

TRANSMISSION FUNCTION JOB TITLES DESCRIPTIONS

| Position Title in Current Department | Job Description |
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| ADMIN ASST III | <p>The Administrative Assistant III typically requires two or more years of working experience in Administrative Support and performs a wide variety of complex clerical, secretarial, or data entry tasks. These tasks may include scheduling office operations for a major administrative unit, budget preparation/reconciling/reporting, compiling and analyzing complex data and preparing reports. The employee may be responsible for prioritizing work and directing/training lower level employees or be expected to efficiently utilize several computer software programs. In summary, an Administrative Assistant III performs a variety of complex office tasks, and has the ability to resolve most questions and problems while only referring the most complex issues to higher levels. The employee performs calculations and/or analyzes situations/data to determine applicable methods, procedures or techniques in relationship to standardized practices, rules and regulations.</p> |
| ADMIN SPEC I | <p>Typically, the Administrative Specialist I is an individual that is being trained on new, higher level tasks and has mastered some of the tasks of the Administrative Specialist II. The Administrative Specialist I typically requires four or more years of working experience in Administrative Support. The employee performs a wide variety of complex clerical, secretarial, specific department work or data entry tasks. The tasks may include scheduling office operations for a major administrative unit, budget preparation/reconciling/reporting, compiling and analyzing complex data and preparing reports. The employee may be responsible for prioritizing work and directing/training lower level employees or be expected to efficiently utilize several computer software programs. In summary, an Administrative Specialist I performs a variety of complex office tasks, has the ability to resolve most questions and problems while only referring the most complex issues to higher levels and has specialized knowledge of department activities. The employee performs calculations and/or analyzes situations/data to determine applicable methods, procedures or techniques in relationship to standardized practices, rules and regulations.</p> |
| ADMIN SPEC II | <p>The Administrative Specialist II typically requires five or more years of experience in Administrative Support. In addition, the working experience must be in a specialized/functional area/discipline The Administrative Specialist II performs <u>advanced</u> work (in the area of specialization/ discipline) that requires <u>independent</u> judgment. The employee may adapt procedures, techniques, and functional theory to meet special needs. The Administrative Specialist II may plan, coordinate and/or schedule work for a department, function or group of employees. Ability to utilize various computer software programs in an advanced capacity may be required. A considerable amount of analysis and evaluation of alternative solutions to problems is performed by the employee. <i>In summary, an Administrative Specialist II exhibits the ability to interpret and analyze a wide variety of advanced departmental/functional/discipline specific information/problems, <u>evaluate</u> alternative courses of action, and <u>recommend</u> appropriate actions to resolve the complex issues/problems.</i></p> |

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| ASSOC SYST OPERATOR II | The Associate System Operator II performs standard to moderately advanced analytical or administrative tasks associated with business processes and/or department specialization under the direction of a certified Distribution Operator and/or certified System Operator. The work is varied though basic in nature, applying skills such as analysis, planning, research, coordination, facilitation, and communication with employees and customers. Assignments have clear and specified objectives and require the investigation of variables and may require some originality and ingenuity to complete. These tasks involve the application of established standards and procedures. The primary role of an Associate Operator is to satisfy training, system control certification and applicable NERC certification. |
| BUS SPRT CNSL I | The Business Support Consultant I performs standard to moderately advanced analytical or administrative tasks associated with business processes and/or department specialization. These tasks are performed in an independent manner with instructions as to the general results expected. The work is varied, basic in nature, with developmental projects added to the mix, applying skills such as analysis, planning, design, research, budget monitoring, coordination, facilitation, and communication with customers or outside agencies to complete small projects or portions of larger projects. The Business Support Consultant I may have supervisory responsibility for non-exempt employees. |
| COOPERATIVE ASSISTANT | Current college students of all levels working alongside full time employees to provide hands-on support and design / development for various engineering and transmission aspects of our business. This could include work in energy delivery – electric engineering, energy delivery – gas engineering, energy operations, and more – all while helping create a better tomorrow for the communities we serve. Cooperative Assistants, under the direction of full-time employees, may perform standard/routine tasks and technical work following established procedures. |
| DESIGN INTERN | Current college students of all levels working alongside full time employees to provide hands-on support of customer-initiated new business energy requests and relocating and upgrading of existing gas and electric facilities. all while helping create a better tomorrow for the communities we serve. Design Interns, under the direction of full time employees, may perform standard/routine tasks and technical work following established procedures to include performing computer aided designs (CAD), processing new service request applications, making customer contacts, performing site visits, performing final field checks prior to scheduling work for construction, assisting during storms, and supporting other field activities. |
| DIR HVD DESIGN | This position is responsible for statewide High Voltage Distribution ("HVD") Lines, all (both Low Voltage Distribution and HVD) Substation and Instrumentation & Control engineering designs associated with requests initiated from the Customer & Service Infrastructure department. Additional responsibility for electrical System Protection engineering for the Company, including compliance associated NERC Reliability Standards. Engineering coordination with Michigan Electric Transmission Company, LLC projects which may impact Consumers Energy's HVD system is also a responsibility of this position. Position is also responsible for HVD engineering standards development, materials specifications and supplier qualification establishments. Requires a broad knowledge of many different aspects of electric distribution activities including design, standards, rates, ROW, customer interactions, legal, accounting and community service. |

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| DIR HVD SYSTEM PLANNING | Safely manage a team responsible for managing Consumers Energy’s High Voltage Distribution (HVD) system and substation assets. Continually assess the capability and condition of the HVD and substation facilities, develop and schedule capacity and reliability upgrade projects, and provide technical expertise to the field for maintaining these facilities. Responsible for the dedicated substations that serve Consumers Energy’s largest industrial customers, requiring frequent investigations of facility requirements to serve new load and development of cost estimates to quote to potential new customers. Also, responsible for NERC Compliance for HVD, Power Quality Monitoring, and provide support to Transmission, Operations, Right of Way, Rates and Regulatory, and Legal. |
| DIR LVD SYSTEM PLANNING | This position is responsible for directing LVD planning activities for overhead wires, underground systems, grid modernization, and agricultural services, including setting priorities and strategy for evolution of the company's LVD system. The role includes providing support in various regulatory proceedings and also serving in a leadership role for storm restoration duties. |
| DIR REAL-TIME OPS & SPRT | Third and Fourth level supervisory responsibility for Grid Management Real Time Operations and support of CE’s statewide HVD & LVD electric grid, Policy & Procedures, Training, Compliance, Technical support and Project Integration involving operational and customer impact, which oversees a diverse group of direct reports of expert/experienced in system control/dispatch/engineering/technical support and of a large department of indirect reports in various company locations and interdependancies. This includes the support and management of 24 X 7 statewide monitoring, control and dispatch of the electric Transmission, High Voltage Distribution (HVD) and Low Voltage Distribution (LVD) systems to ensure system operations are conducted in a safe, efficient and reliable manner as set forth by the policies, procedures and guidelines of Consumers Energy, NERC, ITC, MIOSHA, MPSC, MISO and RFC. Primary responsibilities for this position is to ensure CE’s electric system is operated and monitored in the safest, most efficient manner possible. Initiates and maintains extensive contacts with key leaders in other company departments (e.g. Planning, Field Operations, Engineering, Design, IT, Generation, Gas, etc.) and officials of other organizations (e.g. Michigan Public Service Commission (MPSC), Michigan Electric Transmission Company (METC), Midcontinent Independent System Operator (MISO), Reliability First (RF) and North American Electric Reliability Corporation (NERC), etc.), requiring skills in strategic thinking, tactical development, persuasion and negotiation of critical issues. Directs and determines program objectives and requirements for large and important operational and functional projects, technical applications with many complex features, new technologies and provides expertise for the reliable real time operation of the electric transmission and distribution system including operations support. Provides Customer Experience and Reliability expertise on strategies and tactical leadership within the company’s vision of the future for critical strategic initiatives for improving customer value, satisfaction and performance corporately and succeeding our utility peers. |

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| DIR SYSTEM PROTECTION | <p>The Director of System Protection is responsible for the electrical protective relaying schemes of the entire Consumers Energy electric system including generation, High Voltage Distribution (HVD), Low Voltage Distribution (LVD), and fault analysis. Generation protection includes those devices within the generating stations including the main generator, main step-up transformer and associated station power systems. HVD System Protection includes all the protection schemes associated with the 138kV and 46kV CE owned electrical system. LVD System Protection includes the protection schemes associated with the low voltage CE distribution system (below 25kV). The Fault Analysis team monitors the operational performance of the protection schemes and helps locate faults on the power system to assist in timely customer outage restoration, as well as troubleshoot and assess protection scheme issues. Responsibility for the interconnection protection of distributed energy resources (DERs) is also included.</p> |
| DIST OPERATOR I | <p>The Distribution Operator I performs more complex analytical or administrative tasks associated with business processes and/or department specialization. The work is varied, requiring the application of advanced knowledge, applying skills such as analysis, planning, research, coordination, facilitation, and communication with employees and customers. Assignments have clear and specified objectives and require the investigation of variables and may require some originality and ingenuity to complete. These tasks are performed in an independent manner with minimal guidance. The System Operator I possesses and applies an in-depth knowledge of principles, practices, and procedures within the specialization to complete the more difficult assignments. The Distribution Operator I may lead or mentor lower-level employees.</p> |
| DIST OPERATOR II | <p>The Distribution Operator II performs complex analytical or administrative tasks associated with business processes and/or department specialization. The tasks involve application of established standards and procedures, and may involve researching, recommending and implementing changes to department procedures. The work is varied and complex in nature, applying skills such as analysis, planning, research, coordination, facilitation, and communication with customers or outside agencies. These tasks are performed in an independent manner. The Distribution Operator II has a high-level understanding of the principles, practices and processes to complete the most complex assignments. The Distribution Operator II may lead projects, or be designated as the management representative on corporate initiatives. The Distribution Operator II may lead or mentor lower-level employees.</p> |

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| ELEC FIELD LAB MGR | <p>The Electric Field Lab Manager/Superintendent provides leadership to a diverse team of employees responsible for checkout, commissioning, scheduled 24/7 demand response for maintenance and repair of monitoring, controls and protection of electrical devices and systems, including but not limited to, substations, plants, line equipment, combustion turbines, hydros, & renewable generation. In addition, the manager has the responsibility of assuring that all NERC related procedures are understood, followed and must be able to understand changes in the standards and how they may impact the department and Consumers Energy. Responsibilities include O&M budget development, management and reporting of work plan completion for all assigned assets, to include but not limited to; Consumers Energy distribution substations and line equipment, high voltage distribution (HVD) substations and lines and support for generation. Interfaces and shares responsibility for the maintenance of various equipment in over 1,000 distribution and HVD substations and switching devices on the HVD and LVD System. A focal point for the interface and feedback to outside organizations and customers regarding maintenance activities and potential impact to the system. Essential responsibilities include the Safety of Company employees, monitoring and controlling expenditures within established budgets, completing the established work plans, developing proposals for business improvement opportunities. Has responsibility for initiating and managing contracts and for monitoring the performance of contractors.</p> |
| ELEC FLD LAB APPR I | <p>Serves an apprentice engaged in the installation, testing, troubleshooting, operation, and maintenance of all types of protective, control systems, monitoring and metering and associated equipment in generating stations, electric substations, transmission lines, high and low voltage distribution lines and equipment.</p> |
| ELEC FLD LAB APPR III | <p>Serves an apprentice engaged in the installation, testing, troubleshooting, operation, and maintenance of all types of protective, control systems, monitoring and metering and associated equipment in generating stations, electric substations, transmission lines, high and low voltage distribution lines and equipment.</p> |
| ELEC FLD LAB LDR I | <p>The Elec Fld Lab Ldr I provide technical expertise in supervising, planning, scheduling and managing Electric Field Lab responsibilities for Consumers Energy. Electric Field Lab is responsible for maintenance, testing and new construction checkout of electronic controlled protection, controls and communication on the electric system and support some communication needs for the gas system. All Electric Field Lab work involves Electric System Communications and System Protection Relaying. System Protective Relaying is the most important for Public Safety, Employee Protection while working on energized equipment and for CAIDI through redundancy in customer impact areas. Failure of EFL will result in more customers being impacted by an outage and longer duration of the outage in finding the problem.</p> |
| ELEC FLD LAB LDR II | <p>The Elec Fld Lab Ldr II provides technical expertise in supervising, planning, scheduling and managing Electric Field Lab responsibilities for Consumers Energy. Electric Field Lab is responsible for maintenance, testing and new construction checkout of electronic controlled protection, controls and communication on the electric system and support some communication needs for the gas system. All Electric Field Lab work involves Electric System Communications and System Protection Relaying. System Protective Relaying is the most important for Public Safety, Employee Protection while working on energized equipment and for CAIDI through redundancy in customer impact areas. Failure of the Electric Field Lab will result in more customers being impacted by an outage and longer duration of the outage in finding the problem.</p> |

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| ELEC FLD LAB LDR III | <p>The Elec Fld Lab Ldr III provides technical expertise in supervising, planning, scheduling and managing Electric Field Lab responsibilities for Consumers Energy. Electric Field Lab is responsible for maintenance, testing and new construction checkout of electronic controlled protection, controls and communication on the electric system and support some communication needs for the gas system. All Electric Field Lab work involves Electric System Communications and System Protection Relaying. System Protective Relaying is the most important for Public Safety, Employee Protection while working on energized equipment and for CAIDI through redundancy in customer impact areas. Failure of the Electric Field Lab will result in more customers being impacted by an outage and longer duration of the outage in finding the problem. This is the journey level for the Elec Field Lab Leader; leaders in this role have the ability to perform effectively and efficiently in routine and non-routine/emergency situations with minimal guidance.</p> |
| ENG TECH ANL II | <p>Performs standard to moderately complex technical, engineering support or discipline specific tasks. The scope of responsibility involves research, design and application of analytical and coordination skills on small projects or portions of larger projects. The Engineering Technical Analyst II performs technical tasks designed to resolve specific problem areas and coordinates day-to-day operations and systems. Analyzes current conditions and activities and suggests appropriate modification of practices and procedures.</p> |
| ENGINEER I | <p>The Engineer I performs standard assignments designed to develop professional work knowledge and abilities, requiring application of standard techniques, theory, procedures and criteria in carrying out a sequence of related engineering tasks. Judgment is required on details of work and in making preliminary selections and adaptations of engineering alternatives. Assignments have clear and specified objectives and require the investigation of variables.</p> |
| ENGINEER II | <p>The Engineer II performs standard to moderately complex assignments designed to develop professional work knowledge and abilities, requiring application of standard techniques, theory, procedures and criteria in carrying out a sequence of related engineering tasks. Judgment is required on details of work and in making preliminary selections and adaptations of engineering alternatives. The Engineer II must independently evaluate, select and apply engineering theory, techniques, procedures and criteria, using judgment in making adaptations and modifications. Assignments have clear and specified objectives and require the investigation of variables.</p> |
| EX DIR GRID MANAGEMENT | <p>Position is a third-level management role and is responsible for statewide 24/7 operation of Consumers Energy's transmission and distribution electric grid, management of statewide outage restoration, and modernization of the grid infrastructure. Additional responsibilities include real-time grid operations, operational engineering, system failures including Outage Management System (OMS) support, reliability program management, and analytics and technology support, electric grid policies/procedures/training and NERC compliance. Customer-focused projects, such as digital customer experience are also included in the responsibilities. Position is accountable for both operational production results and strategic/programmatic initiatives focused on grid modernization, reliability improvement and improved customer service. Position heavily interfaces with Energy Operations/Operational & Financial Planning officer leadership, electric transmission provider (METC), and MPSC Staff.</p> |

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| G ENGINEER I | The General Engineer I performs moderately complex assignments designed to develop professional work knowledge and abilities, requiring application of standard techniques, theory, procedures and criteria in carrying out a sequence of related engineering tasks. Judgment is required on details of work and in making preliminary selections and adaptations of engineering alternatives. The General Engineer I must independently evaluate, select and apply engineering theory, techniques, procedures and criteria, using judgment in making adaptations and modifications. Assignments have clear and specified objectives and require the investigation of variables. |
| G ENGINEER II | The General Engineer II independently performs assignments with instructions as to the general results expected. Receives technical guidance on unusual or advanced problems and supervisory approval on proposed plans for projects. The General Engineer II must be fully competent in conventional aspects of the subject matter of the functional areas of the assignments; plan and conduct work requiring judgment in the independent evaluation, selection, and substantial adaptation and modification of standard techniques, procedures and criteria; and be able to devise new approaches to problems encountered. |
| G TECH ANL II | The General Technical Analyst II performs advanced technical analytical or administrative tasks associated with business processes and/or department specialization. These tasks are performed in an independent manner with minimal instructions and guidance as to the general results expected. The work is varied, advanced and offers opportunity for development projects, applying skills such as analysis, planning, design, research, budget monitoring, coordination, facilitation, and communication with customers or outside agencies. The General Technical Analyst II applies an in-depth knowledge of Principals, practices, and procedures within the specialization to complete the more difficult assignments and may coordinate or lead smaller projects. The General Technical Analyst II could have supervisory responsibility for non-exempt and/or exempt employees, or be an individual contributor. |
| GEN ENG TECH ANL I | Performs the responsibilities of the Engineering Technical Analyst II plus the ability to manage higher level technical issues. Individuals in this grade will be capable of providing cost estimates, on technical projects along with interfacing with clients. |
| GEN ENG TECH ANL II | Performs complex analytical, technical and administrative tasks. The scope of responsibility requires individual initiative to assimilate data from various sources and factor multiple systems or processes into decisions. Analyzes the data and develops technical solutions, systems, or procedures and implements recommendations. This analysis includes, but is not limited to operational analysis, technical design, and system troubleshooting and project coordination. |
| JRNYMN ELEC FLD LAB TECH | Under general supervision, able to direct one other employee engaged in the installation, testing, troubleshooting, operation, and maintenance of all types of protective, control systems, monitoring and metering and associated equipment in generating stations, electric substations, transmission lines, high and low voltage distribution lines and equipment. |

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| LEAD SYSTEM OPERATOR | <p>The Lead System Operator (LSO) holds the highest operating authority on CE's electric system and possesses the sole authority and responsibility for the reliability of CE's Transmission and High Voltage Distribution (HVD) systems. This includes specific authority to alleviate Operating Security Limit violations and to take timely and appropriate actions up to and including shedding load to ensure system operations are conducted in a safe, efficient and reliable manner as set forth by the policies, procedures and guidelines of CE, NERC, ITC, MIOSHA, MPSC, MISO and RF. The LSO approves the administration of switching, tagging and clearance operations and provides operational direction to GM's Distribution and System Operators.</p> <p>The Lead System Operator utilizes highly advanced knowledge of system operations and policies and procedures. The Lead System Operator performs complex analytical or administrative tasks associated with business processes and/or department specialization. The tasks involve application of established standards and procedures, and may involve researching, recommending and implementing changes to department procedures. The work is varied and complex in nature, applying skills such as analysis, planning, research, coordination, facilitation, and communication with customers, outside entities and regulatory agencies.</p> |
| MGR REAL-TIME OPERATIONS | <p>Second and Third level supervisory responsibility for Grid Management Real Time Operations of CE's statewide HVD & LVD electric grid involving operational and customer impact, which oversees a diverse group of direct reports of expert/experienced in system control function in various company locations and interdependancies. This includes the support and management of 24 X 7 statewide monitoring, control and dispatch of the electric Transmission, High Voltage Distribution (HVD) and Low Voltage Distribution (LVD) systems to ensure system operations are conducted in a safe, efficient and reliable manner as set forth by the policies, procedures and guidelines of Consumers Energy, NERC, ITC, MIOSHA, MPSC, MISO and RFC. Primary responsibilities for this position is to ensure CE's electric system is operated and monitored in the safest most efficient manner possible. Initiates and maintains extensive contacts with key leaders in other company departments (e.g. Planning, Field Operations, Engineering, Design, IT, Generation, Gas, etc.) and officials of other organizations (e.g. Michigan Public Service Commission (MPSC), Michigan Electric Transmission Company (METC), Midcontinent Independent System Operator (MISO), Reliability First (RF) and North American Electric Reliability Corporation (NERC), etc.), requiring skills in strategic thinking, tactical development, persuasion and negotiation of critical issues. Directs and determines program objectives and requirements for large and important operational and functional projects, technical applications with many complex features, new technologies and provides expertise for the reliable real time operation of the electric transmission and distribution system including operations support. Provides Customer Experience and and Reliability expertise on strategies and tactical leadership within the company's vision of the future for critical strategic initiatives for improving customer value, satisfaction and performance corporately and succeeding our utility peers.</p> |

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| MGR SYSTEM OPS SPRT | <p>Second level supervisory responsibility for Grid Management Policy & Procedures, Training, and Compliance involving operational and customer impact areas, and oversees a diverse group of direct reports of Superintendents, Leads or technical support, and of a department of expert individuals who are experienced in system control/dispatch/engineering/technician work and operational expertise. Initiates and maintains extensive contacts with key leaders in other company departments (e.g. Planning, Field Operations, Design, IT, etc.) and officials of other organizations (e.g. Michigan Public Service Commission (MPSC), Michigan Electric Transmission Company (METC), Midcontinent Independent System Operator (MISO), Reliability First (RF) and North American Electric Reliability Corporation (NERC), etc.), requiring skills in tactical thinking & development, persuasion and negotiation of critical issues. Directs and new technologies and provides expertise for the reliable operation of the electric transmission and distribution system including real-time operations support.</p> |
| MGR TECH OPS/SUB METRO SPRT | <p>First and Second level supervisory responsibility for Grid Management Technical Operations support projects involving operational and customer impact, and oversees a diverse group of 1-5 expert individuals in a department experienced in system control/ engineering/technician/ direct and indirect reports. Initiates and maintains extensive contacts with key leaders in other company departments (e.g. Planning, Field Operations, Design, IT, Generation, HVD, LVD,, Sub Metro, etc.) and officials of other organizations (e.g. Electric Power Research Institute (EPRI), Edison Electric Institute (EII), Federal and Michigan Occupational Safety and Health Administration (OSHA, MIOSHA), Michigan Public Service Commission (MPSC), Michigan Electric Transmission Company (METC), Midcontinent Independent System Operator (MISO), Reliability First (RF) and North American Electric Reliability Corporation (NERC), etc.), requiring skills in tactical thinking & development, persuasion and negotiation of critical issues. Directs and determines program objectives and requirements for large, statewide and important operational and functional projects, technical applications with many complex features, new technologies and there applications and provides expertise for the reliable operation of the electric transmission and distribution system including real-time operations support.</p> |
| PRIN ENGINEER LEAD | <p>The Principal Engineer – LEAD makes decisions and recommendations that are recognized as authoritative and have an important impact on extensive engineering activities. The Principal Engineer – LEAD initiates and maintains extensive contacts with key engineers and officials of other organizations requiring skill in persuasion and negotiation of critical issues. At this level, individuals will have demonstrated creativity, foresight and mature engineering judgment in anticipating and solving unique and controversial engineering problems which may have an effect on major company programs and projects, determining program objectives and requirements, organizing programs and projects and developing standards and guides for diverse engineering activities. Serves in a supervisory/managerial capacity over a large group of engineers and technical employees. Directs large and important engineering projects and/or a number of small projects with many complex features. May mentor employees.</p> |

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| RESTORATION MGR | <p>The Restoration Manager is a second level supervisory position directly responsible for a team of engineers/analysts. Position applies a comprehensive knowledge of electric system service restoration operations to manage statewide restoration efforts functioning as Statewide Incident Commander, directing overall enterprise restoration efforts (up to several hundred to several thousand employees/contractors). Requires advanced capabilities to focus on the safe, effective and efficient execution of restoration activities along with applying longer term improvement initiatives and tactics, including industry best practice integration. Manages a Restoration Process Optimization Team Focused on the skilling and capabilities of all roles/responsibilities serving in storm response. Manages the Business Outage Management System Team driving integrity of system operations and data providing basis for performance reporting. Critical leadership role heavily influencing electric reliability performance and customer satisfaction.</p> |
| SR BUS SPRT CNSL II | <p>The Sr Business Support Consultant II performs increasingly more complex analytical or administrative tasks requiring the application of advanced knowledge, skills and creative insights in order to successfully complete the assignment. The tasks involve application of established standards and procedures, and may involve researching, recommending and implementing changes to department procedures. The work is varied and complex in nature, applying skills such as analysis, planning, design, research, budget monitoring, coordination, facilitation, and communication with customers or outside agencies. The Sr Business Support Consultant II operates with substantial latitude for unreviewed action or decision making and often involves matters which may have a major bearing on the Company's business. The Sr Business Support Consultant II will often lead projects, or be designated as the Senior Management representative on corporate initiatives. The Sr Business Support Consultant II may have supervisory responsibility for non-exempt and/or exempt employees or be an individual contributor. They have a high level of understanding of the processes, and have earned the respect of department peers as well as counterparts outside the department and/or company.</p> |
| SR ELEC FLD LAB TECH | <p>Under general supervision, performs any of the duties of a Journey Level Electric Field Lab Technician and in addition able to direct multiple employees and/or contractors engaged in the operation of installation, testing, troubleshooting, operation, engineering, design and maintenance of all types of protective, control systems. monitoring and metering and associated equipment in generating stations, electric substations, transmission lines, high and low voltage distribution lines and equipment.</p> |
| SR ENG TECH ANL I | <p>Performs all the responsibilities of the General Engineering Technical Analyst II plus the ability to manage large complex projects.</p> <p>General Engineering Technical Analyst II - Performs complex analytical, technical and administrative tasks. The scope of responsibility requires individual initiative to assimilate data from various sources and factor multiple systems or processes into decisions. Analyzes the data and develops technical solutions, systems, or procedures and implements recommendations. This analysis includes, but is not limited to operational analysis, technical design, and system troubleshooting and project coordination.</p> |

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| SR ENG TECH ANL II | Perform high-level complex technical, engineering like analytical and/or administrative tasks related to multiple systems or programs requiring the independent evaluation and coordination of alternative systems, designs, methods and techniques. Is responsible for major modification of existing operations, equipment, procedures and/or the development and implementation of new methods. He/she makes decisions and exercises technical judgment within the scope of the system or project and makes final recommendations related to complete projects or multi-discipline problems. |
| SR ENG TECH ANL LEAD | Has a high level of background knowledge in multiple technical areas. Typically, an individual in this grade has the ability to manage multiple projects simultaneously. Is often the spokesperson for high level technical information. |
| SR ENGINEER I | The Senior Engineer I applies an intensive and diversified knowledge of engineering principles and practices in broad areas of assignments and related fields; makes decisions independently on engineering problems and methods; and represents the organization in meetings to resolve important questions. Requires the use of advanced techniques and the modification and extension of theories, precepts and practices of his/her field and related sciences and disciplines. |
| SR ENGINEER II | The Senior Engineer II applies an intensive and diversified knowledge of engineering principles and practices in broad areas of assignments and related fields; makes decisions independently on engineering problems and methods; and represents the organization in meetings to resolve important questions. Requires the use of advanced techniques and the modification and extension of theories, precepts and practices of his/her field and related sciences and disciplines. |
| SR ENGINEER III | The Senior Engineer III applies an intensive and diversified knowledge of engineering principles and practices in broad areas of assignments and related fields; makes decisions independently on engineering problems and methods; and represents the organization in meetings to resolve important questions. Requires the use of advanced techniques and the modification and extension of theories, precepts and practices of his/her field and related sciences and disciplines. To reach this level not only must a staffing/ business need exist, but the Senior Engineer III must have demonstrated the technical expertise and responsibility for interpreting, organizing and executing highly advanced assignments concerned with unique or controversial problems which have an important effect on major Company operations or programs. This involves exploration of the subject area, definition of scope and selection of problems for investigation and development of novel concepts and approaches. Has the ability to make decisions and recommendations that are recognized as authoritative and have an important impact on extensive engineering activities. |
| SR ENGINEER LEAD | The Senior Engineer Lead has all of the requirements of a Senior Engineer II plus must have demonstrated leadership skills and has the additional responsibility of supervising. |

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| SR ENGINEER-LEAD II | <p>The Senior Engineer – Lead II has all of the requirements of a Senior Engineer II plus must have demonstrated leadership skills and has the additional responsibility of supervising. At this level, individuals will have demonstrated creativity, foresight and mature engineering judgment in anticipating and solving unique and controversial engineering problems which may have an effect on significant company programs and projects. Serves in a supervisory/managerial capacity over a large group of engineers and/or leads. Directs large and important engineering projects and/or a number of small projects with many complex features. May mentor employees.</p> |
| SR FIELD LEADER II | <p>The Senior Field Leader II supervises Electric Field Leaders and may supervise other salaried employees. Is responsible for developing direct reports in business knowledge and leadership skills. Serves as a qualified practitioner and coach of quality/lean methods. In addition, the Sr FL II may lead the design or implementation of key strategic projects or wide-scale operational improvement priorities related to safety, quality, cost, delivery, and morale. The Senior Field Leader II role is intended to assist in developing skills to prepare for a Manager role; may be the primary backup during the absence of the Zone Manager. At this level individuals have demonstrated judgment in anticipating and solving unique and controversial problems which may have an effect on major organizational and enterprise-wide projects.</p> |
| SR SYST OPERATOR | <p>The Sr System Operator performs the same responsibilities as their associated Distribution Operator II or System Operator II with the additional responsibilities of:</p> <ul style="list-style-type: none"> • Driving the department mission and vision into the organization by proactively building on CE’s planned switching schedule, establishing strong communications and eliminating distractions in the control room. • Directing the administration of Switching, Tagging and Clearance operations and providing operational direction to GM’s System Operators. <p>In addition, the Sr Operator:</p> <ul style="list-style-type: none"> • In coordination with the Lead System Operator, directs actions to alleviate Operating Security Limit violations • As directed by the Lead System Operator, directs restoration of load shed after Emergency events • Oversees coordinated operations to ensure system operations are conducted in a safe, efficient and reliable manner as set forth by the policies, procedures and guidelines of Consumers Energy, NERC, ITC, MIOSHA, MPSC, MISO and RF |

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| SR TECH ANL II | <p>The Sr. Technical Analyst II performs increasingly more complex analytical or administrative tasks requiring the application of advanced knowledge, skills and creative insights in order to successfully complete the assignment. The tasks involve application of established standards and procedures, and may involve researching, recommending and implementing changes to department procedures. The work is varied and complex in nature, applying skills such as analysis, planning, design, research, budget monitoring, coordination, facilitation, and communication with customers or outside agencies. The Sr. Technical Analyst II operates with substantial latitude for unreviewed action or decision making and often involves matters which may have a major bearing on the Company's business. The Sr. Technical Analyst II will often lead projects, or be designated as the Senior Management representative on corporate initiatives. The Sr. Technical Analyst II may have supervisory responsibility for non-exempt and/or exempt employees or be an individual contributor. They have a high level of understanding of the processes, and have earned the respect of department peers as well as counterparts outside the department and/or company.</p> |
| SR TECH SPEC | <p>The Senior Technical Specialist typically requires eight or more years of working experience in Technical Support. In addition, the working experience must be in the appropriate area of specialization. The Senior Technical Specialist functions as the lead employee over other Technical Assistants and Specialists and/or is recognized as the subject matter expert that performs the most advanced work, having extensive specialized knowledge of the department, function or discipline area. Further, the Senior Technical Specialist may also be required to be knowledgeable of various functional areas in those locations of the Company where small staffs exist to meet the multiple needs of the customers. In these situations, the Senior Technical Specialist functions as a "multiple discipline specialist" while referring the very in-depth, intricate work to the discipline-specific subject matter experts at the larger staffed locations. In short, the Senior Technical Specialist demonstrates the ability to lead, instruct and deal effectively with others (inside and outside of the Company) in the resolution of the most advanced problems by analyzing and making practical and acceptable application of various technical/scientific theory to accomplish accurate and usable outcome/design.</p> |
| SR TECHNICIAN-CE | <p>The Senior Technician performs the most advanced technical work, possibly as a lead employee. The technical work requires significant ingenuity and the ability to adapt standards and procedures to fit unique situations and problems. The technical work may include cost analysis; developing and analyzing system engineering alternatives; complex trouble-shooting; installation of control systems; recommending and implementing changes to computer hardware and software; performing advanced engineering design work by analyzing technical problems; performing highly advanced calculations of an electrical, mechanical, civil or structural nature that requires creativity in the application of various design formulae/theories; and interpreting test findings and determining required actions. The Senior Technician may plan and direct the work of other employees; write/maintain various instruction manuals; represent the Company to outside organizations; perform field engineering work as well as complex work orders and cost estimates; and schedule and coordinate work load with other departments/agencies. Typically, the Senior Technician would complete tasks within general policy (but often not covered by practices and procedures) while informing the supervisor of actions on an exception basis.</p> |

TRANSMISSION FUNCTION JOB TITLES DESCRIPTIONS

| Position Title in Current Department | Job Description |
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| SYS CONTROL SUPT | <p>The System Control Superintendent applies a comprehensive knowledge of electric system operations to supervise a team of System Controllers. The System Controllers are responsible for monitoring and operating the Transmission system, High Voltage Distribution (HVD) system and Low Voltage Distribution (LVD) system statewide 24/7, to ensure system operations are conducted in a safe, efficient and reliable manner as set forth by the policies, procedures and guidelines of Consumers Energy, NERC, ITC, MIOSHA, MPSC, MISO and RF. This position will supervise System Controllers and will be responsible for defining both short and long term departmental goals to ensure operational excellence within SC&EA. In addition, this position is responsible for providing developmental opportunities and career pathing for SC&EA employees to stabilize SC&EA's future.</p> |
| SYST OPERATOR I | <p>The System Operator I performs more complex analytical or administrative tasks associated with business processes and/or department specialization. The work is varied, requiring the application of advanced knowledge, applying skills such as analysis, planning, research, coordination, facilitation, and communication with employees and customers. Assignments have clear and specified objectives and require the investigation of variables and may require some originality and ingenuity to complete. These tasks are performed in an independent manner with minimal guidance. The System Operator I possesses and applies an in-depth knowledge of principles, practices, and procedures within the specialization to complete the more difficult assignments. The System Operator I may lead or mentor lower-level employees.</p> |
| SYST OPERATOR II | <p>The System Operator II performs complex analytical or administrative tasks associated with business processes and/or department specialization. The tasks involve application of established standards and procedures, and may involve researching, recommending and implementing changes to department procedures. The work is varied and complex in nature, applying skills such as analysis, planning, research, coordination, facilitation, and communication with customers or outside agencies. These tasks are performed in an independent manner. The System Operator II has a high-level understanding of the principles, practices and processes to complete the most complex assignments. The System Operator II may lead projects, or be designated as the management representative on corporate initiatives. The System Operator II may lead or mentor lower-level employees.</p> |

TRANSMISSION FUNCTION JOB TITLES DESCRIPTIONS

| Position Title in Current Department | Job Description |
|--------------------------------------|---|
| SYSTEM CONTROL SPECIALIST | <p>The System Control Specialist applies a comprehensive knowledge of electric operations to supporting SC&EA Real-Time operations 24/7. The System Control Specialists has a supporting role for the safe and effective administration of outages related to Consumers Energy's (CE) Transmission, High Voltage Distribution (HVD) and Low Voltage Distribution (LVD) electric system to include complying with all NERC standards applicable to CE's Transmission system.</p> <p>Scheduling - The System Control Specialists in the Scheduling group are responsible for conducting weekly scheduling meetings and field construction meetings to plan and evaluate outages for Transmission and HVD lines and substations, customer exits and the underground Metropolitan electric system. Effective and thorough communication and attention to detail is practiced during discussions with individuals and departments responsible for operations of substations, lines and interconnection points with transmission providers to assure scheduled work does not jeopardize system security. Scheduled Outages are prepared and coordinated to ensure outages are executed in a safe, efficient and reliable manner as set forth by the policies, procedures and guidelines of Consumers Energy and all applicable regulatory agencies that may include NERC, ITC, MIOSHA, MPSC, MISO and RFC.</p> <p>Training - The System Control Specialists in the Training group design, develop, implement and maintain a System Operator training plan for new and existing System Operators in full compliance with all applicable NERC, RFC and MISO standards. Personnel in this position also develop and implement plans, schedules, and tools required to establish and maintain a comprehensive program to support the NERC compliance program to ensure compliance with all applicable NERC standards within System Control and Electric Automation. System Control Specialists also document and track all System Operator training activities and earned NERC certified Continuing Education Hours (CEH) to insure all System Operators obtain the required number of CEH's as required to maintain their NERC certifications.</p> |

TRANSMISSION FUNCTION JOB TITLES DESCRIPTIONS

| Position Title in Current Department | Job Description |
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| SYSTEM OPERATIONS SUPT | <p>The System Operations Superintendent is a NERC Reliability Coordinator Certified position. This position manages the System Control Specialists in the Training and/or Scheduling groups of the department. The System Operations Superintendent also participates in the SCC statewide on-call rotation and provides support during storm events and/or system emergencies. System Control Specialists in the Training group apply a comprehensive knowledge of electric system operations and applicable NERC standards to effectively train employees in System Control & Electric Automation to become qualified Lead System Controllers, Schedulers, and System Controllers as well as develop and implement continuing training programs for each position. The System Operations Superintendent is responsible if assigned for managing the training staff, operation and training records to ensure that all System Operators are trained in accordance with the NERC standards as well as other department policies and procedures. System Control Specialists in the Scheduling group receive electric outage requests, interpret the request, investigate system ramifications, and verify desired outcomes with System Protection and Operations Engineering. The System Operations Superintendent is responsible if assigned for managing the scheduling staff and their operations for accurate output that directly impacts the safety of field personnel when working on lines, substations, protective relay settings, Underground Electrical (URD) and Metropolitan Underground outage requests. The System Operations Superintendent participates on various internal and external committees to provide interaction with outside groups related to analyzing past system events and future system outage requirements in accordance with NERC standards.</p> |
| TECH ANALYST I | <p>The Technical Analyst I performs standard technical analytical or administrative tasks associated with business processes and/or department specialization. The work is varied through basic in nature, applying skills such as analysis, planning, design, research, coordination, facilitation, and communication with customers on small projects or portions of larger projects. Assignments have clear and specified objectives and requires the investigation of variables and may require some originality and ingenuity to complete. These tasks involve the application of established standards and procedures.</p> |
| TECH ANL II | <p>The Technical Analyst II performs standard to moderately advanced technical analytical or administrative tasks associated with business processes and/or department specialization. The work is varied, though basic in nature, applying skills such as analysis, planning, design, research, coordination, facilitation, and communication with customers on small projects or portions of larger projects. Assignments have clear and specified objectives and require the investigation of variables and may require some originality and ingenuity to complete. These tasks involve the application of established standards and procedures. The Technical Analyst II may supervise or lead non-exempt employees.</p> |

TRANSMISSION FUNCTION JOB TITLES DESCRIPTIONS

| Position Title in Current Department | Job Description |
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| TECH SPEC I | <p>The Technical Specialist I typically requires four or more years of working experience in Technical Support. In addition, the working experience must be in the appropriate area of specialization. The Technical Specialist I performs advanced work in the area of specialization/discipline (refer to Technical Assistant III for examples of various specializations/disciplines) that requires independent judgment. The incumbent may adapt procedures, techniques, and functional theory to meet special needs. Further, considerable analysis and evaluation of alternative solutions to problems are normally performed. In short, the Technical Specialist I should exhibit the ability to interpret and analyze a wide variety of advanced technical/scientific problems, evaluate alternative courses of action, and recommend appropriate actions to resolve the complex issues/problems.</p> |
| TECHNICIAN I | <p>Under direct supervision, the Technician I performs a variety of standard/routine tasks and technical work following established procedures. Tasks performed may include collecting/calculating data; basic testing in the field of specialization; maintaining and repairing less complex equipment; calibrating instruments; preparing engineering drawings, maps, finished drawings, graphic exhibits (utilizing the appropriate electrical, mechanical or civil engineering design theory); environmental testing; developing and troubleshooting computer systems; laboratory testing; and performing standard calculations/calibrations in an accurate manner using established scientific formulae. In short, the Technician I would complete tasks within standard practices and procedures, while seeking advice of senior employees/supervisors on unusual situations. The Technician I may assist in analysis/design of more complex projects.</p> |
| TECHNICIAN II | <p>Under direct supervision, The Technician II interprets and applies non-routine technical requirements, recommends alternatives and takes corrective actions. Tasks performed may include collecting/calculating more complex data; advanced testing in the field of specialization; maintaining and repairing more complex equipment; calibrating instruments; preparing non-routine engineering drawings, maps, finished drawings, graphic exhibits (utilizing the appropriate electrical, mechanical or civil engineering design theory); non-routine environmental testing; developing and troubleshooting more complex computer systems; non-routine laboratory testing; and performing non-routine calculations/calibrations in an accurate manner using established scientific formula. In short, the Technician II would complete non-routine tasks within standard practices and procedures, while seeking advice of senior employees/supervisors on unusual situations. The Technician II may assist in analysis/design of more complex projects.</p> |

TRANSMISSION FUNCTION JOB TITLES DESCRIPTIONS

| Position Title in Current Department | Job Description |
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| TECHNICIAN III | <p>The Technician III performs a variety of complex tasks and technical work requiring ingenuity as to application of normal procedures. Tasks performed may include the evaluation of test or survey results; troubleshooting more complex equipment and/or computer systems; developing detailed engineering plans and specifications for the design of complex facilities and equipment; and consulting or advising on resolution of problems in various areas of scientific and technical fields as defined in the "Nature of Work" section. The Technician III may coordinate work with employees in other departments and/or external agencies. May direct the compilation of internal or government required reports. The Technician III may conduct field investigations; establish various procedures; lead or train lower-level employees; and direct the preparation of work orders and time and material cost estimates for review by Company Engineers. Typically, the Technician III would complete tasks by interpreting data and taking corrective action within general practices, procedures and programs; but would work under general supervision while seeking advice of senior employees/supervisors only on matters not covered by policy.</p> |