

Barry T. Smitherman
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Commissioner

Kenneth W. Anderson, Jr.
Commissioner

W. Lane Lanford
Executive Director



Rick Perry
Governor

Public Utility Commission of Texas

JOB VACANCY ANNOUNCEMENT

SUBMIT STATE OF TEXAS APPLICATION to:

PUC Mail Room, 8th Floor, Rm 8-100, 1701 North Congress Avenue, Austin, TX 78701

JOB TITLE: Cyber Security Analyst*

JOB VACANCY NUMBER: 1862

DIVISION: Infrastructure & Reliability

SALARY: \$4,500 - \$5,417/month
(Commensurate with Qualifications)

SALARY GROUP: B20

CLASS TITLE: Utility Specialist I

CLASS #: 2093

OPENING DATE: September 10, 2009

CLOSING DATE: Open Until Filled

HOURS PER WEEK: 40

ESTABLISHED WORK HOURS: 8:00 – 5:00 M-F
(Flextime available with supervisory approval)

FLSA*: Exempt/Professional

TYPE: Full-time Part-time Temporary

PCN: 5500-22

*Positions exempt from the Fair Labor Standards Act (FLSA) will earn compensatory time off rather than overtime for hours in excess of 40 per week.

Resumes will not be accepted in lieu of completed state application. Only applicants who are interviewed will receive written non-selection notification.

****Note: Funding for this position comes from a U.S. Department of Energy grant that expires in August 2012. The PUC may eliminate this position at that time or any time before then. An employee in a federally funded position remains an at-will employee. The PUC does not promise continued employment after funding expires.***

GENERAL DESCRIPTION:

Make recommendations and advise the Commission and staff in proceedings that concern Cyber Security activities of electric utility operations. Responsible for evaluating Cyber Security activities of utilities. Evaluate the impact of Cyber Security on the Smart Electric Grid and on the reliability and service quality of retail electric providers and the transmission and distribution utilities. Work under minimal supervision with considerable latitude for the use of initiative and independent judgment.

ESSENTIAL FUNCTIONS:

- Make recommendations and advise the Commission and staff in proceedings involving Cyber Security for electric utilities, Smart Grid planning, service quality, energy assurance, and emergency management.
- Update energy assurance and emergency management rules and plans to incorporate Cyber Security.
- Assist with emergency management activities for telecom and electric utilities as a member of the PUC's Emergency Management Response Team.
- Review and evaluate the information technology of utilities including evaluation of Cyber Security protection plans.
- Provide information to utilities and the public regarding Commission rules, policies, and requirements as they relate to the above responsibilities.

(over)

Job Vacancy Notice #1862 (Continued)

ESSENTIAL FUNCTIONS (Continued):

- Participate with the staff of the Electric Reliability Council of Texas, the PUC's Oversight and Enforcement Division, and transmission service providers in the development, enforcement, and evaluation of federal Cyber Security standards.
- Participate with electric utilities and the State Operations Center on drills and exercises designed to test cyber security and emergency preparedness.
- Make recommendations concerning proposed rules and amendments to rules as they relate to the above job duties.

REQUIRED MINIMUM QUALIFICATIONS:

Education And Experience:

- Bachelor's degree from an accredited four (4) year college or university in business, engineering, computer science, information technology, or related field.

PREFERRED QUALIFICATIONS:

- Two (2) years work experience performing information technology related activities.
- Experience with an electric utility or electric regulatory agency.
- Familiar with cyber security aspects of electric utility operations.
- Familiar with physical security experience of electric utilities.

KNOWLEDGE, SKILLS AND ABILITIES:

- Working knowledge of utility legislation, Commission rules, policies and procedures.
- Skill in the use of PCs and Microsoft Word, Excel, Access or Power Point software programs.
- Ability to organize and coordinate work to meet deadlines.
- Ability to communicate complex concepts orally and in writing.
- Ability to work efficiently as a team member as well as independently.
- Ability to work harmoniously with the Commission staff members, the public, and other government agencies.

REMARKS:

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- Candidates invited to interview may be given a writing skills exercise.
- Copy of required official academic transcripts and/or licensures must be submitted with the job application or prior to the employment start date, if hired. Failure to provide required documentation will result in no further consideration for employment.
- If required for position, licensure as a Professional Engineer or to practice law in Texas will be verified on the selected candidate through either the Professional Board of Engineers or the State Bar of Texas.
- Some positions may require additional work hours including evenings, weekends, and/or holidays to meet critical deadlines.
- Employees are required to comply with agency policies and provisions outlined in the employee handbook.
- The job posting in no way states or implies that the duties listed above are exclusive. Employees are required to perform other duties as may be assigned.
- A satisfactory driving record is required for driving a state or personal vehicle to conduct agency business. Selected candidates will have their driving record evaluated in accordance with the Commission's Traffic Safety policy.
- The PUC has a *Post-Employment Restriction* – details furnished upon request.

The Public Utility Commission of Texas is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, national origin, sexual orientation, veteran status, age or disability in employment or the provision of services. A disabled individual requiring reasonable accommodation shall not be denied opportunity due to the disability. The applicant should communicate requests for reasonable accommodatio