JOB OPENING
CITY OF FARMINGTON

JOB POSITION #21: Regulatory Compliance Specialist – Cyber Security

NUMBER OF VACANCIES: 1
DEPARTMENT: Electric Utility / Compliance
TYPE OF POSITION: Regular, Full-Time
SALARY RANGE: $47,200 - $71,910 / Annually
DAYS WORKED: Monday - Friday
HOURS WORKED: 8:00 a.m. - 5:00 p.m.
WORK LOCATION: MOC
APPLICATIONS WILL BE RECEIVED UNTIL: Until Filled

Resumes submitted without a City of Farmington application will not be considered in our job selection process.

JOB DUTIES

This position is responsible for the compilation and maintenance of FERC, NERC and WECC compliance documents, performing assessments and analyses, and follow-up with subject matter experts (SME) with an emphasis on cyber security regulations. This includes: preparing professional level documentation packages for submittal as compliance evidence with support from applicable SMEs; maintaining documentation for WECC submissions performed by the Farmington Electric Utility System; maintaining compliance documentation and department procedural documentation; responding to requests for data, analysis, and reports from internal and external groups and developing optimal reporting solutions for such requests; performing control activities and assessments; assisting in the preparation of and participating in regulatory audits.

The Compliance Specialist will aid functional work groups in formulating and implementing programs and practices which support compliance with the NERC and WECC Reliability Standards and will aid Farmington Electric Utility staff in administering compliance elements of the NERC Compliance Monitoring and Enforcement Program (CMEP). Support Compliance Division staff, as required, with any laws, rules and regulations that could impact the electric utility including but not limited to environmental and safety regulations.

The Compliance Specialist works under the supervision of the Regulatory Compliance Manager.

ESSENTIAL DUTIES:

Aid functional work groups in formulating and implementing programs and practices which support compliance with NERC and WECC Reliability Standards. Track the development of new/revised standards and any action plans FEUS develops to ensure compliance with the standards prior to the mandatory enforcement date.

Support the development and implementation of the FEUS Internal Compliance Program.

Aid in the development and administration of compliance related internal controls and corrective actions program.

Assist in preparing for compliance audits conducted by NERC/WECC. Responsibilities include assisting functional workgroups in assembling Reliability Standard Audit Worksheets (RSAWs) and supporting evidentiary documentation.

Advises staff regarding the development and implementation of compliance strategy, potential areas of regulatory compliance concern, and new government/regulatory developments.

Work closely with the Quality Management and Security Officer and Environmental Scientist/Engineer in support of their compliance activities.

Coordinates with other departments, staff and members to achieve goals. Works closely with Generation, System Control, T&D, and Engineering staff on compliance activities while promoting a culture of compliance.

Aid in the development and administration of general employee training programs for FEUS Internal Compliance Program.

Assist with internal audits on other departmental initiatives and programs as needed.

Provide support in response to system events and aid in the development of Event Analysis Reports.

Aid in the administration of the NERC Alert Program. Support functional group reviews and responses to NERC Alerts.

Assist in collecting and maintaining the storage of documentation and evidence required to demonstrate compliance and ensure that the retention of all documentation meets regulatory requirements.

Strong capability to build and maintain effective relationships with FEUS Management Team, Compliance Committee, and Subject Matter Experts.

Travel is required to attend schools, conferences, and meetings.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

QUALIFICATIONS

This position is subject to the City of Farmington's Drug and Alcohol Free Workplace Policy.

Graduation from an accredited two-year college or university with a degree in Information Systems Security, Information Technology Network Security, or a closely related field.

Four (4) years experience in IT system administration, or network administration, or analysis in electrical utility related regulatory administrative matters in the area of NERC/FERC/WECC or FISMA, PCI, HIPA.

Working knowledge of computer network architecture including, but not limited to network hardware devices such as switches, routers, and firewalls, as well as communications protocols such as TCP/IP, ICCP, and serial communications protocols.

Possess advanced computer skills, including proficiency with the Microsoft Office Suite of software, Microsoft SQL database software, and Web based software and interfaces.

Candidate must possess planning and organizing abilities, including excellent time management and prioritization skills; able to work in both a team environment and sole contributor role; attention to detail; results oriented; able to work concurrently with multiple deadlines and deliverables; excellent written and verbal communication skills (e.g. preparation of legal or regulatory reports); and proficient in Microsoft Office Suite.

Candidate must possess a general understanding of the electric generation and/or transmission systems. Maintain and apply working knowledge of Reliability Standards and meet management’s expectations for effective internal business controls.

<u>Desired Qualifications:</u>

Two (2) years experience with electric utility generation, transmission, and system control practices related to NERC Critical Infrastructure Protection (CIP) Standards; and experience with FERC/NERC/WECC reporting.

Desirable certifications (one or more) for the Cyber Security position:

CCNA: Cisco's Certified Network Associate Certification
MCSE/Security: Microsoft's Certified Systems Engineer with focus on security
CISSP: Certified Information Systems Security Professional
CISM: Certified Information Security Manager
GIAC: Global Information Assurance Certification
CEH: Certified Ethical Hacker
SCFA: Cyber Security Forensic Analyst

Must possess and maintain a valid New Mexico driver's license;

Ability to work under stress and handle stressful situations;

Ability to read, understand, and interpret complex laws, standards, rules, and regulations;

Ability to meet deadlines;

Must demonstrate ability to communicate with others through oral and written media;

Must possess the ability to establish and maintain effective working relationships with co-workers, supervisors, outside entities, and the public;

Ability to operate tools and equipment listed.

TOOLS AND EQUIPMENT USED:

Motor vehicle, personal computer including word processing, spread sheets, specialized compliance software, AutoCAD, load flow analysis and engineering software, telephone, fax, and copy machine.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, use hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands and arms. The employee is frequently required to sit, climb or balance, stoop, kneel, crouch, or crawl, talk or hear.

The employee must lift 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside inclement weather conditions. During field work the employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, traffic, toxic or caustic chemicals, risk of electrical shock, and vibration. Equipment installed in substations may be in proximity to energized, high-voltage equipment requiring knowledge and utilization of safe working practices.

The noise level in the field work environment is occasionally moderate to loud. The noise level in the office setting is quiet.