



Job Title: NERC Compliance Consultant - Administrator

Job Description

The NERC Compliance Consultant – Administrator provides subject matter expertise to GridSME’s clients on NERC Reliability Standards and regional standards, including managing NERC compliance programs for NERC Functional Entities and acts as the client’s primary compliance contact with NERC and the Regional Entities. The Consultant will lead NERC compliance program development efforts, primarily around the NERC Operations and Planning (693) Reliability Standards, support CIP compliance services, as requested, and take part in NERC mock audits and assessments.

Objectives of this Role

- Provide NERC compliance-related expertise and compliance program administrator services to clients who are or will be NERC Registered Entities.
- Support our client’s compliance program growth as an educator and mentor.

Essential Duties

- Act as the client manager for GridSME Managed Compliance Services clients. Facilitate periodic meetings with client stakeholders.
- Utilize NERC subject matter expertise to provide guidance and input to clients on a variety of NERC Reliability Standards compliance needs, including best practices, obligations, and compliance program development.
- Communicate with a client’s compliance, engineering, operations personnel, and other service providers to develop, implement, and manage the client’s NERC compliance program.
- Act as a client’s primary compliance contact with NERC and the Regional Entities.
- Draft and update procedures, policies, attestations, memos, interpretations and other documentation in support of a client’s compliance program.
- Review client programs, program documentation, and evidence records and assess them for accuracy and sufficiency.
- Participate in NERC and Regional Entity-sponsored conferences and webinars.
- Review NERC and regional publications to stay apprised of industry news and developments, NERC Alerts, and Guidance and Implementation Plans to assess potential and actual impacts to each client’s compliance program.
- Develop, document, and facilitate the implementation of internal controls. Monitor



implemented controls and evaluate their effectiveness.

- Gather and organize client evidence efficiently. Prepare evidence for submittal to the appropriate Regional Entity.
- Perform periodic assessments and gap analysis of clients' compliance programs. Create reports which document the assessment results and recommendations.
- Prepare periodic data submittals and ad-hoc data request responses, gather evidence, and work with the client to obtain approval for submittal.
- Work closely and regularly with other internal GridSME resources to gather information, collaborate on projects, solicit expertise, and coordinate on all matters related to compliance program development and support.
- Participate as a member of a project team, either as a project manager or as a subject matter expert.

Desired Business Skills

- Excellent communication and negotiation skills with the ability to effectively communicate with a wide variety of audiences.
- Strong leadership, project management, time management, and problem-solving skills.
- Ability to work with clients with little to no working knowledge of the subject matter, acting as a teacher and mentor to new compliance personnel and others who support a client's compliance program.
- Proven experience identifying and remediating inefficiencies in processes.
- Critical thinking and prioritization of resources to provide the most value to our clients.
- Ability to adapt to a changing regulatory environment and make timely decisions.
- Entrepreneurial spirit; ability to think strategically and work in a cost-effective manner.
- Skill in recognizing client needs and tactfully bringing suggestions to their attention.
- Excellent written and oral communication.
- Experience with evaluating, planning, and implementing improvements in business processes.

Desired Technical Skills

- Experience with Regional Entity and NERC periodic data and self-certification submittals.



- Experience in conducting event investigations including use of ‘root-cause analysis’ tools.
- User-level knowledge of Microsoft Office Products including Word, Excel, PowerPoint; Visio or LucidChart experience is a plus.
- User-level knowledge of the Microsoft SharePoint application. Administrator level knowledge is highly desirable.

Desired Education & Experience

- Bachelor’s Degree or equivalent engineering or operational-related experience in the electric utility industry; or
- Bachelor’s Degree in law or business, with an emphasis on regulatory or quality assurance related areas of study.
- Minimum of two (2) years compliance-related administration responsibilities. Electric utility or electric utility consulting experience highly desirable.