



## NON-BARGAINING UNIT JOB POSTING

**POST:  
Internal/External**

DIVISION: <b>Strategic Planning and Development</b>		DEPARTMENT: <b>Reliability Compliance and Market Operations</b>
MAXIMUM # OF OPENINGS: <b>1</b>	JOB TITLE: <b>CIP Compliance Engineer</b>	RATE: <b>Reliability Compliance &amp; Marketing Operations Grade 5 \$77,900 - \$104,615</b>
<b>GENERAL SUMMARY OF DUTIES:</b>	Responsible for developing and maintaining a compliance program that meets the requirements of the assigned North American Electric Reliability Corporation (NERC) Critical Infrastructure Protection (CIP) standards.	
<b>ESSENTIAL FUNCTIONS:</b>	<ul style="list-style-type: none"> <li>• Responsible for verifying that the Lansing Board of Water and Light (BWL) meet all NERC CIP Compliance requirements.</li> <li>• Able to articulate the compliance requirements of the NERC CIP standards to the BWL staff and management.</li> <li>• Keep BWL management and staff informed of changes that are occurring in compliance regulations.</li> <li>• Participate in the development of new or revised standards.</li> <li>• Develop and oversee the implementation of assigned compliance self-reports and mitigation plans.</li> <li>• Submit all required compliance self-certifications, data submittals, spot checks, and surveys as required by enforcement authorities.</li> <li>• Develop or assist in the development of training programs and the writing of procedures to maintain compliance.</li> <li>• Ensure that all compliance documentation is current and meets all assigned standard requirements.</li> <li>• Analyze current IT and Security operations work instructions and ensure the business processes in use meet or exceed the NERC standards.</li> <li>• Identify and prioritize areas of compliance requirements that must be monitored in order to ensure no lapse in compliance responsibilities occurs.</li> <li>• Review and monitor compliance work tasks that Subject Matter Experts (SME) must complete on a daily basis.</li> <li>• Foster a culture of compliance with areas involved with the CIP Program, and the organization as a whole.</li> <li>• Work with tracking programs to ensure that all requirements are current.</li> <li>• Develop a reporting method and routine that keeps management informed on BWL compliance issues.</li> <li>• Prepare and participate in compliance audits.</li> <li>• Prepare and participate in potential non-compliance assessments.</li> <li>• Provide evidence, testimony, documentation in support of settlement discussions and Hearing Proceedings.</li> <li>• Able to perform other duties as assigned to meet departmental requirements.</li> </ul>	
<b>JOB SPECIFICATIONS:</b> ➤ KNOWLEDGE ➤ SKILLS ➤ ABILITIES	<p><b>Minimum:</b> Bachelor's degree in Engineering, Engineering Technology, Computer Science or related field. 1 year of Cyber Infrastructure Program experience or other related technical experience. Must be assertive in a constructive manner, detail oriented, and have good leadership and problem solving skills. Must be able to work within uncertain or tight timelines. Be proficient in writing and have good public speaking skills. Have advanced Microsoft Word and Excel skills. <b>Undergo and pass the Personnel Risk Assessment background check requirements under the NERC CIP Program.</b></p> <p><b>Preferred:</b> At least 3 years' experience in Information Technology Infrastructure or other support, or experience with NERC compliance standards. Master's degree in Computer Science related field.</p>	
<b>PHYSICAL REQUIREMENTS:</b>	Ability to communicate in writing and orally with management, outside agencies, and other employees. Ability to enter and retrieve data from computerized, typed and written sources. Ability to sit for extended periods at a computer or while in meetings.	
<b>WORKING CONDITIONS:</b>	Generally, normal indoor office environment. Travel between buildings for meetings is required. Must be able to be on call on a rotational schedule. Must schedule vacations around job requirements. Some travel will be required.	
<b>TO APPLY:</b>	Email cover letter and resume to: <a href="mailto:bwljobs@lbwl.com">bwljobs@lbwl.com</a> , with CIP Compliance Engineer in the subject line, or mail cover letter and resume to: Human Resources – CIP Compliance Engineer, 1201 Washington Ave., Lansing, MI 48910. <b>Deadline for submission: 11/22/17</b>	

**THE BOARD OF WATER AND LIGHT IS AN EQUAL OPPORTUNITY EMPLOYER.**