Job Description

Job Title: Specialist, CIP Regulatory Compliance
Division: Administration
FLSA Status: Exempt
Prepared By: Human Resources
Prepared Date: 04/10/2017
Reviewed on: 04/10/2017

JOB SUMMARY
Responsible for managing the compliance framework of the NERC CIP (Critical Infrastructure Protection) Reliability Standards including assisting LES subject matter experts in developing, reviewing and archiving their compliance documentation.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Acts as lead for all CIP data requests.
- Coordinates CIP compliance activities including mitigation plan development, performance of internal investigations, Technical Feasibility Exception (TFE) submittals, etc.
- Assists in on-site regulatory compliance audits including working directly with other LES staff prior to the audit, acting as lead spokesperson in the Manager’s absence, etc.
- Conducts CIP self-assessments to identify gaps and areas for improvement. Reviews compliance documentation associated with Self-Certification and Spot Check submittals.
- Serves as CIP subject matter expert for LES and in this capacity performs regulatory risk analysis, seeks clarification on standards, participates on related committees, etc.
- Works with appropriate staff to develop internal controls.
- Leads the departmental review of the NERC CIP standards under development which involves coordinating with numerous subject matter experts (managers, supervisors, engineers, technicians, etc.) outside of the department.
- Monitors the progress and direction of the industry in relation to CIP and coordinates with the appropriate subject matter experts in order to develop and revise the related processes and procedures as necessary.
- Participates in regional and national CIP working groups.
- Leads the LES Cyber Security Task Force.
- Develops and provides informational presentations to LES Executive Management at periodic compliance committee meetings in order to keep management abreast of regulatory compliance related activities.
- Plans, develops, and conducts technical training for LES staff to ensure competency of regulatory compliance related matters, both procedural and technical in nature.
- Assists in the management of LES’ document management software which houses all of LES’ regulatory compliance related documentation.
- As directed, develops program and project budgets, schedules, work plans, travel and cost estimates/projections.

COMPETENCY MODEL
Competency models are a set of core competencies required to perform a job effectively. My LES competencies apply to all employees in the company. My Division competencies apply to all employees in the same division or department. My Job competencies apply to employees within comparable jobs. Core competencies may be used for career development or gap analysis for creating individual development plans for employees interested in moving into certain positions. Each core competency has a proficiency level. For specific competency definitions, behavioral indicators, and proficiency level definitions, please refer to the Competency Model Description for this position.
OTHER SKILLS AND ABILITIES

- Applying applicable utility regulations, laws, rules, and standards including federal, state, local, and environmental
- Using a computer and related software
- Strong project management
- Apply records management principles and requirements

EDUCATION and/or EXPERIENCE

- Bachelor’s degree in Engineering, IT, Computer Science or other related field, and
- Three years of related experience, or
- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

CERTIFICATES, LICENSES, REGISTRATIONS

- NERC Certification within one year of employment is required

PHYSICAL DEMANDS ASSESSMENT

PHYSICAL REQUIREMENTS

This section of the Job Description establishes the physical requirements that are absolutely necessary for a person in this job to be able to do in order to successfully perform the job. These physical requirements are necessary to ensure LES is in compliance with the Americans with Disabilities Act. Please state the frequency of each physical requirement listed in this section as it pertains to this job.

Scales:
Frequency- How often is the requirement performed?
- N- Not applicable to the job
- A - Annually
- Q- Quarterly (at least 3 per year)
- M- Monthly (at least 8 per year)
- W- Weekly (at least 3 per month)

LES Form 612 Job Description
D - Daily (at least 3 per week)

<table>
<thead>
<tr>
<th>Physical Requirement</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary movement.</td>
<td>N</td>
</tr>
<tr>
<td>Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. This factor is important if the amount and kind of balancing exceeds that needed for ordinary movement and maintenance of body equilibrium.</td>
<td>N</td>
</tr>
<tr>
<td>Stooping: Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.</td>
<td>Q</td>
</tr>
<tr>
<td>Kneeling: Bending legs at knee to come to a rest on knee or knees.</td>
<td>N</td>
</tr>
<tr>
<td>Crouching: Bending the body downward and forward by bending leg and spine.</td>
<td>Q</td>
</tr>
<tr>
<td>Crawling: Moving about on hands and knees or hands and feet.</td>
<td>N</td>
</tr>
<tr>
<td>Reaching: Extending hand(s) and arm(s) in any direction.</td>
<td>M</td>
</tr>
<tr>
<td>Standing: Particularly for sustained periods of time.</td>
<td>M</td>
</tr>
<tr>
<td>Walking: Moving about on foot to accomplish tasks, particularly for long distances.</td>
<td>M</td>
</tr>
<tr>
<td>Pushing: Using upper extremities to press against something with steady force in order to move forward, downward or outward.</td>
<td>N</td>
</tr>
<tr>
<td>Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.</td>
<td>N</td>
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<tr>
<td>Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires the substantial use of the upper extremities and back muscles.</td>
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<tr>
<td>Fingering: Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand or arm.</td>
<td>D</td>
</tr>
<tr>
<td>Grasping: Applying pressure to an object with the fingers or palm.</td>
<td>N</td>
</tr>
<tr>
<td>Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching the skin, particularly that of fingertips.</td>
<td>N</td>
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<tr>
<td>Talking: Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.</td>
<td>D</td>
</tr>
<tr>
<td>Hearing: Perceiving the nature of sounds with no less than a 4db loss@ 500Hz, 1,000 Hz and 2,000 Hz with or without correction. Ability to receive detailed information through oral communication, and to make fine discriminations in sound, such as when making fine adjustments on machined parts.</td>
<td>D</td>
</tr>
<tr>
<td>Seeing: The ability to perceive the nature of objects by the eye. Seeing is important for hazardous jobs where defective seeing would result in injury and also jobs where special and minute accuracy, inspecting and sorting exist. A high degree of visual efficiency, placing intense and continuous demands on the eyes by moving machinery and other objects are also considered important. Other important factors of seeing are acuity (near and far), depth.</td>
<td>D</td>
</tr>
</tbody>
</table>
perception (three dimensional vision), accommodation (adjustment of lens of eye to bring an object into sharp focus), field of vision (area that can be seen up and down or to the right or left while eyes are fixed on a given point) and color vision (ability to identify and distinguish colors).

**Repetitive Motions:** Substantial repetitive movements (motions) of the wrists, hands, and/or fingers.

**Select the degree of physical activity that best describes this job:**

**Sedentary Work:** Exerting up to 10 pounds of force occasionally (Occasionally: activity or condition exists up to 1/3 of the time) and/or a negligible amount of force frequently (Frequently: activity or condition exists from 1/3 to 2/3 of the time) to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

**Light Work:** Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly (Constantly: activity or condition exists 2/3 or more of the time) to move objects. Physical demand requirements are in excess of those for Sedentary Work. Even though the weight lifted may be only a negligible amount, a job should be rated Light Work: (1) when it requires walking or standing to a significant degree; or (2) when it requires sitting most of the time but entails pushing and/or pulling of arm or leg controls; and/or (3) when the job requires working at a production rate pace entailing the constant pushing and/or pulling of materials even though the weight of those materials is negligible.

**Medium Work:** Exerting 20 to 50 pounds of force occasionally, and/or 10 to 25 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for Light Work.

**Heavy Work:** Exerting 50 to 100 pounds of force occasionally, and/or 25 to 50 pounds of force frequently, and/or 10 to 20 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for Medium Work.

**Very Heavy Work:** Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for Heavy Work.

**WORKING CONDITIONS**

The working conditions section determines the physical environment the person in the job is subjected to while performing job duties. This section does not apply to conditions such as an old office building, etc, but only those factors that have to do with the job itself. Please indicate the frequency of exposure to the below conditions when performing required job duties. Please note, there is a choice for Does Not Apply if most of your work is in an office setting.

**Scale:**

**Frequency**- How often is the requirement performed?
N- Not applicable to the job
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<th>Working Condition</th>
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<tbody>
<tr>
<td>Not Applicable due to majority of office setting</td>
<td>X</td>
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</table>