

# Staff Report

for the Regular Meeting of the Board of Directors, February 28, 2018

**TO:** Board of Directors

**FROM:** Jana Kolakowski, Human Resources Manager

**DATE:** February 21, 2018

**SUBJECT:** Hydroelectric Job Classifications and Budgeted Headcount

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## ***HUMAN RESOURCES***

### **RECOMMENDATION:**

Approve new and updated Hydroelectric job descriptions and addition to budgeted headcount, as recommended by the Administrative Practices Committee on February 6, 2018.

### **BACKGROUND:**

Staff The regulatory burden on the Hydroelectric Department has continued to grow over the years by federal, state, and local agencies, including:

- North American Electric Reliability Corporation (NERC)
- Federal Energy Regulatory Commission (FERC)

In order to effectively respond to the changing regulatory environment Staff proposes creating a family of jobs in the Hydroelectric Department specifically designed to address these changes. The proposed family is composed of an Administrator, Analyst, and Technician. The Analyst position exists and is currently staffed.

The following classifications will be the foundation of the Hydroelectric Department's compliance efforts. Staff has drafted two new job classifications and revised one:

1. Hydroelectric Compliance Administrator. This new classification will be the lead role for this division, reporting directly to the Hydroelectric Department Manager and will be involved in all activities associated with the Federal, State and Local environmental and electric reliability requirements for the District's power generation facilities. Staff recommends this position be classified as "exempt" from overtime as per the Fair Labor Standards Act

(FLSA), use wage schedule WOC40 and that this position be unrepresented.

2. Hydroelectric Compliance Analyst. Staff has reviewed the current classification of “Hydroelectric Program Analyst” and made minor updates including a change in the job title. This role will evaluate, develop and implement compliance reviews for District Hydroelectric projects and report to the Hydroelectric Compliance Administrator. The wage schedule remains as WOC23, exempt as per the FLSA and unrepresented.

3. Hydroelectric Compliance Technician I/II. This new position will support the efforts of the Hydroelectric Program Analyst and add much needed staffing to this function. The Technician will support data collection, document preparation/review, conduct research, compile and maintain data, and deal with the daily compliance needs. The suggested wage schedule of is equivalent to an Engineering Technician I/II and Staff recommends the General Manager designate the classification to the Office Bargaining Unit of AFSCME. Staff did share this description with AFSCME and received no feedback.

**BUDGETARY IMPACT:**

Staff recommends converting the Hydroelectric Temporary and Hydroelectric Program Analyst positions shown in the 2018 Budget to a Hydroelectric Compliance Administrator and Hydroelectric Compliance Technician, resulting in no change to the number of Full Time Equivalent employees at the District. Assuming the changes occur approximately 3 months into the year, the cost savings from eliminating the two positions can be used to offset all but approximately \$40,000 of the additional cost. The 2018 Hydroelectric Administrative Budget includes an additional \$60,000 for temporary staff. The change in staffing will allow the Department to avoid using the majority of the temporary staffing funds resulting in no net impact to the budget for the staffing changes.

Attachments (4)

- Job Description – Hydroelectric Compliance Administrator (new)
- Job Description – Hydroelectric Compliance Analyst (revised)
- Job Description – Hydroelectric Compliance Technician I/II (new)

## NEVADA IRRIGATION DISTRICT

**DRAFT**

### **HYDROELECTRIC COMPLIANCE ADMINISTRATOR**

Range **C40** – BOD **#####**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

#### **DEFINITION**

To plan, organize, direct and supervise Hydroelectric Compliance Division activities associated with Federal, State and Local environmental and electric reliability requirements; administer contracts related to Licenses and Permits; coordinate compliance related studies, investigations, research and data collection; data, documentation, report, records and evidence management; environmental review of hydroelectric construction, maintenance and monitoring projects; stakeholder and regulatory agency interaction; maintains, and other industry related entities as required.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Hydroelectric Manager

Exercises technical and functional supervision over administrative and technical personnel, consultants, and contractors.

#### **ESSENTIAL FUNCTION STATEMENTS**

*Essential and other important responsibilities and duties may include, but not limited to, the following:*

##### Essential Functions:

1. Develop and implement compliance program goals, objectives, policies and procedures.
2. Plan, prioritize, assign, supervise and review work of staff assigned to administrative and technical compliance activities.
3. Direct, oversee and participate in the development of the hydroelectric compliance work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.
4. Participate in the development of the Hydroelectric Compliance Division budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials and supplies, and contracts; administer the approved budget.
5. Recommend the appointment of personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures as required; maintain

**NEVADA IRRIGATION DISTRICT**  
Hydroelectric Compliance Administrator

discipline and high standards necessary for the efficient and professional operation of the Department.

6. Coordinate a variety of Hydroelectric License and Permit requirements; confer with District staff and consultants to coordinate projects and activities; administer contract agreements.
7. Coordinate regulatory events including audits, inspections, and reporting to ensure adherence to Federal, State, and Local standards and guidelines.
8. Provide and coordinate staff training; work with staff to correct deficiencies.
9. Prepare technical and administrative reports, correspondences, and presentations.
10. Research, interpret, and explain Federal, State, and Local regulations; and District policies and procedures.
11. Represent the division and department to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.
12. Interact with the public, regulatory officials, and customers regarding District License and Permits; explain Federal, State, Local regulation and District compliance policies and procedures; prepare statements and consult with legal counsel.
13. Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.
14. Perform related duties as assigned.

**QUALIFICATIONS**

Knowledge of:

Principles and practices of environmental management and protection.  
Equipment, tools, and instruments used in environmental management and protection  
Principles and practices of environmental law and policy.  
Pertinent Federal, State, and Local rules, regulations and laws related to District operations and associated environmental review, including the California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA).  
Principles and practices of technical and functional supervision and training.  
Facilitation and negotiation practices.  
Research methods and procedures.  
Principles and practices of budget monitoring.  
Principles and practices of project management and contract administration.  
Principles and practices of safety management.

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Hydroelectric Compliance Administrator

Personal computer use including word processing, spreadsheet, and database applications.

Ability to:

Supervise and perform a variety of technical and administrative duties related to District compliance with License and Permit requirements.  
Read, analyze, and interpret Federal, State, and Local laws and regulations, scientific and technical literature, maps, and legal documents.  
Communicate clearly and concisely, both orally and in writing  
Prepare concise and understandable written reports, studies, and other written materials, including Request for Qualifications and Proposals.  
Coordinate and review the work of consultants preparing complex environmental documents.  
Prepare and present technical reports for regulatory agency and public.  
Operate and use modern office equipment including a computer and applicable software.  
Supervise, train, motivate, coach and evaluate assigned staff.  
Work collaboratively and proactively with staff, regulatory agency staff, interest groups, and the public to accomplish District compliance goals and objectives.

Responsibility to:

Report any safety risks or hazards to your supervisor or other management personnel.  
Report to your supervisor or other management personnel any work assignment that you feel would require you to perform the work in an unsafe manner.  
Follow through completion of complicated tasks and focus on completing tasks on deadlines.

Responsibility to ensure that all personnel under your supervision are:

Properly trained in safe work practices and procedures.  
Utilizing proper protective equipment.  
Operating equipment properly.  
Acknowledging the use of safeguards by other employees.  
Reporting any removal, displacement, damage, destruction, or tampering of safety devices, safeguards, notices or warnings.  
Following OSHA regulations. (OSHA requires that those in supervisory positions ensure subordinate personnel adhere to the appropriate safety procedures in performing all duties. Failure to provide proper supervision may result in civil and/or criminal sanctions for the District and the supervisor).

**EXPERIENCE AND EDUCATION GUIDELINES**

*Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Experience:

Four years of responsible journey experience similar to Hydroelectric Compliance Analyst, Associate Engineer with the Nevada Irrigation District, Watershed Coordinator, Program Planner, or similar position.

**NEVADA IRRIGATION DISTRICT**  
Hydroelectric Compliance Administrator

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in natural resources management, environmental management, engineering, land use planning or a related field.

License and Certificate:

Possession of a valid California driver's license.

**WORKING CONDITIONS**

Environmental Conditions:

Work is generally performed in a temperature controlled office environment subject to typical office noise, with some work done outdoors with exposure to traffic, outdoor weather conditions including extreme heat and cold and to wet, and humid conditions.

Physical Conditions:

Essential functions may require maintaining physical condition necessary to sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, write or use a keyboard to communicate through written means; and lift or carry weight of 25 pounds or less. Requires working with arc flash protection clothing, masks, and other safety gear. Requires climbing structures and working in confined spaces.

Mental Conditions:

Essential functions may require maintaining mental condition necessary to know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures; handle conflict.

NEVADA IRRIGATION DISTRICT

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**HYDROELECTRIC ~~PROGRAM COMPLIANCE~~ ANALYST**

**Range C23 – BOD ~~11/13/13#####~~**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**DEFINITION**

Under direction performs professional activities in implementing the District's programs and licenses related to environmental compliance and corresponding requirements of other regulatory agencies; directs and/or conducts studies required by the licenses; coordinates with various stakeholders and regulatory agencies; and coordinates environmental review and compliance for hydroelectric construction and maintenance projects. Under direction maintains compliance with Federal and State regulatory requirements, and other industry related entities as required.

This position is also responsible for evaluating, developing and implementing strategies pertaining to compliance associated with the District assets in close coordination with other District departments. May serve as the primary contact for field personnel in support of regulatory compliance activities.

**DISTINGUISHING CHARACTERISTICS**

This is a single level class where employees within this class perform the full range of duties as assigned including ensuring District compliance with terms and conditions of licenses and permits as related to environmental issues, directing and conducting related studies, and facilitating communication among affected stakeholders. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

**SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the ~~Department Manager~~Hydroelectric Compliance Administrator.

Exercises technical and functional supervision over administrative and technical personnel, consultants, and contractors.

**ESSENTIAL FUNCTION STATEMENTS**

*Essential and other important responsibilities and duties may include, but not limited to, the following:*

Essential Functions:

1. Maintains all compliance activities under general supervision to keep in compliance with Federal and State regulatory requirements, regulations, standards, and guidelines governing the Department.

**NEVADA IRRIGATION DISTRICT**  
Hydroelectric Compliance Analyst

2. Maintains constant oversight of current and evolving state and federal laws and communicates possible courses of action regarding future compliance policy and assists with action plans for those affected.
3. Prepares, plans, conducts, and directs environmental studies and monitoring methods to implement license terms and conditions for District facilities; reviews and analyzes study results and monitoring data to determine potential impacts to operations and makes appropriate recommendations to management.
4. Serves as primary liaison with outside regulatory agencies regarding regulatory requirements pertaining to implementation of the licenses and hydroelectric maintenance and construction projects; develops and implements strategic plans for meeting requirements.
5. Coordinates with District personnel and departments to ensure compliance with license requirements; prepares reports and reviews and assesses reports completed by consultants and confers with legal counsel as needed. Analyzes, interprets and summarizes monitoring data.
6. Meets and coordinates with various stakeholders, including the general public and regulatory agencies to discuss impacts of District projects and negotiates resolution of issues.
7. Prepares and submits required reports to various regulatory agencies and prepares State and Federal environmental and permitting documentation related to District projects.
8. Conducts inspections of construction and operations sites to ensure compliance with various regulatory permit conditions and license agreements.
9. Prepares requests for proposals for professional consulting services; participates in evaluation and selection, and oversees awarded contracts.
10. Oversees and reviews work of consultants that perform specific project work assignments including preparation of environmental documents to ensure products meet all regulatory requirements.
11. Ensures that budgets, schedules, standards and contract specifications are met appropriately.
12. Prepares a variety of technical and administrative reports and correspondence.



**NEVADA IRRIGATION DISTRICT**  
Hydroelectric Compliance Analyst

13. May prepare and make presentations to the Board of Directors and District Committees.
14. May plan, prioritize, and review the work of staff, develop schedules and methods to accomplish assignments, provide and coordinate staff training, and work with employees to correct deficiencies.
15. May assist in conducting Environmental and Operations Inspections.
16. Builds and maintains positive working relationships with co-workers, other District employees and the public using principles of good customer service.
17. Performs related duties as assigned.

**QUALIFICATIONS**

Knowledge of:

Principles and practices of environmental analysis, facility and land use planning.  
Pertinent local, State and Federal rules, regulations and laws related to District operations and associated environmental review issues, including the California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA).  
Facilitation and negotiation practices.  
Research methods and procedures.  
Personal computer use including word processing, spreadsheet, and database applications.  
Principles and practices of technical and functional supervision and training.

Ability to:

Implement the terms and conditions of the District's licenses as related to environmental compliance and corresponding requirements of other regulatory agencies and coordinate with various stakeholders and regulatory agencies.  
Manage large quantities of data in an organized fashion.  
Relate cooperatively with members of the public, consultants, contractors, regulatory personnel and Agency personnel and Directors.  
Assess and resolve complex licensing issues and work with various agencies and outside groups/entities.  
Prepare detailed technical reports for review by regulatory agencies and the public.  
Coordinate and review the work of consultants preparing complex environmental documents.  
Read, analyze, and interpret State and Federal laws and regulations, scientific and technical literature, maps, and legal documents.  
Provide technical and functional supervision over assigned staff and effectively train staff.

**NEVADA IRRIGATION DISTRICT**  
Hydroelectric Compliance Analyst

Essential Functions: *(continued)*

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

**EXPERIENCE AND EDUCATION GUIDELINES**

*Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Experience:

Four years of responsible journey experience similar to Associate Engineer with the Nevada Irrigation District, Watershed Coordinator, Program Planner, or similar position.

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in engineering, land use planning, environmental science, or a related field.

License and Certificate:

Possession of a valid California driver's license.

**WORKING CONDITIONS**

Environmental Conditions:

Work is generally performed in a temperature controlled office environment subject to typical office noise, with some work done outdoors with exposure to traffic, outdoor weather conditions including extreme heat and cold and to wet, and humid conditions.

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Hydroelectric Compliance Analyst

Physical Conditions:

Essential functions may require maintaining physical condition necessary to sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, write or use a keyboard to communicate through written means; and lift or carry weight of 25 pounds or less. Requires working with arc flash protection clothing, masks, and other safety gear. Requires climbing structures and working in confined spaces.

Mental Conditions:

Essential functions may require maintaining mental condition necessary to know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures; handle conflict.

## NEVADA IRRIGATION DISTRICT

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### **HYDROELECTRIC COMPLIANCE TECHNICIAN I**

### **HYDROELECTRIC COMPLIANCE TECHNICIAN II**

Range **B03/B23** – BOD **#####**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

#### **DEFINITION**

To perform a wide variety of highly responsible technical office and field duties related to District environmental, dam safety, and electric reliability compliance programs and licenses; to assist with data management including the collection, compiling, organization, and storage of compliance data and documents; to support the preparation of regulatory inspections, audits, documents and reports; to support contracting of construction, maintenance, and monitoring projects related to Department compliance; to assist in the coordination of Local, State, and Federal regulations and requirements with staff, consultants and contractors.

#### **DISTINGUISHING CHARACTERISTICS**

Hydroelectric Compliance Technician I: This is the entry level class in the Hydroelectric Program Technician series. Positions in this class typically have little or no directly related work experience. The Hydroelectric Program Technician I class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

Hydroelectric Compliance Technician II: This is the journey level class in the Hydroelectric Program Technician series and is distinguished from the I level by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

#### **SUPERVISION RECEIVED AND EXERCISED**

##### Hydroelectric Compliance Technician I

Receives immediately supervision from the Hydroelectric Compliance Administrator. Receives technical and functional supervision from the Hydroelectric Compliance Analyst.

##### Hydroelectric Compliance Technician I

Receives general supervision from the Hydroelectric Compliance Administrator. Receives technical and functional supervision from the Hydroelectric Compliance Analyst.

**NEVADA IRRIGATION DISTRICT**  
Hydroelectric Compliance Technician

**ESSENTIAL FUNCTION STATEMENTS**

*Essential and other important responsibilities and duties may include, but not limited to, the following:*

Essential Functions:

1. Under general supervision perform a variety of technical duties involved in the Department's regulatory compliance efforts to comply with Federal and State regulatory requirements, regulations, standards, permits, licenses and guidelines governing the Department.
2. Assist with the development, implementation, monitoring, training, inspection, and audit activities of Department compliance programs.
3. Collaborate with District departments, personnel, consultants and contractors in efforts to comply with Federal and State regulatory requirements, regulations, standards, permits, licenses and guidelines.
4. Assist in the development of request for proposals for professional consulting and contractor services; proposal evaluation, selection and awarding; and monitoring of adherence to contracted tasks, standards, schedule and budget.
5. Maintain accurate notes, reports, records, photographs, and drawings; compile, organize and maintain information databases associated with Department regulatory compliance efforts.
6. Assist in a variety of technical and administrative data collection, correspondence and report preparation and submission for compliance with regulatory requirements, regulations, standards, permits, licenses and guidelines.
7. Research, investigate, and participate in development of solutions to complex compliance challenges.
8. Builds and maintain positive working relationships with co-workers, agencies, consultants, contractors and the public.
9. Performs related duties as assigned.

**QUALIFICATIONS**

Knowledge of:

- FERC, NERC, and WECC

## **NEVADA IRRIGATION DISTRICT**

### Hydroelectric Compliance Technician

- Pertinent local, State and Federal rules, regulations and laws related to District operations including California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA)
- Reliability Standards and pertinent regulations related to operations, maintenance and critical infrastructure protection standards
- Cyber security and information protection
- Compliance reporting methods, techniques, forms and reports used by pertinent regulatory agencies
- Basic theories of mathematics, biology, chemistry, and physics associated with environmental regulation and research
- Basic scientific research and statistical methods
- Principles and procedures used in collecting and identifying samples for laboratory analysis
- Personal computer use including word processing, spreadsheet, and database applications.

#### Ability to:

- Learn and use existing and new equipment including software including Microsoft Office Word, Excel, Access and PowerPoint; Adobe; ArcGIS
- Manage large quantities of data and documentation in an organized fashion
- Read, understand and communicate effectively (both orally and in writing) complex and/or technical data in the form of analytical reports and/or presentations with a varying audience
- Work independently, prioritize work, coordinate activities, and meet critical deadlines; identify and effectively handle multiple activities necessary to perform job assignments
- Maintain exceptional attention to detail
- Learn on the job and identify growth areas without direction
- Promote and foster a culture of compliance
- Develop and maintain good working relationships with co-workers, agencies, consultants, contractors and the public
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities which include walking, standing, climbing hills/rough terrain, for extended periods of time

**NEVADA IRRIGATION DISTRICT**  
Hydroelectric Compliance Technician

**EXPERIENCE AND EDUCATION GUIDELINES**

*Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Experience:

One year of technical experience related to hydroelectric compliance is desirable.

Education:

Equivalent to Associates degree from an accredited college or university with major course work in environmental science, land use planning, engineering or a related field.

License and Certificate:

Possession of a valid California driver's license.

**WORKING CONDITIONS**

Environmental Conditions:

Work is performed in both a temperature controlled office environment subject to typical office noise as well as in various rural outdoor locations with exposure to traffic, rugged outdoor terrain and weather conditions including extreme heat and cold and to wet, and humid conditions.

Physical Conditions:

Essential functions may require maintaining physical condition necessary to sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, write or use a keyboard to communicate through written means; and lift or carry weight of 25 pounds or less. Requires working with arc flash protection clothing, masks, and other safety gear. Requires climbing structures and working in confined spaces. Some duties require field work in an outdoor environment subject to outdoor conditions including travel across rugged uneven surfaces and weather including extreme heat, cold and wet conditions.

Mental Conditions:

Essential functions may require maintaining mental condition necessary to know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures; handle conflict.