



RELIABILITY FIRST

**CRITICAL INFRASTRUCTURE PROTECTION (CIP)
TECHNICAL AUDITOR
JOB DESCRIPTION**

FLSA Category: Salaried, Exempt

Purpose of Your Job Position

The primary purpose of your job position is to support the Compliance Monitoring and Enforcement Programs by supporting Compliance Monitoring Processes (CMPs) and by performing compliance reviews and assessments (Audits) of utility industry stakeholders, within the ReliabilityFirst footprint, assessing their performance in the area of Cyber Security for systems within the Bulk Electric System (BES) and assessing their compliance with NERC Critical Infrastructure Protection (CIP) Standards.

Job Functions

Every effort has been made to make your job description as complete as possible. However, it in no way states or implies that these are the only duties you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or is a logical assignment to the position.

Major Duties and Responsibilities

1. Perform day-to-day activities associated with the completion of CMPs to include on-site, off-site and spot check audits of CIP Standards.
2. Coordinate information gathering and dissemination related to performance of CIP Compliance audits.
3. Assist audit teams and the Team Lead / Audit Team Lead (ATL) with conducting the CIP Compliance Audit according to the ATL Checklist and ReliabilityFirst Audit Processes.
4. Perform functions of the Team Lead or ATL, when requested, which can include being main contact person for audit, coordinating and facilitating pre-audit / onsite / offsite reviews, responsible for opening and closing meetings, completing ATL Checklist, completing final report and possible violation summary forms, (when applicable) ensuring accuracy and submission of this documentation to all required parties.
5. Prepare and utilize necessary pre-audit, on-site / off-site and post audit documentation (i.e. ATL Checklist, QRSAs, Evidence Requests, CMP Workbook and Audit Report, etc.), as required.
6. Give presentations of audit results (i.e. findings, recommendations, areas of concern, process, etc.), as required.
7. Perform report writing and ensure audit reports are completed and distributed, following an audit, in accordance to established milestones and timelines within the Compliance Monitoring and Enforcement Program.
8. Support the development of possible violation summaries resulting from an audit.
9. Support processing of Technical Feasibility Exceptions, as assigned.
10. When necessary, perform analyses of individual entities or groups of entities to determine areas where compliance to selected standards has been challenged and support action plans to address the challenges.
11. Support Intra-departmental initiatives in collaboration with the Enforcement, Compliance Services & Investigations, and Operations & Planning groups, as required.
12. Become Subject Matter Expert (SME) on CIP Standards and Related Matters.
13. Provide Subject Matter Expertise / technical support to Enforcement department regarding Self Report assessments (as required) and mitigation plan acceptance and verifications objectives including the review of evidence to confirm the entity's return to compliance.
14. Participate as a team member in registered entity certifications as assigned.
15. Participate as a team member in an assist visit, event analysis and/or compliance investigation as assigned.
16. Ensure an auditor approach and perspective to the interpretation and application of CIP standards.
17. Support departmental / personal initiatives to meet established corporate goals and personal development goals.
18. Participate within ERO Activities and Working Groups, as requested.
19. Other tasks and activities, as assigned

General Duties and Responsibilities

1. Attend and participate in workshops, seminars, etc. to keep abreast of current changes in industry matters, as well as to maintain a professional status (if applicable).
2. Represent the company at and participate in internal and external meetings, committees, working groups, etc., as directed.
3. Participate in the orientation of new employees to the company, as requested.
4. Ability and willingness to travel approximately 30% of time.
5. Promote a positive work environment.
6. Perform administrative requirements such as completing necessary forms, reports, etc., and submitting to applicable entities.
7. Perform other related duties that may become necessary and/or appropriate.

Educational/Experience Requirements

1. Bachelor degree in Computer Science, Information Systems / Security, Computer or Systems Engineering, or related technical field with 4 - 6 years of related experience OR no degree with at least 6 years of related experience/education resulting in demonstrated ability to perform the major duties required.
2. Working knowledge in the operation or planning of the Bulk Electric System (BES) and supporting technologies.
3. Knowledge of and experience with Microsoft Office is strongly preferred.
4. NERC Auditor training required.
5. Certifications/Licensures pertinent to Cyber Security desirable (e.g. CISSP, CISA, GIAC, etc. from established Information Security providers e.g. ISC², ISACA, SANS)
6. PE license, regulatory experience, and/or auditor certification a plus.

Specific Requirements

1. Must be able to read, write, speak and understand the English language.
2. Must possess excellent verbal and written communication skills.
3. Must possess excellent time-management skills and be detail-oriented.
4. Must possess the ability to make independent decisions when circumstances warrant such action.
5. Must interact tactfully and professionally with all personnel including co-workers, visitors, government entities/personnel and the general public.
6. Must possess the ability to plan, organize, develop, implement, and interpret the company goals, objectives, policies and procedures, etc.
7. Must function independently, have flexibility, personal integrity, the ability to perform duties and work effectively with others.
8. Must possess the ability to adapt to new methods and principles and be willing to incorporate them into existing practices when and if needed.
9. Must be knowledgeable of computer systems, calculators, system applications, and other office equipment.

Physical and Sensory Requirements

(With or without a reasonable accommodation)

1. Must be able to move intermittently throughout the work day.
2. Must be able to cope with the mental and emotional stress of the position.
3. Must possess sight/hearing senses or use prosthetics that will enable these senses to function adequately so that the requirements of the position can be fully met.
4. May be required to lift, push and/or pull heavy objects occasionally.

Reporting Relationship

Reports to the Manager - CIP Monitoring.

ACKNOWLEDGMENT

I have read this job description and fully understand the requirements set forth therein. I hereby accept the position of CIP Technical Auditor and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability. I will abide by the Code of Conduct, Security Policies and any other ReliabilityFirst Policies and Procedures.

I further understand that my employment is at-will, and thereby understand that my employment may be terminated at-will by the company or myself, and that such termination can be made with or without notice.

Signature – CIP Technical Auditor

Date

Signature – Manager - CIP Monitoring

Date

ORIGINAL: 5/2011

REVISED: 08/2014