

**PUBLIC UTILITY COMMISSION OF TEXAS  
JOB DESCRIPTION**

<b>Classified Title:</b> Planner III-V	<b>Class Code:</b> 0518-0520
<b>Working Title:</b> Critical Infrastructure Planner	<b>Salary Group:</b> B22, B24, B26
<b>Division:</b> Executive Director	<b>FLSA:</b> Exempt
<b>Supervisor:</b> Director, Critical Infrastructure Security & Risk Mgt.	<b>Date:</b> 10/06/23

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**GENERAL DESCRIPTION:**

Perform advanced planning and research work in the Critical Infrastructure Security and Risk Management (CISRM) section. Work involves developing plans, procedures, and reports on emergency management, homeland security, and public safety activities as well as providing technical assistance to program staff, utility personnel, governmental agencies, community organizations, and the public. Work also includes providing support at the Texas State Operations Center (SOC) during activations. Work under minimal supervision with considerable to extensive latitude for the use of initiative and independent judgment.

**ESSENTIAL FUNCTIONS:**

- Develop and maintain agency Emergency Operations Plan.
- Prepare situational reports, after-action reports, and process improvement plans.
- Assist in the planning and execution of the Public Utility Commission of Texas (PUCT) Energy Outreach Program events.
- Assist in the preparation of the PUCT Continuity of Operations Planning (COOP), Texas Homeland Security Strategic Plan, the Texas Division of Emergency Management (TDEM) State Emergency Management Plan, and other required plans.
- Prepare data reports as requested regarding disaster impacts to electric infrastructure including outage counts and restoration times.
- Provide technical assistance to utility personnel related to the maintenance of their emergency operations plans.
- Conduct planning and research projects.
- Develop short-range and long-range statewide plans, projects, or programs.
- Identify, define, and research issues of strategic importance.
- Provide information to utilities and the public regarding Commission rules, policies, and requirements as they relate to emergency management, homeland security, and public safety.
- Support agency activities in response to emergencies or disasters, including activations of the State Operations Center
- Participate with electric utilities and the State Operations Center on drills and exercises designed to test cybersecurity and emergency preparedness.
- Maintain training requirements as determined by the Texas Division of Emergency Management (TDEM) for responders to the State Operations Center.
- Stay current on emergency management, homeland security, and public safety issues as they affect the electric, telecommunications, water, and sewer utility industries.
- Conduct assessments on PUC emergency operation activities and provide recommendations for improvements.
- Participate in investigations and the preparation of reports.
- Participate in activities conducted by the Electric Reliability Council of Texas (ERCOT) and federal and state agencies.
- Minimal level of travel required.

- Demonstrate a spirit of teamwork, offering positive and constructive ideas, encouragement, support to other members of the staff and team, and respond professionally to constructive feedback from others, while upholding the PUC's mission and core values.
- Adhere to all PUC personnel policies and division procedures and perform other work as assigned.

### **REQUIRED MINIMUM QUALIFICATIONS:**

- Planner III: Graduation from an accredited four (4) year college or university with a bachelor or post-graduate degree in public policy, homeland security, business administration, emergency management or related field **and** a minimum of one (1) year of full-time work experience in a position involving utilities, emergency management, homeland security, public safety or regulatory analysis.
- Planner IV - Graduation from an accredited four (4) year college or university with a bachelor or post-graduate degree in public policy, homeland security, business administration, emergency management or related field **and** a minimum of two (2) years of full-time work experience in a position involving utilities, emergency management, homeland security, public safety or regulatory analysis.
- Planner V - Graduation from an accredited four (4) year college or university with a bachelor or post-graduate degree in public policy, homeland security, business administration, emergency management or related field **and** a minimum of three (3) years of full-time work experience in a position involving utilities, emergency management, homeland security, public safety or regulatory analysis.

### **PREFERRED QUALIFICATIONS:**

- Prior experience with a state government agency.
- Prior experience working with a utility company.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Must possess required knowledge, skills, abilities, and experience and be able to explain and demonstrate, with or without accommodations, that the essential functions of the job can be performed.

- Knowledge of emergency management, practices, procedures, and regulations; and of incident response program practices and procedures.
- Strong IT skills including knowledge on hardware, software, networks, and data centers.
- Critical thinking skills, problem solving aptitude.
- Public speaking and presentation skills.
- Skill in the use of personal computers and Microsoft Word and other software programs.
- Ability to analyze complex security issues in diverse and decentralized environments.
- Ability to manage multiple concurrent objectives, projects, groups, or activities, making effective judgments as to prioritizing and time allocation.
- Ability to meet deadlines.
- Ability to effectively communicate complex concepts orally and in writing.
- Ability to assimilate and use diverse, complex information to advance the Commission's goals.
- Ability to work efficiently independently or as a team member, depending on the particular assignment.
- Ability to work harmoniously with Commission personnel, industry stakeholders, customers, personnel of the legislature, other government agencies, and the public.
- Ability to work overtime as needed.
- Ability to attend work regularly and adhere to approved work schedule.

### **TELECOMMUTING ELIGIBILITY:**

- This position is eligible for telecommuting up to five (5) days a week but may require team members to come into the office for scheduled meetings, and there may be unscheduled requests with appropriate notice for any PUC business need.
- If approved to telecommute, must have a secure workspace with Internet service, ability to maintain a reliable consistent work schedule and be available for weekly meetings and group collaboration via Microsoft Teams and other applications during regular business hours.

### **PHYSICAL AND COGNITIVE REQUIREMENTS AND WORKING CONDITIONS:**

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

This position primarily performs sedentary office work. It requires extensive use of computer, copiers, printers, telephone and requires communication with staff and the public. This position also requires cognitive abilities consistent with the essential functions and with the knowledge, skills and abilities; requiring the ability to learn, recall, and apply practices and policies. It requires the stamina to maintain attention to detail despite interruptions.

Work is performed in a standard office environment and requires:

- Regular and punctual attendance.
- Frequent use of personal computer, copiers, printers and telephones.
- Frequent sitting.
- Frequent work under deadlines, as a team member, and in direct contact with others.
- Occasional moving and lifting objects up to 10 pounds.

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JOB DESCRIPTION ACKNOWLEDGMENT**

**CRITICAL INFRASTRUCTURE PLANNER** is an at-will employment position. It is, therefore, employment for no specified term of months or years, not under contract, and able to be terminated by the employee or the Public Utility Commission of Texas (PUCT) at any time for any reason other than those prohibited by state and federal law. The PUCT may use a system of progressive discipline prior to or instead of termination, but it is not required to do so.

The information provided below is not to be considered a contract. Its primary purpose is to provide an inclusive job description for the position of **CRITICAL INFRASTRUCTURE PLANNER** of the PUCT. It is also intended to provide background information to any member of the general public regarding the duties of **CRITICAL INFRASTRUCTURE PLANNER**.

An employee, by signing below, acknowledges that he or she has read the entire job description and understands the nature of at-will employment and the duties of the position.

SIGNATURES: *(Please sign and return the signed job description and the electronic file to Human Resources.)*

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature