



**POSITION: Compliance Engineer / Compliance Program Specialist**

Reports To: Vice President - Compliance  
Location: Roseville, MN  
Travel Required: Yes: 30% -- Passport required (or ability to obtain a passport)  
Posted Date: 10/01/10

**POSITION SUMMARY**

This person participates in the implementation of the annual Compliance Monitoring program. This position is primarily responsible for interacting with and providing support to Registered Entities on compliance related matters, and providing support for the implementation of the NERC/MRO compliance program. This position also interacts with NERC staff and the staff of other Regional Entities in the performance of their duties.

This position is responsible for performing as a team member on compliance audits, assisting in the preparation of audit reports, and for representing the MRO on various MRO and NERC groups as assigned. This position is also responsible for identifying improvements to the compliance processes and procedures, and for developing enhancements as assigned by the management team.

**DUTIES AND RESPONSIBILITIES**

Decision making includes: prioritizing daily work, determining efficient data handling procedures, compliance documentation, compliance data acquisition, results and presentation formats, prioritizing the use of available manpower, equipment and materials; recommend revisions to working conditions and/or procedures. Advise management on compliance implementation processes. Assignments include but not limited to:

- Lead or assist in the development and implementation of the MRO Annual Implementation Plan.
- Participate as an audit team member for MRO compliance audits as assigned.
- Lead or assist with the implementation of all other discovery methods as defined in the NERC CMEP.
- Participate on Compliance Violation Investigations, and Event Analyses as assigned.
- Participate on Critical Infrastructure Protection and Compliance Ethics' Program related work as assigned.
- Maintain files of historical and statistical compliance data and documentation.

**QUALIFICATIONS**

Qualified candidates must possess the following:

**Knowledge:**

- Must have basic knowledge in the use of computer terminals, PC's or workstations, including familiarity with software packages such as word processing and spreadsheets.
- Must have extensive knowledge of the electric utility operations and planning.
- Familiarity with statistics and data analysis.
- Experience with the implementation of processes and procedures used for adhering with the NERC MOD, PRC, and TPL Reliability Standards.





### Experience:

- Minimum requirement: Ten years experience in electric power industry if only minimum education requirement is met.
- Less than ten years may be considered if candidate is an engineer or has a four-year degree.
- This position requires having experience with work performed in association and support of the NERC TPL Reliability Standards (power quality analysis, transfer analysis, fault analysis, stability analysis, and power flow analysis), and the MOD Reliability Standards (load level forecasting, capacity scheduling, and ATC, TRM, TTC studies and determinations). I.e. work associated with meeting the requirements of these standards.

### Compliance Program Specialist:

Minimum education requirement: Two-year Technical Degree (post-high school electricity, electronics, power system operation, math, business)

### Compliance Engineer

Electrical Engineer; Energy Management Analyst, Power System Operation Engineer, Power System Planner, or the related technical position having direct experience associated with transmission operation, planning, and modeling.

### Abilities/Skills:

- Consensus building and communication skills
- Ability to manage, coordinate and work in a team environment with subordinate staff
- Ability to manage projects with attention to detail for timely and accurate completion
- Excellent interpersonal skills and "can do" attitude
- Excellent communication skills including written and verbal
- Proficiency in MS Office environment and maintenance of related systems

\*\* An EEO/AA Employer

\*\* Drug/alcohol screening and complete background check will be conducted prior to employment

### APPLY FOR THIS POSTION:

1. Send your resume, along with your recent salary history and minimum salary requirements to [Human Resources](#)
2. or mail to:  
**Human Resources**  
Midwest Reliability Organization  
2774 Cleveland Ave N.  
Roseville, MN 55113
3. or fax to: **651.855.1712** (attn: Human Resources)

