

Regulatory Compliance Officer

Columbia Basin Hydropower

Ephrata, WA

Columbia Basin Hydropower (CBHP) seeks a candidate to succeed the current Regulatory Compliance Officer who will be retiring in late 2025. The Regulatory Compliance Officer is responsible for oversight, direction, and coordination of CBHP regulatory compliance programs to ensure adherence with State and Federal laws, regulations, and standard requirements.

CBHP operates and maintains five hydroelectric projects with a total capacity of 129 MW and provides FERC liaison support for two additional hydro projects owned by the three Columbia Basin Irrigation Districts. CBHP employs 25 management and craft workers and has an annual O&M budget of \$6 million.

The position is located in Ephrata, WA. Salary is dependent on qualifications and experience. CBHP provides a comprehensive benefit package, including medical, dental, vision, and Washington State PERS retirement plan. Job description and application process can be found on the CBHP website: www.cbhydropower.org.

TO APPLY: Send resume, salary expectations, and three work references no later than June 30, 2025, to CBHP Secretary-Manager, 107 D Street NW, Ephrata, WA, 98823. Or email to: jobs@cbhydropower.org.

AD CLOSES: June 30, 2025

Job Description

Job Title: Regulatory Compliance Officer

Department: Technical Information

Supervisor: Secretary-Manager

FLSA Status: Exempt

Salary Range: \$96,909 - \$151,001 D.O.Q.

Summary: The Regulatory Compliance Officer is responsible for oversight, direction, and coordination of CBHP regulatory compliance programs to ensure adherence with State and Federal laws, regulations, and standard requirements. These include but are not limited to: North American Electric Reliability Corporation (NERC), Western Electricity Coordinating Council (WECC) standards, Western Renewable Energy Generation Information System (WREGIS) administration, Federal Energy Regulatory Commission (FERC) dam safety standards and licensing, U.S. Energy Information Administration (EIA) reporting, and will perform other duties as assigned.

Essential Duties and Responsibilities

The following duties are performed personally or through direction and collaboration with other CBHP employees, agencies, contractors, and consultants:

- Communicate with FERC, NERC, WECC, WREGIS, and other regulatory bodies, ensuring timely reporting and compliance.
- Coordinate and administer various regulatory filings, such as NERC/WECC Periodic Data Submittals, MIDAS reporting, EIA 860/923A reporting, as well as FERC licensing and dam safety.
- Work in partnership with CBHP personnel on FERC, NERC, and other regional reliability compliance matters to facilitate overall regulatory compliance.
- Lead and/or conduct compliance reviews, gap analyses, event investigations, risk assessments, enforcement proceedings, internal controls evaluations, etc.
- Support/lead regulatory initiatives such as, NERC/Regional Entity self-certifications, spot checks, gap analyses, and audits using the NERC Align portal and Secure Evidence Locker (SEL).
- Develop and deliver compliance training to CBHP personnel.
- Oversee contractor/vendor regulatory adherence.
- Maintain compliance records and documentation.
- Participate in industry and trade groups to share information and benchmark compliance programs against best practices.

- Maintain knowledge of developments or changes in regulatory agencies to provide interpretation and guidance on how CBHP could be affected.
- Research, review, and communicate new or revised compliance standards for requirements that apply to CBHP and inform Subject Matter Experts and internal stakeholders of pertinent regulatory obligations.
- Provide specialized technical expertise and support for compliance program development and compliance performance tracking and reporting.
- Ensure CBHP regulatory manuals and programs are current and reviewed annually.
- Oversee an annual review of all NERC compliance documentation and evidence to ensure accuracy and completeness. Gathers Subject Matter Expert (SME) and Manager approvals of annual review.
- Conduct proactive compliance and operational risk assessments to identify potential areas of non-compliance. Collaborates with various stakeholders to provide direction and implement sound business decisions.
- Review one-line diagrams, models, engineering drawings, protection system documents, studies, and other technical information to determine compliance.
- Analyze published NERC lessons learned, enforcement actions, and other regulatory developments to determine business impacts and develop appropriate plans to implement relevant actions.
- Acts as liaison between contracted NERC compliance consultants, field personnel, company management, and board of directors.

Knowledge, Skills, and Abilities

An individual in this position should demonstrate the following competencies:

Knowledge:

- Principles and practices related to the use of computer systems, internet, and Microsoft based software applications.
- Use and function of computerized maintenance management software (CMMS).
- Document imaging and engineering copier proficiency.

Skills:

- Professional skills needed include strong organizational, verbal, and written communication skills.
- A high level of computer literacy is required for this position.
- Uses technology to increase productivity.
- Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information; develops alternative solutions.

- Project Management – Develops project plans; coordinates projects; communicates changes and progress; manages project team activities.
- Quality Management – Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness.
- Delegation – Delegates work assignments; matches the responsibility to the person; gives authority to work independently; sets expectations and monitors delegated activities.
- Dependability – Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments, commits to flexible schedule when necessary to meet goals.

Abilities:

- Expresses ideas and concepts well, both verbally (in person and by telephone) and in writing.
- Exhibits good listening skills and comprehension; keeps others adequately informed; selects and uses appropriate communication methods
- Must be able to read, analyze, and interpret technical procedures and governmental regulations.
- Ability to read, comprehend, and write technical documents and procedure manuals.
- Must be able to effectively present information and respond to questions both internally, and externally to contractors, power purchasers, or regulatory agencies.
- Ability to learn new skills and adapt to new technologies.
- This position requires minimal supervision.

Education and/or Experience

College or university program certificate or bachelor's degree; four to six years related experience and/or training; or equivalent combination of education and experience. (preferred)

Physical Demands

Must be able to accomplish the physical requirements of the job with reasonable accommodations.

- Activities include extended periods of sitting and extensive work at a computer monitor.
- Employee will also be required to adhere to varying amounts of the following: standing, walking, bending, squatting, and lifting. May be required to lift, carry, and move up to 50 lbs.
- Will occasionally work at heights, climb ladders, stairways, and work from platforms.
- Will be required to wear personal protective equipment (PPE) at times, including, but not limited to: hard hat, safety glasses/goggles, hearing protection, gloves, safety shoes, and flotation device.

Work Environment

- Work is generally performed inside in an office environment.
- Occasional trips to company power plants or outside work is required. Appropriate clothing for the work location is mandatory.
- Noise levels can be moderate to high when on site.
- Job sites contain light to heavy equipment, energized high and low voltage equipment, high pressure pneumatic and hydraulic equipment, communication equipment, and alarm systems.
- Travel to regulatory meetings, conferences, and training is required periodically.