campfires and cook stoves, and office products.

Noise/Vibration: Occasionally exposed to noise and vibration from construction and maintenance equipment, hydroelectric facilities and falling water.

### **Mental Requirements:**

Reading: Reads complex manuals, laws, codes, regulations, reports, construction plans and specifications, maps, letters, memos and messages.

Writing: Writes letters, reports, memos, messages and fills out information forms. Must have good communication skills. Needs ability to use or quickly learn word processing software used by the Agency.

Math: Ability to perform complex math and accounting calculations. Ability to apply concepts such as fractions, percentages, ratios, proportions and statistics to practical situations.

Attention to Detail: High level of concentration and attention to detail for extended periods of time required to produce reports, correspondence and spreadsheets.

Repetition: Repetitive data entry to computer system for text and spreadsheets.

Judgment: Ability to work independently, prioritize work and make decisions. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to work with others and formulate appropriate instructions to achieve desired goals.

Social Skills: Ability to relate cooperatively with members of the public, consultants, contractors, regulatory personnel and Agency personnel and Directors.

Communication Skills: Ability to quickly organize and communicate thoughts orally, written or graphically. Ability to understand communications from others.