

2021 APPA Survey of Salaries in Joint Action Agencies

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1. Joint Action Agency ***2. State *****3. Completed by *****4. Email Address *****5. Phone Number *****INSTRUCTIONS - PLEASE READ BEFORE COMPLETING SURVEY**

1. Report either hourly wage or annual base salary only (i.e. not including supplemental or variable cash payments such as gain sharing, bonuses, merit pay, cost-of-living or other arrangements that are not part of base salary) for incumbents in the positions listed below, as of **May 1, 2021**. Report salaries for full-time employees only.
2. Refer to job descriptions provided at the end of the survey. Please leave blank if no one fits the job description. Provide salary data for the employee that is the best fit for each position. If one person is responsible for two or more job categories, list that person's salary once for the most appropriate position. If multiple individuals are employed at a given position, please average the employee salaries or hourly wages.
3. If you have any questions, contact Patricia Taylor (202) 467-2989 or PTaylor@PublicPower.org.

6. Electric Operating Revenues in 2020:**7. Generation (MWh) in 2020:**

8. Please Provide annual base salary or hourly wage data for the individual that is the best fit for the following positions. If there is no employee at a given position, please leave blank. Do not provide ranges.

	Annual Base Salary or Hourly Wage
General Manager	<input type="text"/>
Assistant General Manager	<input type="text"/>
Chief Engineer	<input type="text"/>
Engineer I	<input type="text"/>
Engineer II	<input type="text"/>
Engineer III	<input type="text"/>
Director of Supply/Demand Planning	<input type="text"/>
Steam Plant Superintendent	<input type="text"/>
Supervisory Engineer	<input type="text"/>
Chief Financial Officer	<input type="text"/>
Chief Accountant	<input type="text"/>
Accountant I	<input type="text"/>
Accountant II	<input type="text"/>
Accountant III	<input type="text"/>
Human Resources Director	<input type="text"/>
Information Systems Manager	<input type="text"/>
Communications Director	<input type="text"/>
Energy Services Director	<input type="text"/>
General Counsel	<input type="text"/>
Load Forecaster	<input type="text"/>
Power System Operator	<input type="text"/>
Safety Director	<input type="text"/>
Director of Member Services	<input type="text"/>

	Annual Base Salary or Hourly Wage
Energy Services Representative	<input type="text"/>
Scheduler	<input type="text"/>
Compliance Manager	<input type="text"/>
Administrative Assistant	<input type="text"/>
Executive Assistant	<input type="text"/>

JOB DESCRIPTIONS

GENERAL MANAGER: Responsible for management, staffing, administration and operation of agency. Responsible for overall relations between governing boards, employees, customers, and the general public.

ASSISTANT GENERAL MANAGER: Reports to general manager. Second level management. In charge of utility in absence of chief executive.

CHIEF ENGINEER: Responsible for total engineering functions of the agency. Manages civil, mechanical and electrical engineering functions, drafting operations and survey crews. Depending upon complexity, duties may be restricted to power engineering functions only.

ENGINEER I, II, III: Under supervision of Chief Engineer. Rank from least senior (I) to most senior (III).

DIRECTOR OF SUPPLY/DEMAND PLANNING: Responsible for all facility planning, including generation, interconnections, transmission, distribution, and other service facilities. Determines impact of demand-side management programs on system load and integrates with supply side plan to choose balanced resource plan. Estimates future resource costs.

STEAM PLANT SUPERINTENDENT: Responsible for directing and supervising the operation, maintenance, testing and security of the agency's steam generating plants. Supervises staff of operating, maintenance and clerical personnel through assistant superintendents, shift foremen and skilled operating personnel. Works with considerable independence as to plant operating details.

SUPERVISORY ENGINEER: Holds a degree in engineering. Responsible for professional engineering work involving a wide scope of assignments requiring seasoned judgment in making decisions of appreciable difficulty. Supervises and directs an engineering division, such as distribution, line design, transmission planning, and civil engineering. Handles personnel problems of division. Prepares estimates, specifications, and designs. Supervises, plans and schedules work within division. Assumes responsibility for all work performed under his or her supervision.

CHIEF FINANCIAL OFFICER: Responsible for overall financial management of the agency. Directs financial policies and plans, accounting practices and fiscal controls. Responsible for preparation of financial statements. Assists in long and short-term strategic and financial planning. Maintains existing and establishes new relationships with banks and investment firms. Advises management regarding financial matters.

CHIEF ACCOUNTANT: Responsible for all accounting matters of the agency. Manages general accounting, payroll, accounts payable, cost and property accounting functions.

ACCOUNTANT I, II, III: Under supervision of Chief Account. Rank from least senior (I) to most senior (III).

HUMAN RESOURCES DIRECTOR: Responsible for all personnel functions of the agency. Directs and manages employment, wage and salary, training, safety, employee development, and labor relations functions.

INFORMATION SYSTEMS MANAGER: Plans, coordinates and supervises data processing, analysis and operations. Identifies improved and new systems. Evaluates and purchases hardware and software.

COMMUNICATIONS DIRECTOR: Responsible for internal and external communications of agency. Directs information programs for public, media, government and employees. Coordinates agency's publications.

ENERGY SERVICES DIRECTOR: Plans, implements and evaluates all demand-side management programs. Conducts economic analysis to determine most cost effective programs.

GENERAL COUNSEL: Holds a law degree. Full-time staff member. Responsible for legal affairs of agency including contracts, negotiations, interpretations of and compliance with legislation, and internal and other legal matters.

LOAD FORECASTER: Responsible for the development and implementation of load forecasting methodologies. Designs and conducts load research programs and maintains required databases.

POWER SYSTEM OPERATOR: Provides for the safe and reliable operation of the Agency's electric power system consistent with established North American Electric Reliability Council (NERC) and other federal and regional criteria.

SAFETY DIRECTOR: Responsible for overseeing all safety functions. Directs training for line crews and utility personnel in functions such as CPR, first aid, DOT flagging, and certifications. Conducts periodic safety meetings and ensures compliance with OSHA regulations.

DIRECTOR OF MEMBER SERVICES: Responsible for the planning, development, and implementation of programs to maintain good relations and informing the members, employees, and general public of agency policies and activities. Manages various programs for members and recommends consideration of new programs.

ENERGY SERVICES REPRESENTATIVE: Helps develop and administer programs designed to enhance the operations of member cities' electric utilities, including demand side management (DSM) and energy efficiency programs. Identifies opportunities for marketing products and services; and develops markets and delivers customized products and services.

SCHEDULER: Responsible for evaluating, preparing and accounting for off-system transactions; for preparing and submitting monthly, weekly and daily power schedules for and to the various power suppliers and purchasers. Estimates short-term energy obligations. Negotiates and executes energy purchases in response to emergency conditions.

COMPLIANCE MANAGER: Responsible for member compliance with FERC, NERC, and Regional Transmission Organization (RTO) compliance standards and reporting requirements. May serve as the agency's liaison with federal and regional compliance organizations.

ADMINISTRATIVE ASSISTANT: Performs word and data processing activities, proofing, report preparation and assembly. Must be skilled in Microsoft Office. Provides full administrative support to Department Director, their managers, and staff.

EXECUTIVE ASSISTANT: Performs skilled clerical and other administrative work for the General Manager or Director. Responsible for correspondence with customers; preparation, editing and processing as well as filing documents; assistance in budget preparation; invoice processing; and ensuring orderly flow of day-to-day business activities of the office. Handles administrative details such as meeting arrangements, expense reports and travel arrangements.

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