



POSITION: Compliance Audit Manager

Reports To: Vice President - Compliance
Location: Roseville, MN
Travel Required: Yes: 30% -- Passport required (or ability to obtain a passport)
Posted Date: 03/04/09

POSITION SUMMARY

The Compliance Audit Manager is a highly regarded subject matter expert on the operation of the bulk power system within the MRO region and its Registered Entities, and on the MRO compliance program and processes. The Compliance Audit Manager is responsible for assisting in the development of MRO CMEP processes, the development of the Annual Implementation Plan, and has the primary responsibility of implementing and leading all aspects of the compliance audits. The Compliance Audit Manager must also be prepared to participate on, and lead, compliance violation investigations implemented within the MRO.

The Compliance Audit Manager's responsibilities fall within several areas including NERC and MRO CMEP development, participation in NERC and Regional Entity compliance related groups (e.g. NERC Audit Observation Team), Reliability Standard development teams (specifically for the development of the compliance elements), entity certification, and registration. The Compliance Audit Manager is responsible for identifying and implementing improvements with the MRO compliance processes and procedures.

The Compliance Audit Manager must have extensive relevant industry experience, knowledge of Balancing Authority, Transmission Operator, Reliability Coordinator, and other entity functions and responsibilities. The Compliance Audit Manager performs work individually, as a compliance team participant (lead for MRO audits), and may be assigned to multiple projects concurrently, and in a different capacity on each, as the need dictates.

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 other managers on compliance implementation processes. Assignments include but not limited to:

- Assist in the development and implementation of the Annual Implementation Plan.
- Plan, perform and provide reports from audit assignments.
- Assure that audits and other discovery methods under the CMEP are carried out according to the rules and in a professional manner.
- Develop all processes and implement all functions associated with compliance audits in the MRO region.
- Lead audits and team members from planning phase to reporting phase for MRO compliance audits.
- Assist in development and maintenance of the MRO Registry.
- Lead or act as member on Compliance Violation Investigations, and Event Analyses teams.

The Compliance Audit Manager participates with the MRO management team in the decision making process for: major technical or administrative decisions, implementation of concepts that could have far-ranging effects on other MRO activities; the implementation of major innovative ideas and concepts include:

- Recommend major improvements in processes and policies.
- Participate in regional and inter-regional projects, surveys, studies and groups as assigned.
- Present findings to appropriate MRO and NERC groups.
- Act as a mentor for new hires / new staff members





QUALIFICATIONS

Qualified candidates must possess the following:

Knowledge:

- Must be proficient in audit and investigation techniques and processes
- Must have a thorough understanding on CMEP processes and due process procedures and rules
- 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 or planning.
- Familiarity with statistics and data analysis.

Experience:

- Minimum requirement: Fifteen years experience in electric power industry if only minimum education requirement is met.
- Less than fifteen years may be considered if candidate is an engineer or has a four-year degree.
- Technical knowledge and experience in Bulk Electric System protection systems and special protection systems is desired, and specifically with an emphasis on the testing and maintaining of the associated devices.

Education:

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

Abilities/Skills:

- Must have completed NERC and MRO audit training, and FERC investigation training.
- Must have the ability to supervise others on audits and other CMEP activities
- Must have keyboard ability and good organizational skills for the manual and computerized data analysis and filing systems.
- Must be able to communicate clearly with Registrant personnel.
- Must be able to work accurately on multiple tasks while maintaining deadlines.
- Must be able to work in team(s) to which the individual is assigned.
- Must work individually on projects as assigned

** *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)

