



POSITION PROFILE

For Appointed and Non-Bargaining Unit Positions

TITLE OF POSITION			SALARY BAND
Protection & Controls Specialist			I
TITLE OF IMMEDIATE MANAGER		DIRECT REPORTS TO THIS POSITIONS	
Manager, System Protection & Controls		None	
EEO CODE	OCC CODE	FLSA	SAFETY SENSITIVE
02	6645	E	Yes
CAR ALLOWANCE		CELL PHONE ALLOWANCE	OVERNIGHT TRAVEL (%)
No <input checked="" type="checkbox"/> Yes <input type="checkbox"/>		No <input type="checkbox"/> Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> 10 %

POSITION SUMMARY:

This position is responsible for supporting the installation, maintenance, and NERC compliance activities associated with protection and control field operations. This includes, but is not limited to: event analysis, technical support, direct field support, process and procedure development, audit support, internal and external communications, training, and project management. This position will take a lead role on industry committees related to System Protection & Controls and compliance activities.

DUTIES & RESPONSIBILITIES:

Protection and Controls

- ◆ Develops technical processes and procedures related to protection and controls field operations.
- ◆ Investigates protection equipment operations to verify proper operation. Fulfills reporting requirements and countermeasures for misoperations.
- ◆ Provides event analysis including protection operations and human involvement events.
- ◆ Provide highly advanced expertise with technical issues regarding protection and control maintenance, installation and troubleshooting including the ability to lead technicians in performing maintenance, installation, and troubleshooting of protection and control equipment..
- ◆ Develop functional tests for protection and control schemes to verify proper operation.
- ◆ Retrieve and analyze protective relay settings and event reports to investigate protection system operations.
- ◆ Update firmware and settings on protection and control equipment.

Compliance

- ◆ Develops processes and procedures related to compliance activities.
- ◆ Develops and implements processes for identifying new/revised standards and determine the effort required to maintain JEA's compliance with the new regulations.
- ◆ Develops action plans for implementing recommendations from regulators and consultants during audits or gap analyses.
- ◆ Develops documentation for mitigation plans as a result of a self-report or alleged violation and ensures that all documentation is submitted on schedule.
- ◆ Develop mitigation plans and submits plans to the FRCC and/or NERC.
- ◆ Develop strategies to improve JEA's processes to ensure compliance and documentation requirements are met.
- ◆ Collects, reviews, organizes, and presents evidence for reliability standards; identifies areas for improvement; tracks action plans to ensure completion.
- ◆ Completes and reviews documentation, including RSAWs, prior to self-certifications and audits.
- ◆ Determine the recurring requirements of the Reliability/CIP standards. Set up the work-flows and notifications process to allow for ongoing tracking of these requirements.
- ◆ Thorough knowledge of PRC and CIP compliance requirements and measures

Communications and Reporting

- ◆ Communicate technical and compliance issues and assist in the development of strategies to address these issues.
- ◆ Implement communications strategies to improve JEA employees' understanding of regulatory obligations and



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technical processes.

- ◆ Deliver other corporate awareness educational materials and programs to inform employees of JEA's responsibilities under NERC and FERC.
- ◆ Prepare for and document compliance committee meetings.
- ◆ Provide training as required.

Industry Participation

- ◆ Participates in NERC Reliability/CIP Standard development and other activities at NERC.
- ◆ Participates in other industry groups (FRCC, NATF, AEIC, FMEA, etc.).
- ◆ Work with voters to determine whether to vote for or against new/revised standards and interpretations and document the rationale for these decisions.
- ◆ Prepare comments on Reliability/CIP Standards and notify Standard Owners when new standards pass.
- ◆ Determine whether the standard revisions require additional monitoring to ensure compliance.
- ◆ Organize and facilitate audit documentation preparation and submittal efforts.

KNOWLEDGE, SKILLS AND ABILITIES

- ◆ Ability to manage small projects, influencing others to accomplish goals.
- ◆ Demonstrated ability to develop and implement processes for the tracking of documentation, workflows, or other activities.
- ◆ Strong written communication skills
- ◆ Ability to produce reports to document investigations, operations, and recommendations with sufficient data to be used in decision making.
- ◆ Training presentation and development skills
- ◆ Ability to interact with personnel at various levels of the organization in a variety of subjects.
- ◆ Ability to read and interpret technical and legal specifications/documents.
- ◆ Ability to handle multiple tasks which may have changing priorities.
- ◆ Knowledge of NERC reliability standards and CIP standards
- ◆ Knowledge of protection and control philosophies
- ◆ Knowledge of protection and control field operations and work practices
- ◆ Ability to read and interpret protection and control schematics and drawing.
- ◆ Ability to test, maintain, and configure protection and control field devices.

POSITION SCOPE:

This position will function as a subject matter expert in all aspects of the System Protection and Controls field operations group. Ensures reliability and compliance through strategic planning in all facets of technical operations, field operations, and compliance related activities.

REPRESENTATIVE OF JEA:

This position will represent JEA at the regulatory agencies FRCC and NERC. This position will take a lead or supporting role in representing JEA at trade organizations such as the NATF, NERC, and FRCC, etc.

JOB REQUIREMENTS:

License/certifications/registrations: Valid Florida Driver's License

Education & Experience: Bachelor's degree in Electrical Engineering plus 8 years successful experience in Protection & Controls.

OR

An equivalent combination of experience, education and training.

PHYSICAL REQUIREMENTS:



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Sitting	Up to 8 hours per day	Lifting	Up to 1 hour per day
Walking	Up to 3 hours per day		Up to 50 max. pounds **
Standing	Up to 8 hours per day	Pushing	Will not generally apply
Bending	Up to 1 hour per day		Up to 50 max. pounds**
Squatting	Up to 1 hour per day	Pulling	Will not generally apply
Stooping	Up to 1 hour per day		Up to 50 max. pounds**
Reaching	Up to 1 hour per day	Climbing	Up to 1 hour per day
Balancing	Up to 1 hour per day	Stairs	Up to 1 hour per day
Twisting	Up to 1 hour per day	Ladder	Up to 1 hour per day
Crawling	Will not generally apply	Equipment	Up to 1 hour per day
Kneeling	Up to 1 hour per day	Outdoors	Up to 8 hours per day

Unusual hearing or vision demands:	Ability to maintain vision correctable to 20/40; normal field of vision; normal night vision; good depth perception.
Other physical demands or notes:	<p>Must be able to perform duties at elevated heights; access tanks, climb stairs etc. Must be able to work in confined space as required. Normal sense of hearing and smell; good manual dexterity; normal range of motion; normal sense of balance. Perform work under noisy, dirty, high humidity, hot and cold conditions.</p> <p>**JEA employees should not attempt to lift, pull or push a load in excess of 50lbs. without assistance. Care should always be taken when lifting, pushing or pulling in an awkward position.</p>

HR: Approved: 7/29/2016