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## Career Bands, Career Levels, Functions and Disciplines

### Career Level General Profiles

*(Global Grade Alignment and Differentiators included for reference - do not report Global Grades)*

#### Supervisory/Management Career Band (M)

##### M5 Senior Group Manager (aligns with Global Grade 17)

- Applies only to large international or global organizations
- Provides leadership and direction through Group and/or Senior Managers
- Is accountable for the performance and results of:
  - A large, strategically important function in an extremely large market
  - Diverse disciplines or departments within a large geography or division
  - A large, strategically important discipline within a major region
  - A medium-sized global corporate discipline or department
- Develops, adapts and executes functional or departmental strategy to achieve key business objectives in area of responsibility
- Decisions are guided by organization and functional strategies and objectives

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##### M4 Group Manager (aligns with Global Grade 16)

- Provides leadership and direction through Senior Managers and Managers
- Is accountable for the performance and results of:
  - A large, strategically important discipline in an extremely large market
  - Related disciplines or a medium-sized function in a large market or medium-sized division
  - A medium-sized discipline or department in a major region
- Adapts and executes functional or departmental business plans and contributes to the development of functional or departmental strategies
- Decisions are guided by functional strategies and priorities

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##### M3 Senior Manager (aligns with Global Grades 14 and 15)

- Provides leadership to managers, supervisors and/or professional staff
- Is accountable for the performance and results of multiple related units
- Develops departmental plans, including business, production and/or organizational priorities
- Controls resources and policy formation in area of responsibility
- Decisions are guided by resource availability and functional objectives

##### Global Grade 15 Differentiators

- Looks beyond existing methodologies and own discipline to define and resolve complex problems
- Develops plans and delivers results in fast-changing businesses and/or regulatory environments
- Provides input to functional or departmental strategy
- Manages large, potentially diverse teams of managers and/or senior professionals
- In Global Grade 16 or 17 organizations, typically contributes directly to business priorities and planning

##### Global Grade 14 Differentiators

- Identifies applications of functional knowledge and existing methodologies to complex problems
  - Manages large teams of professionals and/or junior managers
  - In Global Grade 16 or 17 organizations, typically has accountability for a function
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## Career Bands, Career Levels, Functions and Disciplines

### Career Level General Profiles (continued)

*(Global Grade Alignment and Differentiators included for reference - do not report Global Grades)*

#### Supervisory/Management Career Band (M) (continued)

##### M2 Manager (aligns with Global Grades 12 and 13)

- Manages professional employees and/or supervisors or supervises large, complex technical or business support or production operations team(s)
- Is accountable for the performance and results of a team within own discipline or function
- Adapts departmental plans and priorities to address resource and operational challenges
- Decisions are guided by policies, procedures and business plan; receives guidance from senior manager
- Provides technical guidance to employees, colleagues and/or customers

##### Global Grade 13 Differentiators

- Accountable for the budget, performance and results of a medium-sized team or multiple small teams
- Exercises full management authority, including performance reviews, pay decisions, recruitment, discipline, termination and other personnel actions
- Addresses issues with impact beyond own team based on knowledge of related disciplines

##### Global Grade 12 Differentiators

- Accountable for results of a small team
- Exercises limited management authority; sets employee performance objectives, conducts performance reviews and recommends pay actions
- Defines team operating standards and ensures essential procedures are followed based on knowledge of own discipline

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##### M1 Supervisor (aligns with Global Grades 10 and 11)

- Coordinates and supervises the daily activities of business or technical support or production team
- Sets priorities for the team to ensure task completion; coordinates work activities with other supervisors
- Decisions are guided by policies, procedures and business plan; receives guidance and oversight from manager
- Typically does not spend more than 20% of time performing the work supervised

##### Global Grade 11 Differentiators

- Accountable for the results of a large and/or moderately complex support or production operations team including subordinate work leaders
- Applies acquired expertise to analyze and solve problems without clear precedent
- Provides input on resource planning and policy development
- Coaches team members on performance, completes employee performance evaluations and recommends pay actions

##### Global Grade 10 Differentiators

- Accountable for the results of medium-sized routine support or production operations teams
  - Solves problems based on practice and precedent
  - Trains team members and provides input to employee performance evaluations
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## Career Bands, Career Levels, Functions and Disciplines

### Career Level General Profiles (continued)

*(Global Grade Alignment and Differentiators included for reference - do not report Global Grades)*

#### Professional Career Band (P)

##### P6 Renowned Expert (aligns with Global Grades 16 and 17)

- Is recognized as an external thought leader within strategic function or discipline
- Influences the strategy to address internal or external business and regulatory issues
- Proactively identifies, defines and solves the most complex problems that impact the management and direction of the business
- Significantly influences functional strategy; may participate in the development of the product or division strategy
- Leads multidisciplinary projects or initiatives
- Progression to this level is typically restricted on the basis of individual capabilities and business requirements

##### Global Grade 17 Differentiators

- Only applies to large international or global businesses
- Contributes as top thought leader worldwide, whose achievements include major innovations that change and advance the industry and/or profession
- Leads the largest projects/initiatives that have a significant impact upon a complex, global business

##### Global Grade 16 Differentiators

- Typically found in Global Grade 18 or higher organizations
- Contributes thought leadership and innovation that influences change and advancement of the industry and/or profession
- Leads large projects/initiatives that impact the business on a domestic or international scale

##### P5 Master (aligns with Global Grade 15)

- Is recognized as an expert within the organization, both within and beyond own function
- Anticipates internal and/or external business challenges and/or regulatory issues; recommends process, product or service improvements
- Solves unique and complex problems that have a broad impact on the business
- Contributes to the development of functional strategy
- Leads project teams to achieve milestones and objectives
- Progression to this level is typically restricted on the basis of business requirements
- Operates with no supervision in a complex environment

##### P4 Specialist (aligns with Global Grades 13 and 14)

- Is recognized as an expert in own area within the organization
- Requires specialized depth and/or breadth of expertise
- Interprets internal or external business issues and recommends solutions/best practices
- Solves complex problems; takes a broad perspective to identify solutions
- Works independently, with guidance in only the most complex situations
- Progression to this level is typically restricted on the basis of business requirement

##### Global Grade 14 Differentiators

- Identifies applications of functional knowledge and existing methodologies to complex problems
- Serves as an expert within own function
- Leads functional teams or projects and serves as a best practice/quality resource

##### Global Grade 13 Differentiators

- Guides others in resolving complex issues in specialized area based on existing solutions and procedures
- Serves as an expert within own discipline
- Serves as a resource for best practices/quality on functional teams or projects
- Trains/mentors junior staff

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## Career Bands, Career Levels, Functions and Disciplines

### Career Level General Profiles (continued)

*(Global Grade Alignment and Differentiators included for reference - do not report Global Grades)*

#### Professional Career Band (P) (continued)

##### P3 Career (aligns with Global Grades 11 and 12)

- Requires in-depth knowledge and experience
- Solves complex problems; takes a new perspective using existing solutions
- Works independently; receives minimal guidance
- Acts as a resource for colleagues with less experience
- Represents the level at which career may stabilize for many years or even until retirement

##### Global Grade 12 Differentiators

- Uses best practices and knowledge of internal or external business issues to improve products/services or processes
- Typically resolves complex problems or problems where precedent may not exist
- Often leads the work of project teams; may formally train junior staff
- Works independently

##### Global Grade 11 Differentiators

- Contributes to process improvements
- Typically resolves problems using existing solutions
- Provides informal guidance to junior staff
- Works with minimal guidance

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##### P2 Intermediate (aligns with Global Grade 10)

- Requires knowledge and experience in own discipline; still acquiring higher level knowledge and skills
- Builds knowledge of the organization, processes and customers
- Solves a range of straightforward problems
- Analyzes possible solutions using standard procedures
- Receives a moderate level of guidance and direction

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##### P1 Entry (aligns with Global Grades 8 and 9)

- Performs routine assignments in the entry level of the Professional Career Band
- Typically requires a college or university degree or the equivalent work experience that provides knowledge and exposure to fundamental theories, principles and concepts
- Develops competence by performing structured work assignments
- Uses existing procedures to solve routine or standard problems
- Receives instruction, guidance and direction from others

##### Global Grade 9 Differentiators

- Has limited discretion to vary from established procedures
- Has limited work experience involving basic concepts and procedures
- Works under general supervision

##### Global Grade 8 Differentiators

- Has no discretion to vary from established procedures
  - Has no related work experience or has work experience but requires formal training in theories/concepts in own function
  - Works under close supervision
  - Entry-level graduate in the "probationary" period
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## Career Bands, Career Levels, Functions and Disciplines

### Career Level General Profiles (continued)

*(Global Grade Alignment and Differentiators included for reference - do not report Global Grades)*

#### Customer/Client Management and Sales Career Band (S)

##### S6 Elite Expert (aligns with Global Grades 16 and 17)

- Is recognized externally as a leading sales strategist and business expert, with highly sophisticated understanding of customer needs and competitors' offerings
  - Is recognized internally as a role model and leader in planning and executing successful sales strategies for the organization's largest and most complex clients or markets
  - Develops and implements new and innovative approaches to the sales process, including negotiation of sales and service terms, and approaches to account management and utilization of resources
  - Leads projects or initiatives that extend beyond the sales organization
  - Progression to this level is typically restricted on the basis of individual capabilities and business requirements
- Global Grade 17 Differentiators**
- Only applies to large international or global businesses
  - Manages largest, most strategically important global accounts in a very large organization
  - Develops market (including new market) and account sales strategies
  - Is recognized as one of the top sales producers in a global organization and in the wider industry
- Global Grade 16 Differentiators**
- Typically found in Global Grade 18 or higher organization
  - Manages large, complex or international accounts in a medium to large organization
  - Is recognized as a major sales producer in an international business

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##### S5 Senior Expert (aligns with Global Grade 15)

- Has an extremely deep understanding of business, financials, products/services, the market and the needs/challenges of assigned accounts; develops colleagues' and customers' understanding; is recognized as an expert in many areas
  - Works with large, important or global accounts
  - Has full authority/opportunity to set and negotiate product/service terms
  - Plans own account management approach and has input into colleagues' approaches; manages own and often others' resources
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## Career Bands, Career Levels, Functions and Disciplines

### Career Level General Profiles (continued)

*(Global Grade Alignment and Differentiators included for reference - do not report Global Grades)*

#### Customer/Client Management and Sales Career Band (S) (continued)

##### S4 Expert (aligns with Global Grades 13 and 14)

- Has a deep understanding of business, financials, products/services, the market or the needs/challenges of assigned accounts
- Develops colleagues' and customers' understanding
- Recognized as an expert in one or more areas
- Complexity is extremely high (territory/account, products/services, sales or account management process); serves as team lead
- Has extremely high authority/opportunity to set and negotiate product/service terms
- Plans own territory or account approach and has input into colleagues' approaches; manages own and often others' resources

##### Global Grade 14 Differentiators

- Most clients are substantial, high profile accounts spanning broad geographic areas, representing significant revenue and having diverse and complex needs
- Negotiates sales terms with considerable discretion at high levels of client organizations
- Leads medium to large sales teams, but without supervisory authority
- Is recognized as a best practice expert in several business/sales/product/service areas

##### Global Grade 13 Differentiators

- Some clients are high profile accounts spanning broad geographic areas, representing significant revenue and having diverse and complex needs
- Negotiates sales terms with moderate discretion within policy guidelines
- Leads small to medium sales teams, but without supervisory authority

##### S3 Career (aligns with Global Grades 11 and 12)

- Has a solid understanding of business, financials, products/services, the market and the needs of assigned accounts; may help develop colleagues' understanding; may be recognized as an expert in one area
- Complexity is high (territory/account, products/services, sales or account management process); may serve as team lead
- Has high level of authority/opportunity to set and negotiate product/service terms
- Plans own territory or account approach and manages own resources

##### Global Grade 12 Differentiators

- Manages accounts in a large domestic or small multi-country territory
- Recognized internally as an expert in an aspect of business, financials, products/services, the market and the needs of assigned accounts
- Typically leads a small sales team but without supervisory authority
- Trains and mentors junior staff

##### Global Grade 11 Differentiators

- Manages a medium domestic territory
- Develops expertise in an aspect of business, financials, products/services, the market and the needs of assigned accounts
- Leads a small sales team on an ad hoc basis to meet specific client needs
- Provides informal guidance to junior staff

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## Career Bands, Career Levels, Functions and Disciplines

### Career Level General Profiles (continued)

*(Global Grade Alignment and Differentiators included for reference - do not report Global Grades)*

#### Customer/Client Management and Sales Career Band (S) (continued)

##### S2 Intermediate (aligns with Global Grade 10)

- Is developing an understanding of business, financials, products/services, the market or account needs
- Complexity is moderate (territory/assigned accounts, products/services, sales or account management process)
- Has moderate authority/opportunity to set and negotiate product/service terms
- Is beginning to plan own territory or account approach and monitor resources

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##### S1 Entry (aligns with Global Grades 8 and 9)

- Has general awareness of business, financials, products/services and the market
- Complexity is limited (territory/account, products/services or sales process)
- Has very limited authority/opportunity to set and negotiate product/service terms
- Relies on manager to provide planning and manage resources

##### Global Grade 9 Differentiators

- Has structured direct contact with clients and limited authority for negotiation
- Has general knowledge of assigned products and services
- Has limited work experience involving basic concepts and procedures

##### Global Grade 8 Differentiators

- Has limited direct contact with clients and no authority for negotiation
  - Develops basic understanding of products and services through on-the-job training
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## Career Bands, Career Levels, Functions and Disciplines

### Career Level General Profiles (continued)

*(Global Grade Alignment and Differentiators included for reference - do not report Global Grades)*

#### Technical Support Career Band (T)

##### T4 Lead (aligns with Global Grades 9 and 10)

- Has advanced and specialized expertise, typically developed through a combination of job-related training and considerable on-the-job experience
- Completes assignments and facilitates the work activities of others; may coordinate work beyond own area
- Proposes improvements to processes
- Acts as a lead, coordinating the work of others but is not a supervisor
- Works autonomously within established procedures and practices

##### Global Grade 10 Differentiators

- Leads one or more teams in the performance of a variety of tasks that are often complex
- Spends a majority of working time performing the same work processes and activities as employees on team
- Analyzes complex technical problems and delivers solutions where precedent may not exist

##### Global Grade 9 Differentiators

- Leads a team in the performance of a variety of tasks that are often routine
- Spends most of working time performing the same work activities as employees on team
- Solves problems of a recurring nature

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##### T3 Senior (aligns with Global Grades 7 and 8)

- Has developed proficiency in a range of processes or procedures through job-related training and considerable on-the-job experience
- Completes a variety of atypical assignments
- Works within defined processes and procedures or methodologies and may help determine the appropriate approach for new assignments
- Works with a limited degree of supervision
- Acts as an informal resource for colleagues with less experience

##### Global Grade 8 Differentiators

- Performs highly complex and varied tasks
- Typically has specialized external certification
- Guides and supports junior team members; may assist in their formal orientation and training

##### Global Grade 7 Differentiators

- Performs moderately complex and varied tasks
- May have specialized external certification
- Guides junior team members

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##### T2 Intermediate (aligns with Global Grade 6)

- Expands skills in own work area within an analytical/scientific method or operational process
- Applies experience and skills to complete assigned work within own area of expertise
- Works within standard operating procedures and/or scientific methods
- Works with a moderate degree of supervision

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##### T1 Entry (aligns with Global Grade 5)

- Has basic skills in an analytical or scientific method or operational process
  - Works within clearly defined standard operating procedures and/or scientific methods and adheres to quality guidelines
  - Works with close supervision
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## Career Bands, Career Levels, Functions and Disciplines

### Career Level General Profiles (continued)

*(Global Grade Alignment and Differentiators included for reference - do not report Global Grades)*

#### Business Support Career Band (U)

##### U4 Lead (aligns with Global Grades 8 and 9)

- Has developed expertise in a variety of work processes or activities typically developed through a combination of job-related training and considerable on-the-job experience
  - Typically acts as a lead, coordinating the work of others, but not a supervisor
  - Works autonomously within established procedures and practices
  - Anticipates patterns and links; looks beyond the immediate problem to the wider implications
  - Generates new and innovative solutions to complex problems
- Global Grade 9 Differentiators**
- Leads one or more teams in the performance of a variety of tasks that are often complex
  - Spends a majority of working time performing the same work processes and activities as employees on team
  - Analyzes complex problems and delivers solutions where precedent may not exist
- Global Grade 8 Differentiators**
- Leads a team in the performance of a variety of tasks that are often routine
  - Spends most of working time performing the same work activities as employees on team
  - Solves problems of a recurring nature

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##### U3 Senior (aligns with Global Grade 7)

- Has developed specialized skills or is multi-skilled through job-related training and considerable on-the-job experience
- Completes work with a limited degree of supervision
- Likely to act as an informal resource for colleagues with less experience
- Identifies key issues and patterns from partial/conflicting data
- Takes a broad perspective to problems and spots new, less obvious solutions

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##### U2 Intermediate (aligns with Global Grade 6)

- Has developed knowledge and skills through formal training or considerable work experience
- Entry level often for those with work experience in the skill area
- Works within established procedures with a moderate degree of supervision
- Identifies the problem and all relevant issues in straightforward situations, assesses each using standard procedures and makes sound decisions

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##### U1 Entry (aligns with Global Grades 4 and 5)

- Entry level job with little or no prior relevant work experience
  - Acquires basic skills to perform routine tasks
  - Work is prescribed and completed with little autonomy
  - Works with either close supervision or under clearly defined procedures
- Global Grade 5 Differentiators**
- Has limited prior relevant training or work experience
  - Has limited discretion to vary from established procedures
- Global Grade 4 Differentiators**
- Has no prior relevant training or work experience
  - Has no discretion to vary from established procedures
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## Career Bands, Career Levels, Functions and Disciplines

### Career Level General Profiles (continued)

*(Global Grade Alignment and Differentiators included for reference - do not report Global Grades)*

#### Production/Manual Labor Career Band (W)

##### W4 Lead (aligns with Global Grade 7)

- Has developed expertise, typically through a combination of job-related training and considerable on-the-job experience
- Typically acts as a lead, coordinating the work of others, but is not a supervisor
- Works autonomously within established procedures and practices
- Has developed a specialized level of skill to perform assigned tasks

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##### W3 Senior (aligns with Global Grade 6)

- Has developed proficiency through job-related training and considerable on-the-job experience
- Completes work with a limited degree of supervision
- Likely to act as an informal resource for colleagues with less experience

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##### W2 Intermediate (aligns with Global Grades 4 and 5)

- Has developed skills through formal training or considerable work experience
  - Works within established procedures with a moderate degree of supervision
- Global Grade 5 Differentiators**
  - Performs the full range of established procedures, and will typically be considered skilled through on-the-job experience
  - Resolves routine issues without supervisory approval**Global Grade 4 Differentiators**
  - Performs most established procedures and will typically be considered semi-skilled through on-the-job experience
  - Resolves routine issues with senior staff or supervisory guidance and approval

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##### W1 Entry (aligns with Global Grades 2 and 3)

- Entry-level job with little or no prior relevant experience
  - Work is prescribed and completed with close supervision and little autonomy
  - Duties are clearly defined and methods and tasks are described in detail
- Global Grade 3 Differentiators**
  - Has limited prior relevant training or work experience
  - Contributes directly to specific unskilled tasks or processes
  - Has limited discretion to vary from established procedures**Global Grade 2 Differentiators**
  - Has no prior relevant training or work experience
  - Contributes indirectly to specific unskilled tasks or processes
  - Has no discretion to vary from established procedures

## Career Bands, Career Levels, Functions and Disciplines

### Functions and Disciplines Listing

#### **AAS Administrative Services**

AAS000	Administrative Services Generalist/Multidiscipline
AAS010	Office/Location/Post and Messenger Services
AAS011	Clerical
AAS020	Library/Information Services
AAS030	Reception/Switchboard
AAS041	Secretarial/Administrative Assistance
AAS042	Secretarial/Executive Administrative Assistance
AAS043	Secretarial/Administrative Assistance to the Chief Executive Officer (CEO)
AAS500	Energy Technical Documentation Management
AAS999	Administrative Services - No Applicable Discipline

#### **AAT Transportation Services and Administration**

AAT000	Transportation Services and Administration Generalist/Multidiscipline
AAT010	Vehicle Fleet Management
AAT015	Vehicle Maintenance
AAT020	Driver/Chauffeur
AAT030	Aircraft Management
AAT040	Aviation Operations
AAT050	Aviation - Pilots
AAT999	Transportation Services and Administration - No Applicable Discipline

#### **AAV Security**

AAV000	Security Generalist/Multidiscipline
AAV002	Security Armed
AAV003	Security Unarmed
AAV010	Business Continuation
AAV999	Security - No Applicable Discipline

## Career Bands, Career Levels, Functions and Disciplines

### Functions and Disciplines Listing (continued)

#### **ACA Corporate Affairs/Communications**

ACA000	Corporate Affairs/Communications Generalist/Multidiscipline
ACA010	Public Relations
ACA020	Community Affairs/Relations
ACA025	Aboriginal Community Affairs/Relations
ACA030	Corporate Social Responsibility
ACA040	Corporate Giving
ACA050	Regulatory Affairs and Compliance
ACA060	Environmental Affairs and Compliance
ACA063	Personal Data Privacy Compliance
ACA065	Sustainability
ACA070	Government Relations
ACA080	Lobbying
ACA090	Investor Relations
ACA100	Internal/Employee Communications
ACA140	Localization/Translation Services
ACA500	Economic Development
ACA999	Corporate Affairs/Communications - No Applicable Discipline

#### **ACD Strategic Planning/Corporate Development**

ACD000	Strategic Planning/Corporate Development Generalist/Multidiscipline
ACD010	Strategic Planning
ACD016	Digital Strategy
ACD018	Change Management/Organizational Effectiveness
ACD020	Corporate Development and Licensing Generalist/Multidiscipline
ACD030	Corporate Development
ACD040	Licensing
ACD050	Mergers and Acquisitions
ACD060	Strategic Alliances
ACD999	Strategic Planning/Corporate Development - No Applicable Discipline

#### **AEM Modeling, Forecasting and Economic Analysis**

AEM000	Modeling, Forecasting and Economic Analysis Generalist/Multidiscipline
AEM010	Economics
AEM050	Predictive Analytics/Data Science
AEM999	Modeling, Forecasting and Economic Analysis - No Applicable Discipline

#### **AEO Business Operations Analysis**

AEO000	Business Operations Analysis Generalist/Multidiscipline
AEO999	Business Operations Analysis - No Applicable Discipline

## Career Bands, Career Levels, Functions and Disciplines

### Functions and Disciplines Listing (continued)

#### **AFB Accounting**

AFB000	Accounting Generalist/Multidiscipline
AFB010	General Accounting
AFB020	Financial Reporting
AFB025	XBRL (eXtensible Business Reporting Language) Coordination
AFB030	Accounting Policy and Research
AFB035	Joint Venture Accounting
AFB040	Cost Accounting
AFB050	Bookkeeping/Account Maintenance
AFB060	Accounts Payable/Receivable
AFB070	Payroll
AFB999	Accounting - No Applicable Discipline

#### **AFC Credit and Collections**

AFC000	Credit and Collections Generalist/Multidiscipline
AFC010	Credit
AFC020	Collections
AFC030	Customer Contact Center Collections
AFC040	Fraud and Revenue Assurance
AFC999	Credit and Collections - No Applicable Discipline

#### **AFT Financial Analysis and Tax**

AFT000	Financial Analysis and Tax Generalist/Multidiscipline
AFT010	Financial Analysis
AFT012	Pension Trust Investments
AFT020	Budget Analysis
AFT030	Treasury Operations
AFT035	Structured Finance Borrowing
AFT040	Corporate/Financial Planning
AFT050	Tax Reporting and Compliance
AFT060	Tax Planning and Research
AFT080	Insurance Risk
AFT090	Rates
AFT500	Joint Interests
AFT999	Financial Analysis and Tax - No Applicable Discipline

#### **AFU Audit and Financial/Business Controls**

AFU000	Audit and Financial/Business Controls Generalist/Multidiscipline
AFU010	General Audit
AFU020	IS Audit
AFU030	Business Ethics and Compliance
AFU999	Audit and Financial/Business Controls - No Applicable Discipline

## Career Bands, Career Levels, Functions and Disciplines

### Functions and Disciplines Listing (continued)

#### **AFY Risk Management**

AFY000	Risk Management Generalist/Multidiscipline
AFY999	Risk Management - No Applicable Discipline

#### **AGS Geosciences**

AGS000	Geosciences Generalist/Multidiscipline
AGS010	Geology
AGS020	Geophysics
AGS999	Geosciences - No Applicable Discipline

#### **AHR Human Resources**

AHR000	HR Generalist/Consultant Generalist/Multidiscipline
AHR010	Compensation and Benefits Generalist/Multidiscipline
AHR020	Compensation Generalist/Multidiscipline
AHR060	Benefits
AHR070	Pension Plan Administration
AHR090	Employee/Labor Relations Generalist/Multidiscipline
AHR105	Employee Assistance Program Administration
AHR110	Diversity/EEO Generalist/Multidiscipline
AHR120	Organization Development
AHR122	Workforce Analytics
AHR130	Employee Development/Training Generalist/Multidiscipline
AHR134	Technical Training
AHR140	Recruitment Generalist/Multidiscipline
AHR150	Human Resources Information Systems (HRIS)
AHR160	HR Service Center
AHR999	Human Resources - No Applicable Discipline

#### **AHS Environmental Health and Safety**

AHS000	Environmental Health and Safety Generalist/Multidiscipline
AHS010	Environmental Science
AHS020	Environmental Remediation
AHS050	Safety
AHS080	Medical Services - Medical Doctor
AHS090	Medical Services - Nursing
AHS100	Medical Services - Nonmedical Degree
AHS999	Environmental Health and Safety - No Applicable Discipline

## Career Bands, Career Levels, Functions and Disciplines

### Functions and Disciplines Listing (continued)

#### **AID IT Development**

AID000	IT Development Generalist/Multidiscipline
AID010	Application Development
AID015	Internet/Web Application Development
AID020	Business Systems Analysis
AID030	IT Architecture (Systems Design)
AID040	Systems Software Development
AID050	Software Quality Assurance and Testing
AID055	Application Development Support
AID060	Database Design and Analysis
AID070	Database Warehousing/Mining
AID080	Network Architecture Design
AID090	Network Planning and Implementation
AID100	Enterprise Resource Planning (ERP)
AID110	IS Security Development
AID999	IT Development - No Applicable Discipline

#### **AIT IT Administration**

AIT000	IT Administration Generalist/Multidiscipline
AIT010	Computer Systems Administration
AIT015	Website Administration
AIT020	IT Help Desk Support
AIT025	IT Onsite Support
AIT030	Database Administration
AIT040	Network Control/Administration
AIT060	IS Disaster Recovery/Business Continuation
AIT065	IT Risk Management
AIT070	IS Security
AIT080	IT Training/Documentation
AIT090	Voice Communications
AIT100	IT Asset Management
AIT110	IT Outsourcing Management
AIT560	Critical Infrastructure Protection (CIP) Compliance Audit
AIT999	IT Administration - No Applicable Discipline

## Career Bands, Career Levels, Functions and Disciplines

### Functions and Disciplines Listing (continued)

#### ALG

##### Legal

ALG000	Legal Generalist/Multidiscipline
ALG005	Corporate/Company Secretary
ALG010	Contract Law
ALG050	Merger and Acquisition Law
ALG065	Corporate Governance
ALG070	Regulatory Compliance Law
ALG999	Legal - No Applicable Discipline

#### ALS

##### Legal Support

ALS000	Legal Support Generalist/Multidiscipline
ALS010	Paralegal
ALS020	Contract Administration
ALS040	Legal Secretarial/Administrative Assistance
ALS999	Legal Support - No Applicable Discipline

#### AMK

##### Marketing

AMK000	Marketing Generalist/Multidiscipline
AMK020	Marketing Communications
AMK025	Advertising
AMK030	Market/Segment Development
AMK040	Market Research/Intelligence
AMK050	Product Management
AMK060	Direct Marketing
AMK070	Brand Marketing
AMK080	Pricing
AMK090	Marketing Program Management
AMK113	Online Community Management
AMK120	Web Content Management/Production
AMK999	Marketing - No Applicable Discipline

#### AMS

##### Customer Support/Operations

AMS000	Customer Support/Operations Generalist/Multidiscipline
AMS010	Customer Service
AMS020	Customer Contact Center Generalist/Multidiscipline
AMS030	High Volume Customer Billing
AMS040	Customer Billing Resolution
AMS500	Customer Billing Systems Planning and Analysis
AMS510	Meter Reading - Residential
AMS520	Meter Reading - Industrial
AMS999	Customer Support/Operations - No Applicable Discipline



## Career Bands, Career Levels, Functions and Disciplines

### Functions and Disciplines Listing (continued)

#### **AMT Technical Customer Support**

AMT000	Technical Customer Support Generalist/Multidiscipline
AMT999	Technical Customer Support - No Applicable Discipline

#### **AOO Outsourced/Contract Manufacturing**

AOO000	Outsourced/Contract Manufacturing Generalist/Multidiscipline
AOO999	Outsourced/Contract Manufacturing - No Applicable Discipline

#### **APA Plant Administration**

APA000	Plant Administration Generalist/Multidiscipline
APA010	Major Staff Functions
APA020	Other Staff Functions
APA999	Plant Administration - No Applicable Discipline

#### **APM Project/Program Management**

APM000	Project/Program Management Generalist/Multidiscipline
APM010	Information Technology Project Management
APM020	Facilities Construction Project Management
APM027	Construction Project Control Services
APM030	Engineering Project Management
APM510	Major Construction Project Management
APM530	Electric Transmission and/or Distribution Project Management
APM540	Gas Transmission and/or Distribution Project Management
APM550	Fossil Power Generation Project Management
APM560	Hydroelectric Power Generation Project Management
APM570	Nuclear Power Generation Project Management
APM999	Project/Program Management - No Applicable Discipline

#### **AQY Quality Assurance Methods**

AQY000	Quality Assurance Methods Generalist/Multidiscipline
AQY010	Quality Systems/Customer Satisfaction
AQY020	Business Process Improvement
AQY030	Six Sigma Process
AQY040	Supplier Quality Assurance
AQY999	Quality Assurance Methods - No Applicable Discipline

## Career Bands, Career Levels, Functions and Disciplines

### Functions and Disciplines Listing (continued)

#### **ARE Real Estate and Facilities**

ARE000	Real Estate and Facilities Generalist/Multidiscipline
ARE010	Real Estate/Property Management
ARE020	Facilities Management
ARE040	Land/Right-of-Way
ARE500	Conduit Joint Use Agreement Coordinator
ARE550	Land Management
ARE551	Land Administration
ARE552	Land Contracts
ARE553	Land Negotiation
ARE999	Real Estate and Facilities - No Applicable Discipline

#### **ARS Research Science**

ARS000	Research Science Generalist/Multidiscipline
ARS999	Research Science - No Applicable Discipline

#### **ARU Research Science Support**

ARU000	Research Science Support Generalist/Multidiscipline
ARU999	Research Science Support - No Applicable Discipline

#### **ASC Supply Chain and Logistics**

ASC000	Supply Chain and Logistics Generalist/Multidiscipline
ASC012	Supplier Development
ASC013	Supplier Diversity Program Management
ASC020	Materials Management
ASC022	Forklift Operations
ASC030	Logistics
ASC040	Warehousing
ASC050	Transportation
ASC052	Transportation - Delivery Vehicle Operations Generalist/Multidiscipline
ASC060	Purchasing Generalist/Multidiscipline
ASC090	Technical Purchasing
ASC510	Petroleum and LNG Downstream Products Supply and Logistics
ASC999	Supply Chain and Logistics - No Applicable Discipline

## Career Bands, Career Levels, Functions and Disciplines

### Functions and Disciplines Listing (continued)

<b>AZE</b>	<b>Engineering</b>
AZE000	Engineering Generalist/Multidiscipline
AZE010	Chemical Engineering
AZE020	Petroleum Engineering
AZE030	Quality Assurance Engineering
AZE040	Civil Engineering
AZE050	Electrical Equipment Engineering
AZE060	Process Engineering
AZE100	Sustainable Engineering
AZE110	Mechanical Engineering
AZE120	Environmental Engineering
AZE130	Computer Control Systems Electronics Engineering
AZE160	Safety Engineering
AZE170	Structural/Facilities Engineering
AZE517	Bulk Power Market Operations Engineering
AZE526	Reservoir Engineering
AZE528	Pipeline Engineering
AZE533	Electric System/Grid Operations Engineering
AZE540	Electric Transmission Asset Planning and Operations Engineering
AZE543	Electric Distribution Engineering
AZE545	Electric Systems Construction Design Standards Engineering
AZE550	Fossil Power Generation Engineering
AZE555	Hydroelectric Power Generation Engineering
AZE557	Renewable/Alternative Power Generation Engineering
AZE560	Nuclear Power Plant Design and Systems Engineering
AZE570	Gas Transmission Engineering
AZE573	Gas Distribution Engineering
AZE579	Major Construction Engineering Generalist/Multidiscipline
AZE583	Major Construction Cost Engineering
AZE590	Drilling Engineering
AZE593	Oil Sands Mining Engineering
AZE999	Engineering - No Applicable Discipline

## Career Bands, Career Levels, Functions and Disciplines

### Functions and Disciplines Listing (continued)

<b>AZT</b>	<b>Technical Specialty/Skilled Trade</b>
AZT000	Technical Specialty/Skilled Trade Generalist/Multidiscipline
AZT010	Equipment Maintenance Technical Specialty
AZT015	Civil Engineering Technical Specialty
AZT020	Calibration Technical Specialty
AZT050	Process Technical Specialty
AZT060	Quality Control/Inspection Technical Specialty
AZT070	Test Equipment Technical Specialty
AZT080	CAD/CAE Drafting Technical Specialty
AZT090	Production/Operations Laboratory Technical Specialty
AZT110	Chemistry Technical Specialty
AZT120	Stationary Engineering Technical Specialty
AZT140	Skilled Trade Generalist/Multidiscipline
AZT150	Electrical Skilled Trade
AZT160	Welding Skilled Trade
AZT170	Mechanical Skilled Trade
AZT180	Machinery/Millwright Skilled Trade
AZT502	Engineering Technical Specialty
AZT505	Geographical Information Systems (GIS) Technical Specialty
AZT506	Geosciences Technical Specialty
AZT507	Geological Technical Specialty
AZT508	Geophysical Technical Specialty
AZT510	Bulk Power Market/Electric System/Grid Technical Specialty
AZT528	Field Metering Technical Specialty
AZT530	Maintenance Planning - Onshore
AZT538	Renewable/Alternative Power Grid Interconnection Technical Specialty
AZT544	Electric Transmission and/or Distribution Technical Specialty
AZT550	Fossil Power Generation Technical Specialty
AZT555	Hydroelectric Power Generation Technical Specialty
AZT557	Renewable/Alternative Power Generation Technical Specialty
AZT560	Nuclear Power Generation Technical Specialty
AZT563	Inspector Technical Specialty
AZT571	Gas Transmission and/or Distribution Technical Specialty
AZT579	Major Construction Technical Specialty Generalist/Multidiscipline
AZT580	Major Construction Design Technical Specialty
AZT583	Major Construction Cost Technical Specialty
AZT999	Technical Specialty/Skilled Trade - No Applicable Discipline
<b>AZU</b>	<b>Manual/Unskilled Labor</b>
AZU000	Manual/Unskilled Labor Generalist/Multidiscipline
AZU999	Manual/Unskilled Labor - No Applicable Discipline

## Career Bands, Career Levels, Functions and Disciplines

### Functions and Disciplines Listing (continued)

#### **CAM Account Management**

CAM000	Account Management Generalist/Multidiscipline
CAM500	Key Accounts
CAM510	Industrial/Commercial - Account Management
CAM999	Account Management - No Applicable Discipline

#### **CBM Bid Management**

CBM000	Bid Management Generalist/Multidiscipline
CBM999	Bid Management - No Applicable Discipline

#### **CSC Channel Sales**

CSC000	Channel Sales Generalist/Multidiscipline
CSC999	Channel Sales - No Applicable Discipline

#### **CSD Direct Sales**

CSD000	Direct Sales Generalist/Multidiscipline
CSD500	Key Accounts Sales
CSD510	Industrial/Commercial Sales
CSD520	Residential Development Sales
CSD550	Energy Facilities Capacity Sales
CSD999	Direct Sales - No Applicable Discipline

#### **CUS Sales Support and Administration**

CUS000	Sales Support and Administration Generalist/Multidiscipline
CUS010	Sales Training
CUS040	Sales Force Effectiveness
CUS060	Sales Operations Support
CUS999	Sales Support and Administration - No Applicable Discipline

#### **EDD Energy Delivery/Distribution**

EDD000	Energy Delivery/Distribution Generalist/Multidiscipline
EDD010	Electric Distribution Systems Operations
EDD020	Electric Distribution Construction and/or Maintenance
EDD030	Electric Distribution/Substation Equipment Testing/Repair
EDD040	Gas Distribution System Operations
EDD050	Gas Distribution Construction and/or Maintenance
EDD060	Corrosion Control
EDD070	Distribution Meter Services Generalist/Multidiscipline
EDD080	Quality Control/Inspection
EDD090	Proprietary Telecommunications Systems
EDD999	Energy Delivery/Distribution - No Applicable Discipline

## Career Bands, Career Levels, Functions and Disciplines

### Functions and Disciplines Listing (continued)

#### **EDE Energy Efficiency/Conservation**

EDE000	Energy Efficiency/Conservation Generalist/Multidiscipline
EDE999	Energy Efficiency/Conservation - No Applicable Discipline

#### **EFS Energy Supply**

EFS000	Energy Supply Generalist/Multidiscipline
EFS010	Crude Oil Supply
EFS020	Natural Gas Supply
EFS999	Energy Supply - No Applicable Discipline

#### **EGF Fossil Power Generation**

EGF000	Fossil Power Generation Generalist/Multidiscipline
EGF010	Fossil Power Predictive Maintenance
EGF020	Fossil Power Maintenance Planning
EGF030	Fossil Power Maintenance
EGF040	Fossil Power Operations
EGF060	Fossil Power Outage Management
EGF090	Fossil Power Quality Control/Inspection
EGF999	Fossil Power Generation - No Applicable Discipline

#### **EGH Hydroelectric Power Generation**

EGH000	Hydroelectric Power Generation Generalist/Multidiscipline
EGH010	Hydroelectric Maintenance Planning
EGH020	Hydroelectric Operations and/or Maintenance
EGH030	Hydroelectric Outage Management
EGH999	Hydroelectric Power Generation - No Applicable Discipline

#### **EGR Renewable/Alternative Power Generation**

EGR000	Renewable/Alternative Power Generation Generalist/Multidiscipline
EGR020	Renewable/Alternative Power Generation Maintenance Planning
EGR030	Renewable/Alternative Power Generation Maintenance
EGR040	Renewable/Alternative Power Generation Operations
EGR060	Renewable/Alternative Power Generation Outage Management
EGR999	Renewable/Alternative Power Generation - No Applicable Discipline

#### **ENP New Power Plant Development Project Management**

ENP000	New Power Plant Development Project Management Generalist/Multidiscipline
ENP030	New Renewable/Alternative Energy Development Project Management
ENP999	New Power Plant Development Project Management - No Applicable Discipline

## Career Bands, Career Levels, Functions and Disciplines

### Functions and Disciplines Listing (continued)

<b>EOP</b>	<b>Natural Resources Exploitation/Operation/Production</b>	
	EOP000	Natural Resources Exploitation/Operation/Production Generalist/Multidiscipline
	EOP010	Natural Resources Production Operations
	EOP510	Construction/Design
	EOP511	Field Operations
	EOP512	Heavy Oil Operations
	EOP513	Mining Operations
	EOP514	Machine Operations
	EOP515	Development/Exploitation
	EOP516	Exploration and Production
	EOP999	Natural Resources Exploitation/Operation/Production - No Applicable Discipline
<b>EOR</b>	<b>Refinery/Manufacturing Operations</b>	
	EOR000	Refinery/Manufacturing/Operations Generalist/Multidiscipline
	EOR010	Refinery Production Planning
	EOR015	Refinery Production Operations
	EOR020	Refinery Process Operations
	EOR999	Refinery/Manufacturing/Operations - No Applicable Discipline
<b>EOT</b>	<b>Transportation and Pipeline</b>	
	EOT000	Transportation and Pipeline Generalist/Multidiscipline
	EOT010	Pipeline/Routing Design
	EOT020	Control Center Operation
	EOT030	Tank Farm Operations
	EOT500	Scheduling and Logistics
	EOT999	Transportation and Pipeline - No Applicable Discipline
<b>EOW</b>	<b>Well Operations</b>	
	EOW000	Well Operations Generalists/Multidiscipline
	EOW010	Drilling
	EOW020	Drilling Fluids
	EOW030	Bit and Coring
	EOW040	Wireline and Coil Tubing
	EOW050	Fishing
	EOW060	Well Completion
	EOW070	Reclamations/Construction
	EOW999	Well Operations - No Applicable Discipline

## Career Bands, Career Levels, Functions and Disciplines

### Functions and Disciplines Listing (continued)

#### **ETG Gas Transmission**

ETG000	Gas Transmission Generalist/Multidiscipline
ETG010	Pipeline
ETG020	Gas Supply
ETG030	Gas Scheduling
ETG040	Compressor Station
ETG999	Gas Transmission - No Applicable Discipline

#### **ETM Electric Transmission Construction and/or Maintenance**

ETM000	Electric Transmission Construction and/or Maintenance Generalist/Multidiscipline
ETM002	Electric Transmission Construction
ETM004	Electric Transmission Maintenance
ETM010	Electric Transmission Equipment Testing
ETM020	Electric Transmission Equipment Repair
ETM999	Electric Transmission Construction and/or Maintenance - No Applicable Discipline

#### **ETO Electric Transmission Operations**

ETO000	Electric Transmission Operations Generalist/Multidiscipline
ETO005	Electric Transmission System Operations - Reliability
ETO014	Electric Transmission System Operations - Interchange Scheduling/Load Balancing
ETO016	Electric Transmission System Operations - Generation Operations
ETO020	Reliability Coordination
ETO030	Electric Transmission Tariff Administration
ETO040	Transmission Operations Compliance
ETO999	Electric Transmission Operations - No Applicable Discipline

#### **EVM Vegetation Management and Forestry**

EVM000	Vegetation Management and Forestry Generalist/Multidiscipline
EVM999	Vegetation Management and Forestry - No Applicable Discipline

#### **NPM Nuclear Plant Maintenance**

NPM000	Nuclear Plant Maintenance Generalist/Multidiscipline
NPM020	Nuclear Plant Maintenance Planning
NPM050	Nuclear Plant Maintenance Outage Management
NPM060	Nuclear Plant Maintenance Instrument and Control
NPM070	Nuclear Plant Maintenance Mechanical and/or Electrical
NPM080	Nuclear Plant Maintenance In-Service Inspection and Testing
NPM081	Nuclear Plant Maintenance Non-Destructive Examination (NDE) Specialty
NPM999	Nuclear Plant Maintenance - No Applicable Discipline




## Career Bands, Career Levels, Functions and Disciplines

### Functions and Disciplines Listing (continued)

<b>NPO</b>	<b>Nuclear Plant Operations</b>	
	NPO000	Nuclear Plant Operations Generalist/Multidiscipline
	NPO010	Nuclear Plant Operations - RO License
	NPO999	Nuclear Plant Operations - No Applicable Discipline
<b>NQA</b>	<b>Nuclear Quality Assurance</b>	
	NQA000	Nuclear Quality Assurance Generalist/Multidiscipline
	NQA999	Nuclear Quality Assurance - No Applicable Discipline
<b>NRS</b>	<b>Nuclear Plant Radiation Safety</b>	
	NRS000	Nuclear Plant Radiation Safety Generalist/Multidiscipline
	NRS010	Nuclear Plant Health Physics
	NRS020	Radiochemical Control
	NRS030	Nuclear Plant Emergency Preparedness
	NRS999	Nuclear Plant Radiation Safety - No Applicable Discipline
<b>NSA</b>	<b>Nuclear Plant Administrative Support Services</b>	
	NSA000	Nuclear Plant Administrative Support Services Generalist/Multidiscipline
	NSA010	Nuclear Plant Fitness for Duty Program/Access Control
	NSA999	Nuclear Plant Administrative Support Services - No Applicable Discipline
<b>NST</b>	<b>Nuclear Plant Technical Support Services</b>	
	NST000	Nuclear Plant Technical Support Services Generalist/Multidiscipline
	NST010	Nuclear Plant Licensing
	NST017	New Nuclear Power Plant Environmental Affairs and Compliance
	NST020	Nuclear Plant Operations Procedure Writing
	NST040	Nuclear Plant Performance Improvement
	NST999	Nuclear Plant Technical Support Services - No Applicable Discipline
<b>NTR</b>	<b>Nuclear Plant Training</b>	
	NTR000	Nuclear Plant Training Generalist/Multidiscipline
	NTR010	Nuclear Operations Training - RO License
	NTR030	Nuclear Technical Training
	NTR999	Nuclear Plant Training - No Applicable Discipline

## Career Bands, Career Levels, Functions and Disciplines

# Functions and Disciplines Definitions

Function	Code
<b>Administrative Services</b>	<b>AAS</b>
Provides various office and location support activities. Identifies, enhances and follows specific processes and procedures to maximize the efficiencies of the business to which the support is being provided; ensures the correct functioning of facilities, office and/or business support services.	
<b>Applicable Career Bands</b>	
	
<b>Discipline</b>	
<b>AAS000</b>	<b>Administrative Services Generalist/Multidiscipline</b> <ul style="list-style-type: none"> <li>Supports general business operations by providing various administrative support activities as a generalist or in a combination of Disciplines in the Administrative Services Function</li> </ul>
<b>AAS010</b>	<b>Office/Location/Post and Messenger Services</b> <ul style="list-style-type: none"> <li>Coordinates the administrative activities of an office</li> <li>Evaluates office production and devises alternative methods to improve workflow</li> <li>Oversees opening, sorting and routing of incoming and makes preparations for outgoing correspondence, post, mail and packages; organizes special mailings</li> <li>Coordinates the receipt, storage and issuance of stationary and office supplies; oversees periodic inventories and reorders items as required</li> <li>Acts as the first point of contact for internal facilities issues, and logs all maintenance, cleaning and office/location services and refers related issues to the appropriate personnel; negotiates contracts for services such as cleaning and maintenance</li> </ul>
<b>AAS011</b>	<b>Clerical</b> <ul style="list-style-type: none"> <li>Performs routine clerical duties, such as filing, tabulating, compiling and/or posting records, and photocopying using an array of business software applications, such as a word processor or spreadsheet</li> </ul>
<b>AAS020</b>	<b>Library/Information Services</b> <ul style="list-style-type: none"> <li>Provides timely delivery of information services, including printed, nonprinted and electronic materials</li> <li>Classifies and catalogues various types of media</li> <li>Conducts research and prepares summaries of findings to requesting personnel</li> <li>Determines the need for and purchases additional source materials and information services</li> <li>May develop and manage record retention policies, practices and procedures</li> </ul>
<b>AAS030</b>	<b>Reception/Switchboard</b> <ul style="list-style-type: none"> <li>Greets clients and visitors at front desk</li> <li>Answers incoming calls and typically operates a multi-line telephone system</li> <li>Organizes meeting room, taxi and chauffeur bookings</li> <li>Completes security procedures (e.g., issues badges, ensures proper completion of visitors' log)</li> <li>May perform clerical tasks (e.g., mail distribution, word processing)</li> </ul>
<b>AAS041</b>	<b>Secretarial/Administrative Assistance</b> <ul style="list-style-type: none"> <li>Provides secretarial/administrative support to nonexecutive employees or groups in the organization</li> <li>Uses business software applications (e.g., word processing, presentation and spreadsheet) to prepare correspondence, reports, presentations, agendas, minutes, etc.</li> <li>Receives, screens and directs incoming calls, visitors, mail and e-mail</li> <li>Maintains files, records, calendars and diaries</li> <li>May arrange business travel, coordinate meeting arrangements, and/or track expenses</li> </ul>


## Career Bands, Career Levels, Functions and Disciplines

### Functions and Disciplines Definitions (continued)

Function	Code
<b>Administrative Services (continued)</b>	<b>AAS</b>
<b>Discipline</b>	
<b>AAS042</b>	<b>Secretarial/Executive Administrative Assistance</b> <ul style="list-style-type: none"> <li>Provides secretarial/administrative support directly to executives (excluding CEO), exercising confidentiality, tact and diplomacy</li> <li>Uses business software applications (e.g., word processing, presentation and spreadsheet) to prepare correspondence, reports, presentations, agendas, minutes, etc.; may prepare responses to routine correspondence and inquiries</li> <li>Receives, screens and directs incoming calls, visitors, mail and e-mail</li> <li>Maintains files, records, calendars and diaries; typically arranges business travel, coordinates meeting arrangements, and tracks expenses</li> <li>Participates in the development and implementation of secretarial standards, policies and practices for the organization</li> </ul>
<b>AAS043</b>	<b>Secretarial/Administrative Assistance to the Chief Executive Officer (CEO)</b> <ul style="list-style-type: none"> <li>Provides or leads a full range of secretarial/administrative support to the Chief Executive Officer (CEO) of the organization, exercising confidentiality, tact and diplomacy</li> <li>Communicates directives and information from the CEO to executives, managers and others in the organization and follows up on the status of assignments</li> <li>Receives, screens and directs incoming calls, visitors, mail and e-mail</li> <li>Maintains files, records, calendars and diaries; typically arranges business travel, coordinates meeting arrangements, and tracks expenses</li> <li>Participates in the development and implementation of secretarial/administrative standards, policies and practices for the organization</li> </ul>
<b>AAS500</b>	<b>Energy Technical Documentation Management</b> <ul style="list-style-type: none"> <li>Aggregates, classifies and maintains physical and digital documentation, applying policies and parameters of retention</li> <li>Maintains the flow of technical, administrative and contractual information generated throughout projects consistent with organization standards and customer requirements</li> <li>Compiles and issues technical data books (technical reports) of business units consistent with documentation standards</li> </ul>
<b>AAS999</b>	<b>Administrative Services - No Applicable Discipline</b> <ul style="list-style-type: none"> <li>Responsibilities are within the Administrative Services Function but are not described in other Discipline summaries</li> </ul>

## Career Bands, Career Levels, Functions and Disciplines

### Functions and Disciplines Definitions (continued)

Function	Code
<b>Transportation Services and Administration</b>	<b>AAT</b>
Provides and administers passenger transportation and vehicle services, such as vehicle fleet management, chauffeur services, aircraft management and operations.	
<b>Applicable Career Bands</b>	
	
<b>Discipline</b>	
<b>AAT000</b>	<b>Transportation Services and Administration Generalist/Multidiscipline</b> <ul style="list-style-type: none"><li>• Supports general business operations by providing various transportation and related support activities as a generalist or in a combination of Disciplines in the Transportation Services and Administration Function</li></ul>
<b>AAT010</b>	<b>Vehicle Fleet Management</b> <ul style="list-style-type: none"><li>• Operates and maintains motor vehicles and equipment</li><li>• Schedules and dispatches the organization's vehicles and drivers</li><li>• Prepares reports on inspection findings and ensures proper vehicle maintenance to comply with prescribed safety regulations</li><li>• Develops design specifications for vehicle requisitions</li><li>• May negotiate vehicle and/or equipment purchase terms in coordination with the procurement function</li></ul>
<b>AAT015</b>	<b>Vehicle Maintenance</b> <ul style="list-style-type: none"><li>• Performs preventive maintenance on automobiles and light trucks through vehicle washing and cleaning, oil changes, greasing, and inspection of hoses, belts, fluids and wiring</li><li>• Performs automobile and light truck repairs by disassembling and overhauling engines, transmissions, clutches, rear ends and other assemblies</li><li>• Replaces worn or broken parts, aligns wheels, adjusts brakes, tightens bearings, tunes engines, and performs minor body work</li><li>• Performs all work in accordance with established safety procedures and holds appropriate certification as may be required by law</li><li>• Estimates time and material costs on vehicle repairs, and requisitions new parts and equipment</li></ul>
<b>AAT020</b>	<b>Driver/Chauffeur</b> <ul style="list-style-type: none"><li>• Picks up and transports employees or visitors as directed</li><li>• May be the designated driver of a manager or executive within the organization</li><li>• Occasionally picks up and delivers packages</li></ul>
<b>AAT030</b>	<b>Aircraft Management</b> <ul style="list-style-type: none"><li>• Maintains, supplies and staffs all aircraft owned or leased for use by the organization</li></ul>
<b>AAT040</b>	<b>Aviation Operations</b> <ul style="list-style-type: none"><li>• Provides centralized scheduling service, equipment maintenance and crew assignments for all organization aircraft; may utilize computerized scheduling system(s)</li><li>• Coordinates departures and arrivals</li><li>• May coordinate in-flight commissary requirements, customs and immigration paperwork, and ground transportation</li><li>• May hold applicable FAA certification</li></ul>
<b>AAT050</b>	<b>Aviation - Pilots</b> <ul style="list-style-type: none"><li>• Pilots or acts as second-in-command in operating the organization's aircraft</li><li>• Schedules and completes flights as needed to meet the organization's travel requirements</li></ul>
<b>AAT999</b>	<b>Transportation Services and Administration - No Applicable Discipline</b> <ul style="list-style-type: none"><li>• Responsibilities are within the Transportation Services and Administration Function but are not described in other Discipline summaries</li></ul>

## Career Bands, Career Levels, Functions and Disciplines

### Functions and Disciplines Definitions (continued)

Function	Code
<b>Security</b>	<b>AAY</b>
Protects the organization's employees, properties and all items of value on the organization's premises from any preventable harm or danger.	
<b>Applicable Career Bands</b>	
AAY000, AAY002, AAY003, AAY010, AAY999	
<b>Discipline</b>	
<b>AAY000</b>	<b>Security Generalist/Multidiscipline</b> <ul style="list-style-type: none"> <li>Protects the organization's employees, properties and all items of value on premises from any preventable harm or danger</li> <li>Develops security policies and procedures that comply with government guidelines and standards</li> <li>Conducts investigations to protect organization assets</li> <li>Responds to contingency events including bomb threats, sabotage and severe weather conditions through onsite security force or with the assistance of government law enforcement agencies</li> <li>Recommends hiring of outside security contractors as necessary and may oversee contract guard force</li> <li>Responsibilities are within the Security Function as a generalist or in a combination of Disciplines</li> </ul>
<b>AAY002</b>	<b>Security Armed</b> <ul style="list-style-type: none"> <li>Guards property against damage, fire, theft, trespassing and illegal entry</li> <li>Makes periodic tours about buildings and grounds, examining doors, windows and gates to ensure that they are properly secured</li> <li>Ensures identification of employees or visitors by fingerprinting, photographing, interviewing and preparing badges</li> <li>Investigates disturbances, may serve as liaison with police, and in the event of an emergency, maintains order and safety of personnel</li> <li>Holds a valid firearms license and carries a firearm at all times when on duty</li> </ul>
<b>AAY003</b>	<b>Security Unarmed</b> <ul style="list-style-type: none"> <li>Guards property against damage, fire, theft, trespassing and illegal entry</li> <li>Makes periodic tours about buildings and grounds, examining doors, windows and gates to ensure that they are properly secured</li> <li>Ensures identification of employees or visitors by fingerprinting, photographing, interviewing and preparing badges</li> <li>Investigates disturbances, may serve as liaison with police, and in the event of an emergency, maintains order and safety of personnel</li> </ul>
<b>AAY010</b>	<b>Business Continuation</b> <ul style="list-style-type: none"> <li>Develops and implements plans and practices to achieve efficient and effective communication and restoration of operations during emergencies</li> <li>Conducts assessments to identify gaps in business continuity, emergency and disaster recovery plans</li> <li>Develops and tests infrastructure protection strategies and incident response exercises</li> <li>Coordinates disaster recovery initiatives and plans with staff and line functions</li> <li>Develops and coordinates prevention and emergency preparation plans with government safety and security agencies (e.g., police, fire, military)</li> </ul>
<b>AAY999</b>	<b>Security - No Applicable Discipline</b> <ul style="list-style-type: none"> <li>Responsibilities are within the Security Function but are not described in other Discipline summaries</li> </ul>

## Career Bands, Career Levels, Functions and Disciplines

### Functions and Disciplines Definitions (continued)

Function	Code
<b>Corporate Affairs/Communications</b>	<b>ACA</b>
<p>Researches, develops, plans, designs, maintains and implements policies and programs that enhance the organization's relations with the community, the public, government and regulatory authorities, shareholders and employees. Delivers communications through various media. Coordinates dissemination of the organization's communications with news or trade media contacts, through special events, public speaking or other means to reach defined audiences and meet specific program objectives.</p>	
<b>Applicable Career Bands</b>	
<p>ACA000, ACA010, ACA020, ACA025, ACA030, ACA040</p>	
<b>Discipline</b>	
<b>ACA000</b>	<b>Corporate Affairs/Communications Generalist/Multidiscipline</b> <ul style="list-style-type: none"> <li>• Researches, develops, plans, designs, maintains and implements policies and programs that enhance the organization's relations with the community, the public, government and regulatory authorities, shareholders and employees</li> <li>• Responsibilities are within the Corporate Affairs/Communications Function as a generalist or in a combination of Disciplines</li> </ul>
<b>ACA010</b>	<b>Public Relations</b> <ul style="list-style-type: none"> <li>• Coordinates media relations and prepares external communications</li> <li>• Plans, prepares and relays information concerning the organization to the press and the wider community to gain understanding and acceptance for the organization</li> <li>• Develops and maintains lines of communication with media contacts and other external audience groups</li> </ul>
<b>ACA020</b>	<b>Community Affairs/Relations</b> <ul style="list-style-type: none"> <li>• Develops and maintains a favorable relationship with the surrounding community</li> <li>• Develops and coordinates programs to promote good will by disseminating information to the community and soliciting feedback from residents</li> <li>• Organizes and supports employee volunteer programs and coordinates with local groups</li> <li>• May participate in the organization's charitable giving programs as they affect community initiatives</li> <li>• May represent the organization at community gatherings or forums</li> </ul>
<b>ACA025</b>	<b>Aboriginal Community Affairs/Relations</b> <ul style="list-style-type: none"> <li>• Develops, implements and administers socio-economic policies and programs to ensure effective relationships with aboriginal and native groups, local governments and communities</li> <li>• May assist company operating personnel in resolving differences or in addressing complaints involving aboriginal communities</li> </ul>
<b>ACA030</b>	<b>Corporate Social Responsibility</b> <ul style="list-style-type: none"> <li>• Plans and implements efforts to demonstrate the organization's commitment to sustainability, the environment and social responsibility</li> <li>• Coordinates internal and external social responsibility programs and activities with other groups (e.g., human resources, legal, government relations, marketing)</li> <li>• Reviews the impact of the organization's social responsibility programs and activities on key stakeholders (e.g., employees, shareholders, communities)</li> </ul>
<b>ACA040</b>	<b>Corporate Giving</b> <ul style="list-style-type: none"> <li>• Prepares, coordinates and oversees the organization's charitable activities</li> <li>• Acts as a liaison with charitable organizations</li> <li>• Determines the types of programs available for employee participation</li> <li>• Provides information to employees concerning various types of charitable organizations and programs</li> </ul>

## Career Bands, Career Levels, Functions and Disciplines

### Functions and Disciplines Definitions (continued)

Function	Code
<b>Corporate Affairs/Communications (continued)</b>	<b>ACA</b>
<b>Discipline</b>	
<b>ACA050</b>	<b>Regulatory Affairs and Compliance</b> <ul style="list-style-type: none"> <li>• Maintains the organization's ongoing relationships with regulatory commissions/authorities</li> <li>• Coordinates and conducts the assessment of internal controls to ensure compliance as required by regulatory commissions/authorities</li> <li>• Develops programs and processes to manage complaint cases brought to regulatory authorities and develops process improvements to avoid future complaints</li> <li>• Advances organization positions with internal and external parties</li> <li>• Prepares and sponsors testimony to governmental or regulatory agencies</li> </ul>
<b>ACA060</b>	<b>Environmental Affairs and Compliance</b> <ul style="list-style-type: none"> <li>• Develops and implements the organization's positions on environmental policy issues regarding the impact of the organization's operations on water, air and land quality</li> <li>• Designs and implements programs to ensure healthful and safe working conditions and compliance with all environmental regulations, including clean air and hazardous waste disposal, on the organization's premises</li> <li>• Serves as a liaison with external government environmental agencies</li> <li>• Monitors programs and maintains up-to-date records required by environmental permits to ensure government compliance</li> </ul>
<b>ACA063</b>	<b>Personal Data Privacy Compliance</b> <ul style="list-style-type: none"> <li>• Coordinates the development, implementation and administration of policies and procedures to ensure the protection of personal data in compliance with organization and regulatory requirements</li> <li>• Collaborates with Legal and IT departments in order to identify personal data risks and to establish procedures to eliminate these risks</li> <li>• Monitors procedures related to the collection, storage, retrieval and disclosure of personal data</li> <li>• Identifies and follows up on data protection issues that require investigation, resolution and/or legal action</li> <li>• Plans and conducts personal data compliance training programs</li> </ul>
<b>ACA065</b>	<b>Sustainability</b> <ul style="list-style-type: none"> <li>• Plans, implements and maintains the organization's sustainability programs to reduce the use of nonrenewable resources and minimize the environmental impact of operations</li> <li>• Communicates the organization's sustainability vision and program information</li> <li>• Monitors and facilitates progress of sustainability programs, consistent with strategies, goals, measurements and reporting standards</li> </ul>
<b>ACA070</b>	<b>Government Relations</b> <ul style="list-style-type: none"> <li>• Develops and maintains policies and programs to ensure organizational awareness of government legislation and/or regulatory issues that affect the organization and respond to same</li> <li>• Ensures that the organization's interests are represented and protected in legislative proceedings and in the development of market rules and procedures</li> <li>• Prepares and organizes forums and gatherings with government officials to exchange ideas and information on business activities and potential legislation that may affect the organization</li> <li>• Acts as a resource on regulatory matters with regard to product changes</li> </ul>
<b>ACA080</b>	<b>Lobbying</b> <ul style="list-style-type: none"> <li>• Represents the organization to the local and/or national government on proposed legislation that is of vital concern to the organization and customers</li> <li>• Develops and maintains credible and professional relationships with legislatures, government leaders and/or national agencies, their assistants and staff</li> </ul>
<b>ACA090</b>	<b>Investor Relations</b> <ul style="list-style-type: none"> <li>• Maintains and improves relations and communications between the organization and the investing public, shareholders and financial professionals to enhance the standing of the organization's stock and debt</li> <li>• Develops, maintains and enhances working relationships with institutions in the financial community that hold, or may hold, the organization's stock or debt</li> <li>• Monitors changes and trends in investment markets and determines appropriate strategy</li> </ul>

## Career Bands, Career Levels, Functions and Disciplines

### Functions and Disciplines Definitions (continued)

Function	Code
<b>Corporate Affairs/Communications (continued)</b>	<b>ACA</b>
<b>Discipline</b>	
<div data-bbox="150 504 257 548"><b>ACA100</b></div> <div data-bbox="365 504 811 548"><b>Internal/Employee Communications</b></div> <ul style="list-style-type: none"> <li>• Develops and coordinates lines of communication within the organization among employees</li> <li>• Implements policies and programs to increase employee awareness and knowledge of activities affecting employees</li> </ul>	
<div data-bbox="150 635 257 679"><b>ACA140</b></div> <div data-bbox="365 635 778 679"><b>Localization/Translation Services</b></div> <ul style="list-style-type: none"> <li>• Translates written material (e.g., newsletters, brochures, manuals, website content) in support of the organization's communications strategies</li> <li>• Ensures content accuracy and style interpretation of translations in accordance with the organization's editorial and style guidelines</li> <li>• Ensures that graphic images, symbols and colors are acceptable with local cultural and language standards while adhering to the organization's stylistic guidelines</li> </ul>	
<div data-bbox="150 843 257 886"><b>ACA500</b></div> <div data-bbox="365 843 670 886"><b>Economic Development</b></div> <ul style="list-style-type: none"> <li>• Formulates, plans and implements community and business development programs to improve the economies of the organization's service territories by attracting, expanding and retaining industries</li> <li>• Works with community and government leaders to develop programs that attract new industry and expand existing industry within the service territory</li> <li>• Responds to business development inquiries by prospective companies and institutions with technical data presentations on the area's industrial facilities and community infrastructure resources</li> <li>• Meets with domestic and international prospects to encourage locating within the service area and presents potential site locations and rate packages</li> </ul>	
<div data-bbox="150 1105 257 1148"><b>ACA999</b></div> <div data-bbox="365 1105 1125 1148"><b>Corporate Affairs/Communications - No Applicable Discipline</b></div> <ul style="list-style-type: none"> <li>• Responsibilities are within the Corporate Affairs/Communications Function but are not described in other Discipline summaries</li> </ul>	



## Career Bands, Career Levels, Functions and Disciplines

### Functions and Disciplines Definitions (continued)

Function	Code
<b>Strategic Planning/Corporate Development</b>	<b>ACD</b>
Develops the organization's strategic plan(s) to ensure its continued successful growth and profitability. Conducts environmental scans, organization positioning analyses and other studies. Identifies, investigates, evaluates and negotiates acquisitions/divestitures, licensing opportunities and strategic business alliances that are in line with the organization's long-range goals.	
<b>Applicable Career Bands</b>	
<b>Discipline</b>	
<b>ACD000</b>	<b>Strategic Planning/Corporate Development Generalist/Multidiscipline</b> <ul style="list-style-type: none"> <li>• Performs strategic planning and corporate development</li> <li>• Develops the organization's strategic plan(s) to ensure its continued successful growth and profitability</li> <li>• Identifies, investigates, evaluates and negotiates acquisitions/divestitures, licensing opportunities and strategic business alliances that are in line with the organization's long-range goals</li> <li>• Responsibilities are within the Strategic Planning/Corporate Development Function as a generalist or in a combination of Disciplines</li> </ul>
<b>ACD010</b>	<b>Strategic Planning</b> <ul style="list-style-type: none"> <li>• Develops the organization's strategic plan(s) to ensure its continued successful growth and profitability</li> <li>• Conducts environmental scans, organizational positioning analyses and other studies</li> <li>• Coordinates input from all major business units to facilitate the integration of individual business unit plans with the corporate plan</li> <li>• May conduct or facilitate periodic reviews of achievements and performance versus strategic plans</li> </ul>
<b>ACD016</b>	<b>Digital Strategy</b> <ul style="list-style-type: none"> <li>• Researches, brainstorms and proposes the introduction of digital products, services and/or e-business platforms</li> <li>• Maintains in-depth knowledge of current and emerging digital technology</li> <li>• Oversees the implementation of new digital e-business options</li> <li>• Ensures all digital outlets are up-to-date and optimize the user experience</li> <li>• Monitors the organization's digital options across its target markets to ensure consistency and alignment with the organization's digital strategy</li> </ul>
<b>ACD018</b>	<b>Change Management/Organizational Effectiveness</b> <ul style="list-style-type: none"> <li>• Carries out projects in relation to a major activity, such as aligning two organizations following a merger or acquisition, the sale of a large part of the organization, or a cultural/strategic change of direction or the ongoing improvement of effectiveness and efficiency of the organization</li> <li>• Manages the change process by ensuring the achievement of projects to time, cost and specification</li> <li>• May use tools such as Lean Business, Six Sigma or equivalent methodologies</li> </ul>
<b>ACD020</b>	<b>Corporate Development and Licensing Generalist/Multidiscipline</b> <ul style="list-style-type: none"> <li>• Performs corporate development and licensing in a combined role</li> <li>• Identifies, investigates, evaluates and negotiates acquisitions/divestitures, licensing opportunities and strategic business alliances that are in line with the organization's long-range goals</li> <li>• Conducts financial feasibility studies and appropriate due diligence to ensure the reliability of information provided by third parties</li> <li>• Develops proposals for new business and licensing opportunities in both new and existing markets</li> <li>• Identifies, analyzes and compares alternative opportunities for entering new markets and adopting new technologies</li> </ul>

## Career Bands, Career Levels, Functions and Disciplines

### Functions and Disciplines Definitions (continued)

Function	Code
<b>Strategic Planning/Corporate Development (continued)</b>	<b>ACD</b>
<b>Discipline</b>	
<b>ACD030 Corporate Development</b>	
<ul style="list-style-type: none"> <li>Identifies, investigates, evaluates and negotiates acquisitions/divestitures and strategic business alliances that are in line with the organization's long-range goals</li> <li>Evaluates and develops new market initiatives and analyzes business opportunities in both new and existing markets</li> <li>Develops proposals, including feasibility studies, for new business opportunities</li> <li>Identifies, analyzes and compares alternative opportunities for entering new markets and adopting new technologies</li> </ul>	
<b>ACD040 Licensing</b>	
<ul style="list-style-type: none"> <li>Identifies, investigates, analyzes and negotiates licensing opportunities to grant or receive permission to use intellectual property rights, including trademarks, patents or technology</li> <li>Engages in the transfer, use, development, manufacture and marketing of intellectual property; may participate in contract negotiations for licensing opportunities</li> <li>Typically manages portfolios of patents held by the organization</li> </ul>	
<b>ACD050 Mergers and Acquisitions</b>	
<ul style="list-style-type: none"> <li>Identifies, researches, analyzes, makes recommendations, and negotiates potential mergers, acquisitions and divestitures to support the organization's growth objectives</li> <li>Makes recommendations regarding the impact of possible mergers, acquisitions and divestitures on the organization's profitability</li> <li>Conducts appropriate due diligence to ensure the reliability of information provided by potential acquisition targets</li> </ul>	
<b>ACD060 Strategic Alliances</b>	
<ul style="list-style-type: none"> <li>Identifies, investigates, analyzes, negotiates and forms third-party strategic alliances to create mutually beneficial business partnerships/arrangements</li> <li>Negotiates terms that maintain the organization's brand integrity and value while leveraging alliance partners' resources</li> <li>Creates and executes partnership terms and collaborates with partners to present a unified solution to mutual clients</li> <li>Coordinates communications with alliance partners and ensures all deliverables are met according to the partnership agreements</li> </ul>	
<b>ACD999 Strategic Planning/Corporate Development - No Applicable Discipline</b>	
<ul style="list-style-type: none"> <li>Responsibilities are within the Strategic Planning/Corporate Development Function but are not described in other Discipline summaries</li> </ul>	

## Career Bands, Career Levels, Functions and Disciplines

### Functions and Disciplines Definitions (continued)

<u>Function</u>	<u>Code</u>
<b>Modeling, Forecasting and Economic Analysis</b>	<b>AEM</b>
Develops, analyzes and models operational, economic, management and accounting data. Recommends solutions to new and complex problems, develops innovative strategies, quantifies the competitive performance of the organization's operations and/or markets, evaluates the potential impact of changes and reports on economic forecasts that affect the industry.	
<b>Applicable Career Bands</b>	
<b>Discipline</b>	
<b>AEM000</b>	<b>Modeling, Forecasting and Economic Analysis Generalist/Multidiscipline</b> <ul style="list-style-type: none"> <li>• Develops, analyzes and models operational, economic, management and accounting data to quantify the competitive performance of business segments, evaluate potential operational changes, and design new approaches and methodologies</li> <li>• Defines problems, collects data, applies advanced economic and mathematical concepts, establishes facts and draws valid conclusions</li> <li>• Recommends solutions to new and complex problems, develops innovative strategies, quantifies the competitive performance of the organization's operations and/or markets, evaluates the potential impact of changes, and reports on economic forecasts that affect the industry</li> <li>• Develops reports for management on the overall performance of business segments and develops metrics to measure various characteristics of the business</li> <li>• Analyzes historical operations and market information using business software packages and statistical software tools, and develops models to predict future outcomes</li> </ul>
<b>AEM010</b>	<b>Economics</b> <ul style="list-style-type: none"> <li>• Collects and analyzes economic data on economic conditions that affect the organization's industry (e.g., inflation, national debt) for use in studies and reports to management</li> <li>• Prepares reports discussing economic forecasts and their impact on the industry and the organization</li> <li>• Provides advice on a variety of economic issues</li> </ul>
<b>AEM050</b>	<b>Predictive Analytics/Data Science</b> <ul style="list-style-type: none"> <li>• Applies and integrates statistical, mathematical, predictive modeling and business analysis skills to manage and manipulate complex high volume data from a variety of sources</li> <li>• Analyzes large quantities of data and presents insights and predictions (e.g., on customer behaviors and preferences, new products and services) to support management planning, execution and monitoring of business decisions</li> </ul>
<b>AEM999</b>	<b>Modeling, Forecasting and Economic Analysis - No Applicable Discipline</b> <ul style="list-style-type: none"> <li>• Responsibilities are within the Modeling, Forecasting and Economic Analysis Function but are not described in other Discipline summaries</li> </ul>

## Career Bands, Career Levels, Functions and Disciplines

### Functions and Disciplines Definitions (continued)

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#### Function

#### **Business Operations Analysis**

#### Code

**AEO**

Prepares operations analyses including analysis of competitors, operational effectiveness, and capacity utilization. Analyzes, plans, conducts and/or prepares plans or procedures that provide operational and/or technical support to business operations to achieve specific objectives. Maintains an ongoing interface with various organizational and regional groups in areas such as decision analysis, technical needs, planning and execution.

#### **Applicable Career Bands**

1000, 1100, 1200, 1300, 1400, 1500, 1600, 1700, 1800, 1900, 2000, 2100, 2200, 2300, 2400, 2500, 2600, 2700, 2800, 2900, 3000, 3100, 3200, 3300, 3400, 3500, 3600, 3700, 3800, 3900, 4000, 4100, 4200, 4300, 4400, 4500, 4600, 4700, 4800, 4900, 5000, 5100, 5200, 5300, 5400, 5500, 5600, 5700, 5800, 5900, 6000, 6100, 6200, 6300, 6400, 6500, 6600, 6700, 6800, 6900, 7000, 7100, 7200, 7300, 7400, 7500, 7600, 7700, 7800, 7900, 8000, 8100, 8200, 8300, 8400, 8500, 8600, 8700, 8800, 8900, 9000, 9100, 9200, 9300, 9400, 9500, 9600, 9700, 9800, 9900

#### **Discipline**

**AEO000**

#### **Business Operations Analysis Generalist/Multidiscipline**

- Prepares operations analyses including analysis of competitors, operational effectiveness, and capacity utilization and makes recommendations for improvement
- Develops process analyses, designs and simulations
- Requires a solid understanding of the organization's business operations and industry and possesses strong analytical skills
- Provides statistical information to ensure the most effective utilization of personnel, equipment and materials for electric and/or gas operations
- Performs analyses of the operation's cost elements to ensure effective and efficient operations
- May track, maintain and provide current information on the operation's business scorecard

**AEO999**

#### **Business Operations Analysis - No Applicable Discipline**

- Responsibilities are within the Business Operations Analysis Function but are not described in other Discipline summaries

## Career Bands, Career Levels, Functions and Disciplines

### Functions and Disciplines Definitions (continued)

Function	Code
<b>Accounting</b>	<b>AFB</b>
Establishes and maintains accounting policies and controls, fiscal controls, preparing financial reports and safeguarding the organization's assets. Maintains accounting and financial records and reports, including general ledger, financial statements, regulatory and management reports.	
<b>Applicable Career Bands</b>	
<b>Discipline</b>	
<b>AFB000</b>	<b>Accounting Generalist/Multidiscipline</b> <ul style="list-style-type: none"> <li>Establishes and maintains accounting policies and controls, fiscal controls, preparing financial reports and safeguarding the organization's assets</li> <li>Responsibilities are within the Accounting Function as a generalist or in a combination of Disciplines</li> </ul>
<b>AFB010</b>	<b>General Accounting</b> <ul style="list-style-type: none"> <li>Performs general accounting activities, including the preparation, maintenance and reconciliation of ledger accounts and financial statements, such as balance sheets, profit-and-loss statements and capital expenditure schedules</li> <li>Prepares, records, analyzes and reports accounting transactions and ensures the integrity of accounting records for completeness, accuracy and compliance with accepted accounting policies and principles</li> <li>Provides financial support including forecasting, budgeting, and analyzing variations from budget</li> <li>Analyzes and prepares statutory accounts and financial statements and reports</li> <li>Conducts or assists in the documentation of accounting projects</li> </ul>
<b>AFB020</b>	<b>Financial Reporting</b> <ul style="list-style-type: none"> <li>Prepares and distributes periodic financial statements for users other than those directly employed by the organization</li> <li>Ensures all reports and disclosures comply with applicable government regulations, professional standards and organization policies</li> <li>Prepares consolidation journal entries, eliminates intercompany transactions, and consolidated divisional and subsidiary financial accounts on a timely and accurate basis for inclusion in internal and external financial statements</li> </ul>
<b>AFB025</b>	<b>XBRL (eXtensible Business Reporting Language) Coordination</b> <ul style="list-style-type: none"> <li>Coordinates tagging financial statements and notes in XBRL for electronically transmitting documents to government and stock exchanges for regulatory reporting</li> <li>Applies standard taxonomies and creates customized taxonomies for financial statements, footnotes, and financial statement schedules</li> <li>Reviews documents XBRL data tagging to ensure consistency and accuracy in the financial reporting</li> </ul>
<b>AFB030</b>	<b>Accounting Policy and Research</b> <ul style="list-style-type: none"> <li>Conducts extensive research regarding the impact to financial statements of potential changes to accounting rules proposed by accounting standards setters, and advises senior management regarding same</li> <li>Develops, implements and communicates new policies and processes to comply with newly issued accounting standards</li> <li>Provides accounting guidance related to proposed transactions to ensure conformity with local country Generally Accepted Accounting Principles (GAAP), International Financial Reporting Standards (IFRS), and company policies and procedures</li> <li>Ensures that relevant accounting standards are appropriately and consistently applied</li> </ul>
<b>AFB035</b>	<b>Joint Venture Accounting</b> <ul style="list-style-type: none"> <li>Maintains records of company-operated and non-operated production volumes and joint interest revenues</li> <li>Ensures accuracy of calculations and appropriate allocation of joint venture revenue and expenses splits</li> <li>Ensures appropriate billing and collection of partner accounts</li> </ul>

## Career Bands, Career Levels, Functions and Disciplines

### Functions and Disciplines Definitions (continued)

Function	Code
<b>Accounting (continued)</b>	<b>AFB</b>
<b>Discipline</b>	
<b>AFB040</b>	<b>Cost Accounting</b> <ul style="list-style-type: none"> <li>• Prepares, records, analyzes and reports on the cost of producing the organization's products and services</li> <li>• Analyzes capital budget requests</li> <li>• Maintains ledgers and financial statements</li> </ul>
<b>AFB050</b>	<b>Bookkeeping/Account Maintenance</b> <ul style="list-style-type: none"> <li>• Performs bookkeeping, data entry and verification procedures</li> <li>• Prepares and maintains records of amounts owed or receivable</li> </ul>
<b>AFB060</b>	<b>Accounts Payable/Receivable</b> <ul style="list-style-type: none"> <li>• Prepares, records, verifies, analyzes and reports accounts payable/receivable transactions</li> <li>• Pays vendor invoices, and receives and posts customer payments on a timely basis</li> <li>• Maintains and reconciles accounts payable/receivable ledger accounts, financial statements and reports</li> <li>• Prepares analyses and reconciliations of bill runs to detect fraud</li> <li>• Ensures that transaction entry verification procedures are followed</li> <li>• May prepare and deliver low-volume customer billing and respond to resulting queries</li> </ul>
<b>AFB070</b>	<b>Payroll</b> <ul style="list-style-type: none"> <li>• Prepares, documents and disburses payroll checks, payroll taxes and employee benefit payments</li> <li>• Evaluates current systems, and recommends and develops operating efficiency improvements</li> <li>• Monitors and ensures proper documentation of employee benefit payments</li> <li>• Prepares reports illustrating payroll expenditures, including such items as tax payments and benefit plan disbursements</li> </ul>
<b>AFB999</b>	<b>Accounting - No Applicable Discipline</b> <ul style="list-style-type: none"> <li>• Responsibilities are within the Accounting Function but are not described in other Discipline summaries</li> </ul>

## Career Bands, Career Levels, Functions and Disciplines

### Functions and Disciplines Definitions (continued)

Function	Code
<b>Credit and Collections</b>	<b>AFC</b>
Minimizes financial risk to the organization by assessing and advising on creditworthiness of prospective and existing customers. Negotiates and advises on collection of overdue bills and takes appropriate action to recover overdue payments.	
<b>Applicable Career Bands</b>	
<p>2015 Energy Middle Management, Professional and Support Compensation Survey Report - Canada</p>	
<b>Discipline</b>	
<b>AFC000</b>	<b>Credit and Collections Generalist/Multidiscipline</b> <ul style="list-style-type: none"> <li>Minimizes financial risk to the organization by assessing and advising on creditworthiness of prospective and existing customers</li> <li>Investigates credit applications and approves applications within established guidelines for companies and individuals</li> <li>Liaises with corporate customers and other departments to resolve credit problems</li> <li>May collect and negotiate terms of payment on overdue accounts</li> <li>Responsibilities are within the Credit and Collections Function as a generalist or in a combination of Disciplines</li> </ul>
<b>AFC010</b>	<b>Credit</b> <ul style="list-style-type: none"> <li>Minimizes financial risk to the organization by assessing and advising on creditworthiness of prospective and existing customers</li> <li>Investigates credit applications and approves applications within established guidelines for companies and individuals</li> <li>Liaises with corporate customers and other departments to resolve credit problems</li> <li>May collect and negotiate terms of payment on overdue accounts</li> </ul>
<b>AFC020</b>	<b>Collections</b> <ul style="list-style-type: none"> <li>Collects and negotiates terms of payment on overdue accounts with corporate and individual clients</li> <li>Conducts investigations and collection activities from an office or in the field</li> </ul>
<b>AFC030</b>	<b>Customer Contact Center Collections</b> <ul style="list-style-type: none"> <li>Makes a high volume of telephone calls to customers regarding the collection of delinquent accounts due to the organization for goods and/or services rendered</li> <li>Determines the reason for the delinquent account and arranges terms of Deferred Payment Arrangement (DPA)</li> <li>Performs the necessary follow-up with customers who have not met the terms of the DPA</li> <li>May refer certain accounts to collection agencies</li> </ul>
<b>AFC040</b>	<b>Fraud and Revenue Assurance</b> <ul style="list-style-type: none"> <li>Delivers and operates the organization's revenue assurance strategy to ensure fraud prevention and detection</li> <li>Investigates and documents cases involving product and/or service theft and malicious destruction of the organization's property</li> </ul>
<b>AFC999</b>	<b>Credit and Collections - No Applicable Discipline</b> <ul style="list-style-type: none"> <li>Responsibilities are within the Credit and Collections Function but are not described in other Discipline summaries</li> </ul>

## Career Bands, Career Levels, Functions and Disciplines

### Functions and Disciplines Definitions (continued)

Function	Code
<b>Financial Analysis and Tax</b>	<b>AFT</b>
Conducts financial analyses. Develops and prepares the organization's financial plans and budgets, interprets financial reports and tax returns, and maintains good corporate relations with the investment and banking communities.	
<b>Applicable Career Bands</b>	
<b>Discipline</b>	
<b>AFT000</b>	<b>Financial Analysis and Tax Generalist/Multidiscipline</b> <ul style="list-style-type: none"> <li>• Performs a variety of financial activities</li> <li>• Develops and evaluates financial plans and policies</li> <li>• Responsibilities are within the Financial Analysis and Tax Function as a generalist or in a combination of Disciplines</li> </ul>
<b>AFT010</b>	<b>Financial Analysis</b> <ul style="list-style-type: none"> <li>• Performs economic research and studies of rates of return, depreciation and investments</li> <li>• Analyzes profit-and-loss income statements, and prepares reports and recommendations to management</li> <li>• Generates forecasts and analyzes trends in sales, finance and other areas of business</li> <li>• Researches economic progressions to assist the organization's financial planning</li> <li>• Creates financial models of "what if" scenarios for future business planning decisions in areas such as new product development, new marketing strategies, etc.</li> </ul>
<b>AFT012</b>	<b>Pension Trust Investments</b> <ul style="list-style-type: none"> <li>• Manages and analyzes pension trust funds for the organization (e.g., qualified and non-qualified pension plans, 401(k) funds) in collaboration with legal, actuarial, accounting and investment professionals</li> <li>• Conducts research (e.g., asset/liability and asset allocation studies)</li> <li>• Recommends and implements investment strategies</li> <li>• Analyzes and reports on investment results</li> </ul>
<b>AFT020</b>	<b>Budget Analysis</b> <ul style="list-style-type: none"> <li>• Compiles and reviews the budgets for corporate departments, taking into consideration actual performance, previous expenditures, and estimated expenses and income</li> <li>• Maintains accurate spending records and establishes measures for budgetary control</li> </ul>
<b>AFT030</b>	<b>Treasury Operations</b> <ul style="list-style-type: none"> <li>• Performs treasury operations involving cash funds, foreign exchange, debt and capital management</li> <li>• Provides analytical and technical support to treasury-related activities</li> </ul>
<b>AFT035</b>	<b>Structured Finance Borrowing</b> <ul style="list-style-type: none"> <li>• Prepares/analyzes proposals, including the development of cash flow models, to borrow money to finance business investment projects</li> <li>• Leads the borrowing process including negotiating finance contracts and loan documentation through closing the loan</li> <li>• Establishes and maintains banking/lending relationships, and serves as the organization's representative to the commercial and capital finance markets</li> <li>• Monitors existing projects for potential refinancing opportunities to increase profit</li> </ul>
<b>AFT040</b>	<b>Corporate/Financial Planning</b> <ul style="list-style-type: none"> <li>• Supports corporate planning by conducting analyses of competitors, operational effectiveness and capacity utilization</li> <li>• May research, evaluate and analyze prospective mergers, acquisitions and divestitures</li> </ul>
<b>AFT050</b>	<b>Tax Reporting and Compliance</b> <ul style="list-style-type: none"> <li>• Prepares and maintains tax records, returns, reports and other related materials</li> <li>• Participates in the development and implementation of tax strategy</li> <li>• Devises legal means to minimize tax liability using thorough knowledge of tax laws and regulations</li> <li>• Recommends alternative tax treatments to alleviate or reduce tax burden</li> </ul>



## Career Bands, Career Levels, Functions and Disciplines

### Functions and Disciplines Definitions (continued)

Function	Code
<b>Financial Analysis and Tax (continued)</b>	<b>AFT</b>
<b>Discipline</b>	
<b>AFT060</b> <b>Tax Planning and Research</b> <ul style="list-style-type: none"> <li>• Conducts research and analyses of existing and upcoming tax legislation (domestic and/or international) to support the organization's tax planning and strategy</li> <li>• Conducts research as necessary to advise management of the tax implications resulting from projected organizational actions</li> </ul>	
<b>AFT080</b> <b>Insurance Risk</b> <ul style="list-style-type: none"> <li>• Develops, recommends and administers risk management and loss prevention programs, such as property and casualty insurance and product liability service (excluding insured employee benefit plans), to attain maximum protection at the most economical rates</li> </ul>	
<b>AFT090</b> <b>Rates</b> <ul style="list-style-type: none"> <li>• Develops, analyzes, revises and administers the organization's tariff schedules</li> <li>• Compiles, studies and maintains rate, revenue, load and customer data to assess the effectiveness of current tariff schedules and rules, and develops proposals to change the organization's existing rates and rules</li> <li>• Typically found in regulated telecommunications, electric and/or gas utility organizations</li> </ul>	
<b>AFT500</b> <b>Joint Interest</b> <ul style="list-style-type: none"> <li>• Responsible for all financial and technical activities related to partner-operated facilities; liaises with partners on company-operated facilities</li> <li>• Evaluates joint venture operations and performance to ensure contract compliance</li> </ul>	
<b>AFT999</b> <b>Financial Analysis and Tax - No Applicable Discipline</b> <ul style="list-style-type: none"> <li>• Responsibilities are within the Financial Analysis and Tax Function but are not described in other Discipline summaries</li> </ul>	

## Functions and Disciplines Definitions (continued)

Function	Code
<b>Audit and Financial/Business Controls</b>	<b>AFU</b>
Designs, develops and implements the organization's audit program for accounting and financial control systems.	
<b>Applicable Career Bands</b>	
AFU000	AFU000
<b>Discipline</b>	
<b>AFU000</b>	<b>Audit and Financial/Business Controls Generalist/Multidiscipline</b> <ul style="list-style-type: none"> <li>Ensures the effectiveness of internal controls in compliance with corporate objectives and government standards, such as the Sarbanes-Oxley Act (SOX) or the 8th Company Law Directive</li> <li>Reviews, evaluates, develops, implements, maintains and verifies internal and business controls for processes, systems, financial statements, journals and reports in accordance with internal auditing and government-mandated standards</li> <li>Identifies internal control gaps in business procedures, processes or systems, and initiates appropriate remedial action</li> <li>Ensures that documentation for all processes across the organization is reviewed and updated periodically</li> <li>May coordinate with external auditors to prepare the attestation of management assessment on internal controls in accordance with Section 404 of the Sarbanes-Oxley Act</li> <li>Responsibilities are within the Audit and Financial/Business Controls Function as a generalist or in a combination of Disciplines</li> </ul>
<b>AFU010</b>	<b>General Audit</b> <ul style="list-style-type: none"> <li>Develops, plans and evaluates internal audit programs for the organization's accounting and statistical records and the activities of various departments to ensure compliance with the organization's policies, procedures and standards</li> <li>Determines proper accountability of assets</li> <li>Audits accounting records of contract agreements in which the organization is involved</li> <li>Prepares reports for management on the results of audits, providing recommendations on improvements</li> <li>Interfaces with and assists outside auditors to expedite their work</li> </ul>
<b>AFU020</b>	<b>IS Audit</b> <ul style="list-style-type: none"> <li>Develops, directs, plans and evaluates internal audit programs for the organization's information systems and related procedures to ensure compliance with the organization's policies, procedures and standards</li> <li>Audits information systems applications to ensure that appropriate controls exist and that information produced by the system is accurate</li> <li>Advises others on information systems internal controls and security procedures</li> <li>Prepares reports and recommendations for management on the results of information systems audits</li> </ul>
<b>AFU030</b>	<b>Business Ethics and Compliance</b> <ul style="list-style-type: none"> <li>Designs, develops, implements and promotes awareness of the organization's business ethics policies</li> <li>Monitors the organization's standards of conduct and ethical relationships with customers, contractors, suppliers, employees and the communities in which business is conducted</li> <li>Investigates allegations of unethical activity, and develops safeguards to eliminate future breaches of the organization's ethics policies</li> </ul>
<b>AFU999</b>	<b>Audit and Financial/Business Controls - No Applicable Discipline</b> <ul style="list-style-type: none"> <li>Responsibilities are within the Audit and Financial/Business Controls Function but are not described in other Discipline summaries</li> </ul>

## Career Bands, Career Levels, Functions and Disciplines

### Functions and Disciplines Definitions (continued)

<u>Function</u>	<u>Code</u>
<b>Risk Management</b>	<b>AFY</b>
Develops, recommends and implements controls and cost-effective approaches to minimize the organization's risks effects. Identifies and analyzes potential sources of loss to minimize risk and estimates the potential financial consequences of an occurring loss.	
<b>Applicable Career Bands</b>	
AFY000 AFY999	
<b>Discipline</b>	
<b>AFY000</b>	<b>Risk Management Generalist/Multidiscipline</b> <ul style="list-style-type: none"><li>• Identifies and analyzes potential sources of loss to minimize risk</li><li>• Estimates the potential financial consequences of an occurring loss</li><li>• Develops and implements controls and cost-effective approaches to minimize the organization's risks</li><li>• Assesses and communicates information regarding business risks with functions across the organization</li></ul>
<b>AFY999</b>	<b>Risk Management - No Applicable Discipline</b> <ul style="list-style-type: none"><li>• Responsibilities are within the Risk Management Function but are not described in other Discipline summaries</li></ul>

## Career Bands, Career Levels, Functions and Disciplines

### Functions and Disciplines Definitions (continued)

<u>Function</u>	<u>Code</u>
<b>Geosciences</b>	<b>AGS</b>
Plans, schedules and coordinates detailed phases of various geological/geophysical assignments requiring expertise in a specific aspect of the scientific principles to understand the Earth, such as location of mineral and energy resources. Participates in generation, evaluation, development and proposal of exploration plays. Applies expertise in various subfields that may include mineralogy, petrology, stratigraphy, structural geology, paleontology, sedimentology, earth surface processes (geomorphology), glacial geology, environmental geology, as well as geophysics, geochemistry, hydrogeology, paleoclimatology, paleoecology, engineering geology, and remote sensing.	
<b>Applicable Career Bands</b>	
<b>Discipline</b>	
<b>AGS000</b>	<b>Geosciences Generalist/Multidiscipline</b> <ul style="list-style-type: none"> <li>Plans, schedules and coordinates detailed phases of various geological/geophysical assignments requiring expertise in a specific aspect of the scientific principles to understand the Earth, such as location of mineral and energy resources</li> <li>Participates in generation, evaluation, development and proposal of exploration plays</li> <li>Applies expertise in various subfields that may include mineralogy, petrology, stratigraphy, structural geology, paleontology, sedimentology, earth surface processes (geomorphology), glacial geology, environmental geology - as well as geophysics, geochemistry, hydrogeology, paleoclimatology, paleoecology, engineering geology, and remote sensing</li> </ul>
<b>AGS010</b>	<b>Geology</b> <ul style="list-style-type: none"> <li>Surveys physical geological data</li> <li>Identifies and classifies minerals and rocks</li> <li>Identifies relationships between types of rocks, rock structures, geological processes of running water, subsurface water, glaciation, wind, waves and landform evolution</li> </ul>
<b>AGS020</b>	<b>Geophysics</b> <ul style="list-style-type: none"> <li>Utilizes geological data for exploration and development purposes</li> <li>May execute geophysical field studies as well as interpret the acquired data</li> </ul>
<b>AGS999</b>	<b>Geosciences - No Applicable Discipline</b> <ul style="list-style-type: none"> <li>Responsibilities are within the Geosciences Function but are not described in other Discipline summaries</li> </ul>

## Career Bands, Career Levels, Functions and Disciplines

### Functions and Disciplines Definitions (continued)

Function	Code
<b>Human Resources</b>	<b>AHR</b>
<p>Designs, implements and monitors human resource programs and policies, including recruitment, learning and development, performance management, compensation, benefits, equal opportunity and diversity, etc. Anticipates and plans for long-term human resource needs and trends.</p>	
<b>Applicable Career Bands</b>	
<b>Discipline</b>	
<b>AHR000</b>	<b>HR Generalist/Consultant Generalist/Multidiscipline</b> <ul style="list-style-type: none"> <li>• Designs, implements and monitors a variety of human resource programs</li> <li>• Anticipates and plans for long-term human resource needs and trends in partnership with business management</li> <li>• Responsibilities are within the Human Resources Function as a generalist or in a combination of Disciplines</li> </ul>
<b>AHR010</b>	<b>Compensation and Benefits Generalist/Multidiscipline</b> <ul style="list-style-type: none"> <li>• Plans, designs, evaluates and administers employee compensation and benefit programs, such as salaries, short- and long-term incentives, job evaluations, performance appraisals, retirement plans, and life, health and disability insurance</li> </ul>
<b>AHR020</b>	<b>Compensation Generalist/Multidiscipline</b> <ul style="list-style-type: none"> <li>• Develops, implements and administers compensation, such as salaries, short- and long-term incentives, job evaluations, performance appraisals, salary increases and salary surveys</li> <li>• May provide services in Executive Compensation, International Compensation, Sales Compensation, and other specialized areas of compensation</li> </ul>
<b>AHR060</b>	<b>Benefits</b> <ul style="list-style-type: none"> <li>• Develops, implements and administers cost-effective benefits programs, such as pension plans, life, health and disability insurance</li> </ul>
<b>AHR070</b>	<b>Pension Plan Administration</b> <ul style="list-style-type: none"> <li>• Administers pension plans, either internally or through an outsourced service, including check distribution, recordkeeping, and responding to employee requests according to established policies and procedures</li> <li>• Assists in preparing reports to management on the status of pension activities</li> </ul>
<b>AHR090</b>	<b>Employee/Labor Relations Generalist/Multidiscipline</b> <ul style="list-style-type: none"> <li>• Manages employee and labor relations programs to ensure compliance with policies and practices</li> <li>• Represents the organization in contract negotiations with labor unions</li> <li>• Administers collective bargaining agreements and grievances</li> <li>• Develops and implements policies and procedures, including grievance procedures and exit interviews</li> <li>• Resolves employee questions, concerns and grievances</li> </ul>
<b>AHR105</b>	<b>Employee Assistance Program Administration</b> <ul style="list-style-type: none"> <li>• Develops, implements, maintains, administers and communicates the organization's Employee Assistance Program</li> <li>• Investigates, evaluates and recommends the use of specific outside treatment and counseling facilities</li> <li>• Develops and conducts training and educational seminars for employees and management</li> <li>• May counsel employees on the treatment and resolution of medical or behavioral issues affecting job-related or personal problems</li> <li>• May be required to hold the appropriate governmental license, certification, or clinical counseling experience</li> </ul>

## Career Bands, Career Levels, Functions and Disciplines

### Functions and Disciplines Definitions (continued)

Function	Code
<b>Human Resources (continued)</b>	<b>AHR</b>
<b>Discipline</b>	
<b>AHR110</b>	<b>Diversity/EEO Generalist/Multidiscipline</b> <ul style="list-style-type: none"> <li>• Develops, implements and evaluates diversity/EEO and affirmative action programs to ensure compliance with government legislation and organization goals</li> <li>• Provides training and coaching for employees and managers on diversity issues</li> <li>• Determines the efficiency and effectiveness of the EEO (equal employment opportunity) data system</li> <li>• Prepares employment trend reports related to the utilization of the job market in employment practices</li> <li>• Recommends improvements in recruitment and employee programs to ensure compliance with diversity/EEO goals and regulations</li> </ul>
<b>AHR120</b>	<b>Organization Development</b> <ul style="list-style-type: none"> <li>• Analyzes the organizational structure, determines changes to organizational responsibilities, staffing, managerial skills and the quality of work life</li> <li>• Ensures policy/program changes affecting employees do not conflict with the organization's objectives</li> </ul>
<b>AHR122</b>	<b>Workforce Analytics</b> <ul style="list-style-type: none"> <li>• Applies and integrates advanced and predictive analysis, people metrics and reporting to develop strategic and operational insights for workforce decision-making (e.g., staffing, learning and development, talent management, diversity and human resource compliance)</li> <li>• Assesses organizational staffing and identifies requirements and solutions to meet workforce objectives</li> </ul>
<b>AHR130</b>	<b>Employee Development/Training Generalist/Multidiscipline</b> <ul style="list-style-type: none"> <li>• Develops, implements and evaluates employee development plans and programs to support organizational needs as a generalist or in a combination of disciplines, such as management development, talent management, succession planning, technical or nontechnical training, or e-learning</li> <li>• Monitors employee development and training programs, assesses needs and results</li> <li>• Develops new programs and modifies existing programs</li> </ul>
<b>AHR134</b>	<b>Technical Training</b> <ul style="list-style-type: none"> <li>• Develops and implements training activities directed at both employee competencies and technical skills</li> <li>• Collaborates with other functions (e.g., engineering, operations, maintenance) to ensure that course materials reflect current specifications and to obtain information on new processes and equipment</li> <li>• May visit work locations to confirm effectiveness of technical training programs</li> </ul>
<b>AHR140</b>	<b>Recruitment Generalist/Multidiscipline</b> <ul style="list-style-type: none"> <li>• Sources, recruits, screens, interviews and recommends external and/or internal candidates for all level jobs, including entry level, experienced professional/technical, IT, support staff and hourly, and possibly management</li> <li>• May utilize the services of employment agencies</li> <li>• Places employment ads in appropriate sources, including the Internet and print media</li> <li>• Ensures the maintenance of accurate and concise records and reports concerning all phases of the recruitment process, including EEO statistics</li> <li>• May recruit from colleges, technical schools and job fairs</li> </ul>
<b>AHR150</b>	<b>Human Resources Information Systems (HRIS)</b> <ul style="list-style-type: none"> <li>• Processes the organization's human resource information using the most efficient and cost-effective computer systems and applications</li> <li>• Researches, analyzes, designs and maintains information systems in support of human resource administration and projects</li> <li>• Monitors HR information needs and designs new or modifies existing systems to meet changing requirements</li> </ul>

## Career Bands, Career Levels, Functions and Disciplines

### Functions and Disciplines Definitions (continued)

<u>Function</u>		<u>Code</u>
<b>Human Resources (continued)</b>		<b>AHR</b>
<b>Discipline</b>		
<b>AHR160</b>	<b>HR Service Center</b> <ul style="list-style-type: none"><li>• Provides centralized human resource services spanning payroll, benefits and other transactions</li><li>• Ensures efficiency of service center operations, technology, and transaction processes</li><li>• Establishes standards and procedures for handling employee questions, transactions and administration of human resource programs</li><li>• Coordinates services with the human resource information systems, human resource program managers, and technology specialists</li></ul>	
<b>AHR999</b>	<b>Human Resources - No Applicable Discipline</b> <ul style="list-style-type: none"><li>• Responsibilities are within the Human Resources Function, but are not described in other Discipline summaries</li></ul>	

## Career Bands, Career Levels, Functions and Disciplines

### Functions and Disciplines Definitions (continued)

#### Function

#### Environmental Health and Safety

#### Code

AHS

Designs, develops, implements and oversees the organization's environmental health and safety programs and procedures to safeguard employees and surrounding communities and to ensure that all facilities are in compliance with regulations.

#### Applicable Career Bands

20, 25, 30, 35, 40, 45, 50, 55, 60, 65, 70, 75, 80, 85, 90, 95, 100

#### Discipline

#### AHS000

#### Environmental Health and Safety Generalist/Multidiscipline

- Designs, develops, implements and oversees the organization's environmental, health and safety programs and procedures to safeguard employees and surrounding communities and to ensure that all facilities are in compliance with regulations
- Responsibilities are within the Environmental Health and Safety Function as a generalist or in a combination of Disciplines

#### AHS010

#### Environmental Science

- Develops and implements programs to ensure that environment regulatory obligations are fulfilled in a cost-effective manner, and that environmental risks are effectively managed
- Analyzes and maintains detailed records of pollutant concentrations in air, water, plant and soil samples
- Assists field locations in pollution prevention and waste minimization programs through periodic monitoring and technical guidance
- Conducts research on the degradation of pollutants in the environment, including streams, sediments and groundwater
- Maintains detailed records and prepares related reports and studies for submission to regulatory agencies

#### AHS020

#### Environmental Remediation

- Ensures that sites contaminated with hazardous waste and production by-products are cleaned up in accordance with government regulations
- Takes responsibility for site investigations, operation of treatment systems and soil/groundwater sampling
- Plans, develops and executes remediation project(s) using appropriate methods, technologies and personal protective equipment to minimize the potential for catastrophic releases of, or exposure to, toxic, reactive, flammable or explosive chemicals during the remediation
- Determines which neutralization and/or cleaning agents are used and their methods of application and containment
- Collects, handles and contains waste from decontamination processes; may be responsible for waste repositories (e.g., landfills)

#### AHS050

#### Safety

- Conducts safety audits of buildings, facilities, tools and equipment
- Determines safety training requirements and provides employees with safety training applicable to their work processes
- Investigates accidents to determine the root cause, circumstances, and contributing factors
- Develops recommendations and follow-up to prevent accident recurrence
- Maintains comprehensive knowledge of government safety regulations

#### AHS080

#### Medical Services - Medical Doctor

- Provides professional medical care for the comfort and well-being of employees, including examinations and treatments
- Develops preventive health care programs

#### AHS090

#### Medical Services - Nursing

- Provides professional nursing care for the comfort and well-being of employees, and assists physicians during examinations and treatments
- Administers prescribed medications and changes dressings
- Prepares and maintains patient clinical records
- Develops preventive health care programs
- May maintain established inventory levels for medicines, supplies and equipment



## Functions and Disciplines Definitions (continued)

Function	Code AHS
<b>Environmental Health and Safety</b> Designs, develops, implements and oversees the organization's environmental health and safety programs and procedures to safeguard employees and surrounding communities and to ensure that all facilities are in compliance with regulations.	
<b>Applicable Career Bands</b> 2000, 3000, 4000, 5000, 6000, 7000, 8000, 9000, 9999	
<b>Discipline</b> <b>AHS100</b> <b>Medical Services - Nonmedical Degree</b> <ul style="list-style-type: none"> <li>• Supports doctors and nurses providing medical care for the comfort and well-being of employees</li> <li>• Prepares and maintains patient clinical records</li> <li>• Develops preventive health care programs</li> <li>• May maintain established inventory levels for medicines, supplies and equipment</li> </ul> <b>AHS999</b> <b>Environmental Health and Safety - No Applicable Discipline</b> <ul style="list-style-type: none"> <li>• Responsibilities are within the Environmental Health and Safety Function but are not described in other Discipline summaries</li> </ul>	

## Career Bands, Career Levels, Functions and Disciplines

### Functions and Disciplines Definitions (continued)

Function	Code
<b>IT Development</b>	<b>AID</b>
<p>Designs, develops, modifies, adapts and implements short- and long-term solutions to information technology (IT) needs through new and existing applications, systems architecture, network systems and applications infrastructure. Reviews system requirements and business processes; codes, tests, debugs and implements software solutions.</p>	
<b>Applicable Career Bands</b>	
<p>2015 Energy Middle Management, Professional and Support Compensation Survey Report - Canada</p>	
<b>Discipline</b>	
<b>AID000</b>	<b>IT Development Generalist/Multidiscipline</b> <ul style="list-style-type: none"> <li>• Designs, develops, modifies, adapts and implements short- and long-term solutions to information technology (IT) needs through new and existing applications, systems architecture, network systems and applications infrastructure</li> <li>• Reviews system requirements and business processes; codes, tests, debugs and implements software solutions</li> <li>• Responsibilities are within the IT Development Function as a generalist or in a combination of Disciplines</li> </ul>
<b>AID010</b>	<b>Application Development</b> <ul style="list-style-type: none"> <li>• Provides application software development services or technical support typically in a defined project</li> <li>• Develops program logic for new applications or analyzes and modifies logic in existing applications</li> <li>• Codes, tests, debugs, documents, implements and maintains software applications</li> <li>• Analyzes requirements, and maintains, tests and integrates application components</li> <li>• Ensures that system improvements are successfully implemented</li> </ul>
<b>AID015</b>	<b>Internet/Web Application Development</b> <ul style="list-style-type: none"> <li>• Designs and develops primarily Internet/web pages and applications such as e-commerce and content-driven websites</li> <li>• Codes, tests, debugs, documents and implements web applications using a variety of languages and platforms such as HTML, Java, PHP, JSP, Python, AJAX, JavaScript, ASP, CGI, Perl, XML</li> <li>• Develops proof-of-concepts and prototypes of easy to navigate user interfaces (UI) that consist of web pages with graphics, icons and color schemes that are visually appealing</li> <li>• Ensures that applications are compatible across multiple computing platforms and browsers</li> <li>• May require familiarity with streaming media concepts and techniques, including digital video and audio compression standards such as MP3, WAV and MPEG</li> <li>• May also involve responsive webdesign techniques</li> </ul>
<b>AID020</b>	<b>Business Systems Analysis</b> <ul style="list-style-type: none"> <li>• Acts as a liaison between the IT development group and business units for the development and implementation of new systems and enhancement of existing systems</li> <li>• Evaluates new applications and identifies systems requirements</li> <li>• Evaluates new IT developments and evolving business requirements, and recommends appropriate systems alternatives and/or enhancements to current systems</li> <li>• Prepares communications and makes presentations on system enhancements and/or alternatives</li> </ul>
<b>AID030</b>	<b>IT Architecture (Systems Design)</b> <ul style="list-style-type: none"> <li>• Designs and develops IT architecture (integrated process, applications, data and technology) solutions to business problems in alignment with the enterprise architecture direction and standards</li> <li>• Performs technical planning, architecture development and modification of specifications</li> <li>• Develops specifications for new products/services, applications and service offerings</li> <li>• Assesses the compatibility and integration of products/services proposed as standards in order to ensure an integrated architecture across interdependent technologies</li> </ul>

## Career Bands, Career Levels, Functions and Disciplines

### Functions and Disciplines Definitions (continued)

Function	Code
<b>IT Development (continued)</b>	<b>AID</b>
<b>Discipline</b>	
<b>AID040</b>	<b>Systems Software Development</b> <ul style="list-style-type: none"> <li>• Designs, develops, tests, debugs and implements operating systems components, software tools, and utilities</li> <li>• Determines systems software design requirements</li> <li>• Ensures that system improvements are successfully implemented and monitored to increase efficiency</li> <li>• Generates systems software engineering policies, standards and procedures</li> </ul>
<b>AID050</b>	<b>Software Quality Assurance and Testing</b> <ul style="list-style-type: none"> <li>• Conducts a wide range of quality control tests and analyses to ensure that software meets or exceeds specified standards and end-user requirements</li> <li>• Drafts, revises and approves test plans and scripts to ensure alignment with standards and IT strategy</li> <li>• Creates test data files with valid and invalid records to thoroughly test program logic and verify system flow</li> <li>• Coordinates with users to plan user acceptance testing, alpha and beta testing</li> <li>• Ensures that system tests are successfully completed and documented and all problems are resolved</li> </ul>
<b>AID055</b>	<b>Application Development Support</b> <ul style="list-style-type: none"> <li>• Maintains, integrates and implements software applications within the organization</li> <li>• Coordinates software application testing, quality assurance, configuration, installation and support to ensure smooth, stable and timely implementation of new software and updates to installed applications</li> <li>• Ensures proper controls are established and maintained over test and production systems and software source code</li> </ul>
<b>AID060</b>	<b>Database Design and Analysis</b> <ul style="list-style-type: none"> <li>• Analyzes, designs, creates and implements databases, including data models, logical and physical databases, data dictionaries and schemas, access methods, device allocations, validation checks, organization and security</li> <li>• Develops and implements database recovery plans and procedures</li> <li>• Develops and implements database analysis and development policies, standards and procedures</li> <li>• Collaborates with database software vendors and external technical support on issues such as software upgrades, problems and potential solutions</li> </ul>
<b>AID070</b>	<b>Database Warehousing/Mining</b> <ul style="list-style-type: none"> <li>• Creates data warehouses (very large databases, usually loaded from transaction and Enterprise Resource Planning [ERP] systems, to support decision making in an organization) and/or data marts (a subset of a data warehouse for a single department or function)</li> <li>• Designs, develops and implements data mining tools and analyses to sift through large amounts of data stored in a data warehouse or data mart to find relationships and patterns</li> </ul>
<b>AID080</b>	<b>Network Architecture Design</b> <ul style="list-style-type: none"> <li>• Plans, researches, evaluates, designs and develops network systems by applying engineering, hardware and software design theories and principles to develop a compatible system infrastructure in line with organization strategies</li> </ul>
<b>AID090</b>	<b>Network Planning and Implementation</b> <ul style="list-style-type: none"> <li>• Researches networking requirements; prepares detailed architectural and installation plans</li> <li>• Conducts internal studies of network performance and traffic analysis</li> <li>• Researches problems, conducts cable and equipment installations, and evaluates new technologies</li> </ul>
<b>AID100</b>	<b>Enterprise Resource Planning (ERP)</b> <ul style="list-style-type: none"> <li>• Configures, implements, maintains and upgrades Enterprise Resource Planning (ERP) application modules (e.g., Human Resources, Finance, Supply Chain Management)</li> <li>• Analyzes user requirements to determine ERP system configuration and customization</li> <li>• Provides ongoing ERP system support</li> <li>• May participate in defining requirements and selecting software vendors</li> </ul>

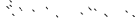




## Career Bands, Career Levels, Functions and Disciplines

### Functions and Disciplines Definitions (continued)

<u>Function</u>		<u>Code</u>
<b>IT Development (continued)</b>		<b>AID</b>
<b>Discipline</b>		
<b>AID110</b>	<b>IS Security Development</b> <ul style="list-style-type: none"><li>• Designs, develops, implements and troubleshoots various information system security software</li><li>• Develops, tests and validates solutions to remediate exploitable conditions on devices such as web servers, mail servers, routers, firewalls and intrusion detection systems</li><li>• Evaluates, codes and implements software fixes (patches) to address system vulnerabilities such as malicious code (e.g., viruses), system exploitation using SQL injection, cross-site scripting, buffer overflows, parameter tampering, hidden field manipulation, cookie poisoning, and web services manipulation</li><li>• Conducts security assessments of systems and applications using penetration tests and ethical hacking tools and risk assessment/mediation methodologies to evaluate vulnerabilities</li></ul>	
<b>AID999</b>	<b>IT Development - No Applicable Discipline</b> <ul style="list-style-type: none"><li>• Responsibilities are within the IT Development Function but are not described in other Discipline summaries</li></ul>	

## Career Bands, Career Levels, Functions and Disciplines

### Functions and Disciplines Definitions (continued)

Function	Code
<b>IT Administration</b>	<b>AIT</b>
<p>Manages the Information Technology (IT) infrastructure within an organization, including the physical network (e.g., WAN/LAN, servers, terminals) as well as server applications and software (e.g., PeopleSoft, Oracle). Configures, installs, maintains and upgrades server applications and hardware.</p>	
<b>Applicable Career Bands</b>	
<p>      </p>	
<b>Discipline</b>	
<b>AIT000</b>	<b>IT Administration Generalist/Multidiscipline</b> <ul style="list-style-type: none"> <li>Manages the IT infrastructure within an organization, including the physical network (e.g., WAN/LAN, servers, terminals) as well as server applications and software (e.g., PeopleSoft, Oracle)</li> <li>Responsibilities are within the IT Administration Function as a generalist or in a combination of Disciplines</li> </ul>
<b>AIT010</b>	<b>Computer Systems Administration</b> <ul style="list-style-type: none"> <li>Configures, installs, maintains and upgrades computer systems hardware and software</li> <li>Administers and maintains security of operating systems</li> <li>Restores files or systems by designing, writing and implementing backup procedures</li> <li>Provides operational support for the organization's information systems and peripheral equipment, such as application servers, database servers, web servers, desktops, printers and storage devices</li> <li>Performs recovery procedures, scheduling and backups, and monitors batch processes</li> </ul>
<b>AIT015</b>	<b>Website Administration</b> <ul style="list-style-type: none"> <li>Plans and manages web systems hardware and operating system server software, including web server setup and implementation</li> <li>Maintains and monitors website functionality (e.g., links, calculators, news feeds) and website security</li> <li>Conducts performance monitoring, capacity planning, workload modeling, and predictive analyses to identify and resolve potential issues (e.g., performance, security breaches)</li> <li>Collaborates with internal and/or external resources (i.e., content owners, editors, web developers) to maintain current information and tools on the organization's website(s)</li> <li>Troubleshoots network problems and security issues</li> </ul>
<b>AIT020</b>	<b>IT Help Desk Support</b> <ul style="list-style-type: none"> <li>Provides technical support to the organization's internal users of computer applications and hardware (e.g., PCs, servers, mainframes)</li> <li>Answers questions regarding system procedures, online transactions, systems status and downtime procedures, and is typically located within a call center</li> <li>Collaborates with network services, software systems engineering and/or application development in order to restore service and/or identify problems</li> <li>Maintains a troubleshooting tracking log ensuring timely resolution of problems</li> </ul>
<b>AIT025</b>	<b>IT Onsite Support</b> <ul style="list-style-type: none"> <li>Provides onsite technical support to the organization's internal users of computer applications and hardware (e.g., PCs, servers, mainframes)</li> <li>Collaborates with network services, software systems engineering and/or application development in order to restore service and/or identify problems</li> <li>Typically resolves issues referred by help desk support</li> </ul>

## Career Bands, Career Levels, Functions and Disciplines

### Functions and Disciplines Definitions (continued)

Function	Code
<b>IT Administration (continued)</b>	<b>AIT</b>
<b>Discipline</b>	
<b>AIT030 Database Administration</b>	
<ul style="list-style-type: none"> <li>Manages database utilities, monitors the relationships between the database users and applications, and maintains the organization's databases across multiple platforms and computing environments</li> <li>Applies understanding of relational database concepts and query languages in order to design required summary or aggregation tables to support analyses</li> <li>Collaborates with technology/infrastructure staff to identify data relationships and functional requirements; analyzes and resolves issues related to information flow and content</li> <li>Maintains database support tools, database tables and dictionaries, recovery and backup procedures</li> <li>Performs data modeling studies and develops detailed data models; maintains data model and entity relationship diagrams</li> </ul>	
<b>AIT040 Network Control/Administration</b>	
<ul style="list-style-type: none"> <li>Provides technical expertise in the management of a public and/or private network; tests and analyzes network facilities, including network control software, routers, switches, lines, modems, adapters and servers</li> <li>Installs, supports and/or maintains local (LAN) and/or wide area networks (WAN); evaluates and recommends networking product and software upgrades</li> <li>Performs technical analyses of software, hardware and transmission facilities using various diagnostic tools in support of efficient network operations</li> <li>Monitors data traffic and controls network resource performance to ensure high-quality transmission</li> <li>Identifies, diagnoses and resolves technical problems related to network failure/integrity and usage of PC hardware and software</li> </ul>	
<b>AIT060 IS Disaster Recovery/Business Continuation</b>	
<ul style="list-style-type: none"> <li>Develops and tests plans to ensure the continuity of critical business functions and minimize information loss in the event of a disaster (e.g., fire, flood, hurricane, earthquake)</li> <li>Sets up hot sites so that backup systems can be brought up and running quickly</li> <li>Institutes loss-reduction mechanisms to lessen exposure to disaster risks, such as sprinkler systems, insurance policies and evacuation procedures</li> <li>In the event of disaster, assesses damage to computer hardware, vital records, etc., to determine what should be salvaged, restored or replaced</li> </ul>	
<b>AIT065 IT Risk Management</b>	
<ul style="list-style-type: none"> <li>Identifies, analyzes, monitors and minimizes areas of risk that pertain to information technology</li> <li>Coordinates closely with the disaster recovery and data security disciplines; all three disciplines (risk management, disaster recovery and data security) may be part of the same department</li> </ul>	
<b>AIT070 IS Security</b>	
<ul style="list-style-type: none"> <li>Evaluates, tests, recommends, develops, coordinates, monitors, and maintains information security policies, procedures and systems, including access management for hardware, firmware and software</li> <li>Ensures that IS security architecture/designs, plans, controls, processes, standards, policies and procedures are aligned with IS standards and overall IS security</li> <li>Identifies security risks and exposures, determines the causes of security violations and suggests procedures to halt future incidents</li> <li>Investigates and resolves security incidents and recommends enhancements to improve security</li> <li>Develops techniques and procedures for conducting IS security risk assessments and compliance audits, the evaluation and testing of hardware, firmware and software for possible impact on system security, and the investigation and resolution of security incidents</li> </ul>	

## Career Bands, Career Levels, Functions and Disciplines

### Functions and Disciplines Definitions (continued)

Function	Code
<b>IT Administration (continued)</b>	<b>AIT</b>
<b>Discipline</b>	
<b>AIT080</b>	<b>IT Training/Documentation</b> <ul style="list-style-type: none"> <li>• Develops, coordinates and conducts IT training, educational and orientation programs for users</li> <li>• Develops and maintains documentation of information technology systems and applications and coordinates incorporation of documentation within applications (e.g., online help)</li> <li>• Develops, implements and/or approves training and documentation policies, standards and procedures</li> <li>• Maintains records and prepares documentation of training programs, scheduling, employee attendance, and training program effectiveness</li> </ul>
<b>AIT090</b>	<b>Voice Communications</b> <ul style="list-style-type: none"> <li>• Performs technical analysis of software, hardware and transmission systems for voice communications</li> <li>• Ensures that remote hardware and communication facilities have procedures for installation and support of voice communications systems</li> <li>• Collaborates with internal and external customers and vendors to determine voice communications system requirements</li> </ul>
<b>AIT100</b>	<b>IT Asset Management</b> <ul style="list-style-type: none"> <li>• Establishes and implements hardware and software acquisition, protection, maintenance and retention policies, standards and procedures that are aligned with IT standards and strategy</li> <li>• Investigates available hardware and software products, evaluates and recommends products based on user requirements</li> <li>• Coordinates with the procurement function to interview, select and negotiate with hardware and software vendors in order to purchase the appropriate equipment at the lowest cost</li> <li>• Reviews licenses and/or contracts to ensure that hardware and software equipment is covered by the contract and properly documented</li> </ul>
<b>AIT110</b>	<b>IT Outsourcing Management</b> <ul style="list-style-type: none"> <li>• Outsources IT activities in order to lower information technology costs and enable the organization to focus on its core business operations</li> <li>• Develops and implements outsourcing policies, standards and procedures that are aligned with the organization's IT standards and strategy</li> <li>• Develops and administers contracts with outsourcing services (e.g., data center operations, help desk) in coordination with the organization's procurement and legal functions</li> <li>• Analyzes and reports on outsourcing vendor performance</li> <li>• Manages the organization's relationship with outsourcing vendors and ensures that the outsourcing vendor's performance meets the organization's requirements</li> </ul>
<b>AIT560</b>	<b>Critical Infrastructure Protection (CIP) Compliance Audit</b> <ul style="list-style-type: none"> <li>• Develops and implements programs to evaluate adherence to North American Electric Reliability Corporation (NERC) CIP compliance efforts to improve physical and cyber-security for the electric power system as it relates to reliability</li> <li>• Ensures that identified critical cyber asset systems comply with CIP standards and internal policies to prevent incidents that may compromise or degrade the infrastructure</li> <li>• Utilizes appropriate CIP tools and procedures for infrastructure analysis, assessment, remediation, indications, warnings, mitigation, response, and reconstitution activities that occur before, during, and after events which may result in infrastructure compromise or disruption</li> </ul>
<b>AIT999</b>	<b>IT Administration - No Applicable Discipline</b> <ul style="list-style-type: none"> <li>• Responsibilities are within the IT Administration Function but are not described in other Discipline summaries</li> </ul>

## Career Bands, Career Levels, Functions and Disciplines


### Functions and Disciplines Definitions (continued)

Function	Code
<b>Legal</b>	<b>ALG</b>
Provides legal advice and services on issues concerning the rights, obligations and privileges of the organization. Represents the organization to customers, suppliers, competitors and government agencies. Provides resolution of business or technical issues by identifying legal solutions and recommending a course of action. Examines legal data to determine advisability of defending or prosecuting lawsuits.	
<b>Applicable Career Bands</b>	
<b>Discipline</b>	
<b>ALG000</b>	<b>Legal Generalist/Multidiscipline</b> <ul style="list-style-type: none"> <li>Provides a full range of legal advice and services</li> <li>Responsibilities are within the Legal Function as a generalist or in a combination of Disciplines</li> </ul>
<b>ALG005</b>	<b>Corporate/Company Secretary</b> <ul style="list-style-type: none"> <li>Prepares and maintains official corporate notices, records and actions of the Board of Directors and ensures compliance with statutory reporting requirements</li> <li>Arranges Board of Directors meetings, prepares minutes of Board meetings and communicates with stockholders with regard to general corporate policy and annual meetings</li> <li>May monitor and develop procedures set in place by the Board of Directors/executive team regarding corporate governance, follow developments affecting corporate governance and make recommendations to the Board on development of best practices</li> </ul>
<b>ALG010</b>	<b>Contract Law</b> <ul style="list-style-type: none"> <li>Reviews, drafts and negotiates a broad range of commercial contracts</li> <li>Ensures that contracts are in compliance with legal, regulatory and organization policies</li> <li>Monitors the contract process to assure compliance with the organization's contractual guidelines, satisfaction of customer specifications, and adherence to organization policy</li> <li>May act as contract liaison between the organization and customers/vendors, including participation in precontract discussions, contract negotiations and contract changes</li> <li>Assesses commercial risk of contracts</li> </ul>
<b>ALG050</b>	<b>Merger and Acquisition Law</b> <ul style="list-style-type: none"> <li>Provides legal advice to the organization on mergers and acquisitions</li> <li>Participates in negotiations on behalf of the organization regarding mergers, acquisitions and divestitures</li> <li>Works closely with Strategic Planning/Corporate Development</li> </ul>
<b>ALG065</b>	<b>Corporate Governance</b> <ul style="list-style-type: none"> <li>Creates efficient monitoring systems and incentives to ensure that executive behavior is aligned with the interests of stakeholders</li> <li>Plans and monitors relationships among shareholders, Board of Directors, executive officers, independent auditors and the Board Audit Committee, to ensure compliance with rules and policies of the organization</li> <li>Identifies and resolves issues and recommends preventive and corrective measures</li> </ul>
<b>ALG070</b>	<b>Regulatory Compliance Law</b> <ul style="list-style-type: none"> <li>Interprets laws and government regulations affecting the operation of the organization</li> <li>Implements policies and procedures to ensure organization compliance with regulations and regulatory reporting requirements</li> <li>Investigates and resolves compliance problems and responds to questions from internal sources and regulatory agencies</li> </ul>
<b>ALG999</b>	<b>Legal - No Applicable Discipline</b> <ul style="list-style-type: none"> <li>Responsibilities are within the Legal Function but are not described in other Discipline summaries</li> </ul>




## Career Bands, Career Levels, Functions and Disciplines

### Functions and Disciplines Definitions (continued)

Function	Code
<b>Legal Support</b>	<b>ALS</b>
Provides support for a variety of law-related activities that do not require a law degree, including legal or factual research, contract administration, document preparation and analysis, citation checking, and trial preparation.	
<b>Applicable Career Bands</b>	
	
<b>Discipline</b>	
<b>ALS000</b>	<b>Legal Support Generalist/Multidiscipline</b> <ul style="list-style-type: none"> <li>Provides support for a variety of law-related activities that do not require a law degree, including legal or factual research, contract administration, document preparation and analysis, citation checking, and trial preparation</li> <li>Responsibilities are within the Legal Support Function as a generalist or in a combination of Disciplines</li> </ul>
<b>ALS010</b>	<b>Paralegal</b> <ul style="list-style-type: none"> <li>Performs a variety of law-related tasks under the direction of the organization's attorneys</li> <li>Conducts legal research, drafts legal documents and performs other related duties</li> <li>Has or is working towards a paralegal designation</li> </ul>
<b>ALS020</b>	<b>Contract Administration</b> <ul style="list-style-type: none"> <li>Participates in the development and fulfillment of contract requirements in the purchase or sale/delivery of equipment, materials, products or services</li> <li>Evaluates contract compliance and advises others on contractual rights and obligations</li> <li>Requests or approves amendments to contract terms or contract extensions</li> <li>Prepares bids or requests for proposals (RFPs) including specifications and requirements; negotiates contract terms and participates in the determination of acceptable bids</li> </ul>
<b>ALS040</b>	<b>Legal Secretarial/Administrative Assistance</b> <ul style="list-style-type: none"> <li>Performs secretarial duties that require knowledge of legal procedures and terminology</li> <li>Prepares papers and correspondence such as contracts, briefs, summonses, complaints and motions</li> <li>May maintain files and calendars, schedule appointments, schedule meetings, and make travel arrangements</li> </ul>
<b>ALS999</b>	<b>Legal Support - No Applicable Discipline</b> <ul style="list-style-type: none"> <li>Responsibilities are within the Legal Support Function, but are not described in other Discipline summaries</li> </ul>

## Career Bands, Career Levels, Functions and Disciplines

### Functions and Disciplines Definitions (continued)

Function	Code
<b>Marketing</b>	<b>AMK</b>
Markets the organization's products, brands and/or services. Designs, develops and implements communication programs to advertise the organization's products/brands/services using media (e.g., print, broadcast, digital), events, and sales promotions. Develops and evaluates pricing strategies and structures. Designs and maintains websites to promote and sell the organization's products through the Internet.	
<b>Applicable Career Bands</b>	
	
<b>Discipline</b>	
<b>AMK000</b>	<b>Marketing Generalist/Multidiscipline</b> <ul style="list-style-type: none"> <li>• Designs, develops and implements marketing programs and/or pricing strategies to support the organization's products, services or market sector</li> <li>• Uses specific marketing strategies and media (e.g., print, broadcast, digital) to launch and position products and services in a sector</li> <li>• Identifies and implements marketing strategies and programs in collaboration with sales and technical teams</li> <li>• Responsibilities are within the Marketing Function as a generalist or in a combination of Disciplines</li> </ul>
<b>AMK020</b>	<b>Marketing Communications</b> <ul style="list-style-type: none"> <li>• Coordinates the development of marketing communications materials by creative design and creative writing services to effectively represent the products, services, brands and/or the organization to customers and prospects</li> <li>• Applies various communication strategies to create an impression, raise awareness, and encourage a preference and response by the target audience for the organization and its products, services, and brands</li> <li>• Develops and coordinates multimedia packages (e.g., letters, brochures, video, point-of-purchase displays)</li> <li>• May involve use of sponsorship, events and sales promotions</li> </ul>
<b>AMK025</b>	<b>Advertising</b> <ul style="list-style-type: none"> <li>• Promotes the sale of the organization's products, services, brands and/or the organization through various advertising media (e.g., print, broadcast, digital) and other methods</li> <li>• Oversees creation and placement of advertisements using various media, and coordinates efforts with advertising agencies</li> <li>• Designs, develops, and implements advertising/promotion policies and monitors results</li> <li>• Coordinates with internal clients (e.g., product/brand managers, business unit managers) to source and produce advertising materials</li> </ul>
<b>AMK030</b>	<b>Market/Segment Development</b> <ul style="list-style-type: none"> <li>• Identifies new business opportunities and creates appropriate business plans</li> <li>• Identifies new market opportunities (i.e., products/services, technologies, markets)</li> <li>• Monitors organization's market share and competition</li> </ul>
<b>AMK040</b>	<b>Market Research/Intelligence</b> <ul style="list-style-type: none"> <li>• Performs analyses and prepares forecasts and recommendations in the areas of product preferences, sales coverage, market penetration, market practices and sales trends</li> <li>• Researches market conditions to determine potential sales of a product</li> </ul>
<b>AMK050</b>	<b>Product Management</b> <ul style="list-style-type: none"> <li>• Develops and directs marketing programs for a significant product or product category</li> <li>• Compiles and evaluates research on the market's product requirements and identifies enhancements to current features and functionality</li> <li>• Establishes marketing strategies including product direction, advertising, packaging, pricing, expense budgets, profit plans and future product development to manage a product or product category's life cycle</li> <li>• Interfaces with engineers, designers, suppliers and customers to develop product requirements and specifications</li> <li>• Prepares and coordinates product introductions and updates</li> </ul>

## Functions and Disciplines Definitions (continued)

<u>Function</u>	<u>Code</u>
<b>Marketing</b>	<b>AMK</b>
Markets the organization's products, brands and/or services. Designs, develops and implements communication programs to advertise the organization's products/brands/services using media (e.g., print, broadcast, digital), events, and sales promotions. Develops and evaluates pricing strategies and structures. Designs and maintains websites to promote and sell the organization's products through the Internet.	
<b>Applicable Career Bands</b>	
<b>Discipline</b>	
<b>AMK060</b>	<b>Direct Marketing</b> <ul style="list-style-type: none"> <li>• Markets the organization's products and services using customer marketing databases</li> <li>• Creates direct mail marketing plans, targeting specific market segments with specialized offers</li> <li>• Collaborates with market research in developing response models and other database improvements</li> <li>• May conduct data mining analyses of customer data to develop marketing trends</li> </ul>
<b>AMK070</b>	<b>Brand Marketing</b> <ul style="list-style-type: none"> <li>• Promotes and maintains the brand image at local, national or international levels</li> <li>• Coordinates the marketing strategies including packaging, pricing, expense budgets, advertising and promotion of the brand</li> <li>• Develops associated advertising campaigns for the brand</li> </ul>
<b>AMK080</b>	<b>Pricing</b> <ul style="list-style-type: none"> <li>• Develops pricing strategies to meet customers' needs while providing a profit for the organization</li> <li>• Determines core business costs of service in support of pricing/tariff development</li> <li>• Designs, implements and maintains pricing infrastructures</li> <li>• Evaluates effectiveness of pricing strategies and modifies pricing structures as needed</li> <li>• Provides reporting and documentation of pricing structures and serves as the point-of-contact for pricing inquiries from internal sales department, but not customers</li> </ul>
<b>AMK090</b>	<b>Marketing Program Management</b> <ul style="list-style-type: none"> <li>• Designs, develops and coordinates marketing programs for various service offerings</li> <li>• Develops marketing plans for program implementation, monitoring and evaluation</li> <li>• May be responsible for social media marketing</li> </ul>
<b>AMK113</b>	<b>Online Community Management</b> <ul style="list-style-type: none"> <li>• Builds, grows and manages internal and/or external online community relationships across a variety of platforms (e.g., social media, blogs, message boards, email groups) to generate brand awareness, encourage loyalty to the organization, and increase engagement of target audiences</li> <li>• Generates and posts social media content and sponsors online community events (e.g., webinars, group discussions)</li> <li>• Monitors and engages community targets in online conversations, fields questions and offers solutions</li> <li>• Monitors, evaluates and reports on online community trends</li> </ul>
<b>AMK120</b>	<b>Web Content Management/Production</b> <ul style="list-style-type: none"> <li>• Ensures that the organization's websites provide up-to-date and comprehensive product/service information that is easily available to existing and potential customers</li> <li>• Establishes and maintains an information architecture that is well organized, user friendly, and presents a consistent corporate look and feel</li> <li>• Coordinates the development, integration, format design and release of content from writers and designers</li> <li>• Analyzes the use of website content and design; takes steps as necessary and affordable to improve information content architecture and design</li> <li>• Employs focus groups, surveys, web statistics, e-mail, etc., to elicit feedback and improve website content and organization</li> </ul>
<b>AMK999</b>	<b>Marketing - No Applicable Discipline</b> <ul style="list-style-type: none"> <li>• Responsibilities are within the Marketing Function but not described in other Discipline summaries</li> </ul>

## Career Bands, Career Levels, Functions and Disciplines

### Functions and Disciplines Definitions (continued)

Function	Code
<b>Customer Support/Operations</b>	<b>AMS</b>
Provides new and existing customers with the best possible service in relation to billing inquiries, service requests, suggestions and complaints. Includes Call Center - Outbound, Call Center/Customer Service and e-Commerce Customer Service.	
<b>Applicable Career Bands</b>	
AMS000 AMS010 AMS020 AMS030 AMS040 AMS500	
<b>Discipline</b>	
<b>AMS000</b>	<b>Customer Support/Operations Generalist/Multidiscipline</b> <ul style="list-style-type: none"> <li>Provides new and existing customers with the best possible service in relation to billing inquiries, service requests, suggestions and complaints</li> <li>Resolves customer inquiries and complaints fairly and effectively</li> <li>Provides product and service information to customers, and identifies upselling opportunities to maintain and increase income streams from customer relationships</li> <li>Recommends and implements programs to support customer needs</li> <li>Responsibilities are within the Customer Support/Operations Function as a generalist or in a combination of Disciplines</li> </ul>
<b>AMS010</b>	<b>Customer Service</b> <ul style="list-style-type: none"> <li>Provides customer services relating to sales, sales promotions, installations and communications</li> <li>Ensures that good customer relations are maintained, and customer claims and complaints are resolved fairly and effectively, and in accordance with the consumer laws</li> <li>Develops organizationwide initiatives to proactively inform and educate customers</li> <li>Develops improvement plans in response to customer surveys</li> </ul>
<b>AMS020</b>	<b>Customer Contact Center Generalist/Multidiscipline</b> <ul style="list-style-type: none"> <li>Provides timely responses to customer inquiries by telephone and/or e-mail in an in- or outbound service center, consistent with service and quality standards</li> <li>Processes customer orders, bills and accounts, and applications for service, maintenance and termination</li> <li>Troubleshoots and resolves customer complaints</li> </ul>
<b>AMS030</b>	<b>High Volume Customer Billing</b> <ul style="list-style-type: none"> <li>Prepares, generates, prints, records and mails customer bills for monthly services, such as energy and telecommunications, using an automated high volume billing system</li> <li>Ensures that the automated billing system is operated and maintained in a manner that efficiently produces accurate bills</li> <li>Prepares daily, monthly, and other periodic billing summary reports and financial statements</li> <li>Maintains, monitors and analyzes account records</li> </ul>
<b>AMS040</b>	<b>Customer Billing Resolution</b> <ul style="list-style-type: none"> <li>Investigates, analyzes, negotiates, resolves, documents, and reports on consumer and commercial billing issues and complaints against the organization</li> <li>Identifies solutions that address billing issues, and presents appropriate resolution options to customers</li> <li>Negotiates and authorizes billing settlements within established limits, and adjusts customer accounts</li> </ul>
<b>AMS500</b>	<b>Customer Billing Systems Planning and Analysis</b> <ul style="list-style-type: none"> <li>Develops business cases for and proposes cost-effective improvements to customer billing and collection software to maximize system effectiveness</li> <li>Works closely with information management, accounting and legal staff to ensure systems meet internal and external standards and requirements</li> <li>Ensures that billing systems are compliant with regulations established by rate-setting, taxing and postal authorities</li> <li>Maintains extensive knowledge of customer billing government regulations</li> </ul>

## Career Bands, Career Levels, Functions and Disciplines

### Functions and Disciplines Definitions (continued)

Function	Code
<b>Customer Support/Operations (continued)</b>	<b>AMS</b>
<b>Discipline</b>	
<b>AMS510</b>	<b>Meter Reading - Residential</b> <ul style="list-style-type: none"><li>• Takes responsibility for training, productivity and accuracy of meter readers, and for maintaining balanced work loads</li><li>• May be responsible, from the business perspective, for evaluation, selection, implementation or management of automated meter reading and/or advanced meter management systems</li></ul>
<b>AMS520</b>	<b>Meter Reading - Industrial</b> <ul style="list-style-type: none"><li>• Takes responsibility for training, productivity and accuracy of meter readers, and for maintaining balanced work loads</li></ul>
<b>AMS999</b>	<b>Customer Support/Operations - No Applicable Discipline</b> <ul style="list-style-type: none"><li>• Responsibilities are within the Customer Support/Operations Function but are not described in other Discipline summaries</li></ul>

## Career Bands, Career Levels, Functions and Disciplines

### Functions and Disciplines Definitions (continued)

Function	Code
<b>Technical Customer Support</b>	<b>AMT</b>
Provides post-sale technical support services to customers, including installation, troubleshooting, problem resolution and maintenance. Responds to customer questions regarding operation and malfunctions. Advises customers on preventative maintenance and configuration adjustments to improve product performance and customer satisfaction.	
<b>Applicable Career Bands</b>	
Professional Bands	Bands 10-12
Support Bands	Bands 10-12
<b>Discipline</b>	
<b>AMT000</b>	<b>Technical Customer Support Generalist/Multidiscipline</b> <ul style="list-style-type: none"><li>Provides post-sale technical support services to customers, including installation, troubleshooting, problem resolution and maintenance of products and services</li><li>Responsibilities are within the Technical Customer Support Function as a generalist or in a combination of Disciplines</li></ul>
<b>AMT999</b>	<b>Technical Customer Support - No Applicable Discipline</b> <ul style="list-style-type: none"><li>Responsibilities are within the Technical Customer Support Function but are not described in other Discipline summaries</li></ul>

## Career Bands, Career Levels, Functions and Disciplines

### Functions and Disciplines Definitions (continued)

Function	Code
<b>Outsourced/Contract Manufacturing</b>	<b>AOO</b>
Identifies, hires and oversees contract manufacturing vendors. Ensures that outsourced manufacturing operations meet established standards and specifications for quality and timeliness.	
<b>Applicable Career Bands</b> AOO000 - AOO999	
<b>Discipline</b>	
<b>AOO000</b>	<b>Outsourced/Contract Manufacturing Generalist/Multidiscipline</b> <ul style="list-style-type: none"> <li>• Develops and maintains relationships with outsourced/contract manufacturers and suppliers of associated critical business services</li> <li>• Monitors outsourced/contract manufacturers and suppliers methods of operation to ensure that merchandise is produced according to established schedules, volumes, costs, and quality standards</li> <li>• Works with merchandising, technical design and sourcing to establish and maintain policies and standards for specifications, sourcing and contract manufacturing</li> <li>• Estimates manufacturing costs, determines time standards, and recommends product and process requirements for new and existing products</li> <li>• Maintains records and reporting systems for coordination of contract manufacturing operations</li> <li>• Responsibilities are within the Outsourced/Contract Manufacturing Function as a generalist or in a combination of Disciplines</li> </ul>
<b>AOO999</b>	<b>Outsourced/Contract Manufacturing - No Applicable Discipline</b> <ul style="list-style-type: none"> <li>• Responsibilities are within the Outsourced/Contract Manufacturing Function but are not described in other Discipline summaries</li> </ul>

## Career Bands, Career Levels, Functions and Disciplines

### Functions and Disciplines Definitions (continued)

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#### Function

##### Plant Administration

#### Code

##### APA

Responsible for two or more nontechnical plant support Functions such as accounting, human resources, training, payroll, document control/records management, materials management, security and facilities management.

#### Applicable Career Bands

2015 Energy Middle Management, Professional and Support Compensation Survey Report - Canada

#### Discipline

##### APA000

##### Plant Administration Generalist/Multidiscipline

- Develops, coordinates, implements and supervises nontechnical plant support activities such as accounting/finance, personnel administration, payroll, process control computer systems, document control/records management, materials management, training, and facilities management Functions
- May also be responsible for IT, procurement, and business-planning activities

##### APA010

##### Major Staff Functions

- Responsible for two or more major staff Functions (e.g., materials management, process control computer systems, accounting/finance)

##### APA020

##### Other Staff Functions

- Responsible for two or more other staff Functions (e.g., human resources, payroll, facilities management)

##### APA999

##### Plant Administration - No Applicable Discipline

- Responsibilities are within the Plant Administration Function but are not described in other Discipline summaries



## Career Bands, Career Levels, Functions and Disciplines

### Functions and Disciplines Definitions (continued)

Function	Code
<b>Project/Program Management</b>	<b>APM</b>
Plans, monitors and manages internal projects from initiation through completion. Secures required resources, and uses formal processes and tools to manage resources, budgets, risks and changes. Manages projects to ensure on-time completion according to specifications and within budgeted costs. At the higher levels, incumbents manage large multifaceted projects; at lower levels incumbents may be concerned with clearly identifiable elements or functions within a larger project. Typically incumbents matched to this function are working towards or have achieved certification in project management.	
<b>Applicable Career Bands</b>	
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<b>Discipline</b>	
<b>APM000</b>	<b>Project/Program Management Generalist/Multidiscipline</b> <ul style="list-style-type: none"> <li>Plans, monitors and manages internal projects from initiation through completion</li> <li>Leads or coordinates project planning, resourcing, staffing, supply and subcontract management, progress reporting, troubleshooting and people management</li> <li>Ensures project results meet requirements regarding technical quality, reliability, schedule and cost</li> <li>Monitors performance and recommends schedule changes, cost adjustments or resource additions</li> <li>Responsibilities are within the Project/Program Management Function as a generalist or in a combination of Disciplines</li> </ul>
<b>APM010</b>	<b>Information Technology Project Management</b> <ul style="list-style-type: none"> <li>Manages all aspects of a diverse IT project or multiple IT projects, typically involving multiple disciplines in the IT function</li> <li>Utilizes expertise and leadership skills to direct staff and to resolve issues to ensure project goals and requirements are met</li> <li>At senior levels may employ scrum master techniques in Agile development practices</li> </ul>
<b>APM020</b>	<b>Facilities Construction Project Management</b> <ul style="list-style-type: none"> <li>Leads or coordinates construction projects, such as developing a new facility, the addition, expansion, or extension of an existing facility, or renovation/alterations to a facility in collaboration with project team, construction site and management</li> <li>Develops assignments, timetables and responsibilities for team members for the duration of the project</li> <li>Organizes and directs construction personnel, and ensures that materials and equipment resources are delivered on time</li> </ul>
<b>APM027</b>	<b>Construction Project Control Services</b> <ul style="list-style-type: none"> <li>Collaborates with project managers on the development and review of project plans, estimates, costs, contracts, schedules and resources</li> <li>Develops and implements project controls and monitoring procedures to ensure the achievement of project scope, schedule and cost objectives</li> <li>Collects, analyzes and reports on project data and costs from various stakeholders (e.g., engineering, procurement, construction and accounting)</li> </ul>
<b>APM030</b>	<b>Engineering Project Management</b> <ul style="list-style-type: none"> <li>Leads or coordinates project planning, resourcing, staffing, progress reporting, people management, and troubleshooting for engineering projects</li> <li>Ensures project results meet requirements regarding technical quality, reliability, schedule and cost</li> </ul>
<b>APM510</b>	<b>Major Construction Project Management</b> <ul style="list-style-type: none"> <li>Leads major construction project planning, resourcing, staffing, supply and subcontract management, progress reporting, troubleshooting and people management</li> <li>Develops assignments, timetables and responsibilities for team members</li> <li>Ensures that materials and equipment resources are delivered on time</li> <li>Interfaces between the project team, construction site and management</li> </ul>

## Career Bands, Career Levels, Functions and Disciplines

### Functions and Disciplines Definitions (continued)

Function	Code
<b>Project/Program Management (continued)</b>	<b>APM</b>
<b>Discipline</b>	
<b>APM530</b>	<b>Electric Transmission and/or Distribution Project Management</b> <ul style="list-style-type: none"><li>• Takes responsibility for projects involving transmission systems that carry high-power (typically above 34.5 KV) electricity from generating plants to substations; and/or distribution systems that carry electricity (typically 34.5 KV and below) from substations to final consumers</li><li>• Typical projects include substation construction, generator interconnection, new transmission line construction, rebuilding and replacing switching equipment, breakers, transformers, GSUs (generator step-up transformers), or rebuilding and installing new transmission lines</li></ul>
<b>APM540</b>	<b>Gas Transmission and/or Distribution Project Management</b> <ul style="list-style-type: none"><li>• Takes responsibility for projects involving gas transmission systems that transport natural gas by pipeline, including incidental storage, and/or gas distribution systems that transport natural gas to the final consumer</li><li>• Typical projects include system expansion, installation and construction of pipelines, compression, storage, measurement, and meter and pump station facilities</li></ul>
<b>APM550</b>	<b>Fossil Power Generation Project Management</b> <ul style="list-style-type: none"><li>• Takes responsibility for projects involving fossil power generating units that use coal, oil or natural gas</li><li>• Typical projects include plant renovation, modification or rehabilitation; replacement of the turbine, generator or boiler feed-pump; installation of gas recirculation systems; SCR (selective catalytic reduction) systems; or wet and dry scrubbers and flue gas desulphurization</li></ul>
<b>APM560</b>	<b>Hydroelectric Power Generation Project Management</b> <ul style="list-style-type: none"><li>• Takes responsibility for projects involving hydroelectric power generating units that use the force of water being released from a reservoir through a dam</li><li>• Typical projects include modernization, automation and rehabilitation of the generator, spillway gate, headway or water passage; replacement of the turbine runner or exciter; fire protection system upgrades; and aeration system installation or improvements</li></ul>
<b>APM570</b>	<b>Nuclear Power Generation Project Management</b> <ul style="list-style-type: none"><li>• Takes responsibility for projects involving nuclear power generating units that use energy produced by splitting uranium atoms (i.e., fission)</li><li>• Typical projects include construction design, construction studies, engineering, evaluation, NRC (Nuclear Regulatory Commission) submittals, replacement of head or steam generator, and outage-related projects</li></ul>
<b>APM999</b>	<b>Project/Program Management - No Applicable Discipline</b> <ul style="list-style-type: none"><li>• Responsibilities are within the Project/Program Management Function but are not described in other Discipline summaries</li></ul>

## Career Bands, Career Levels, Functions and Disciplines

### Functions and Disciplines Definitions (continued)

Function	Code
<b>Quality Assurance Methods</b>	<b>AQY</b>
Develops and implements programs to establish and maintain quality standards of existing products and services, as well as developing programs to focus employees on quality improvement. Develops policies, procedures and methods to check product, material, components and/or operational quality and improve same.	
<b>Applicable Career Bands</b>	
<b>Discipline</b>	
<b>AQY000</b>	<b>Quality Assurance Methods Generalist/Multidiscipline</b> <ul style="list-style-type: none"> <li>• Develops policies, procedures and methods to evaluate and improve the quality of products, materials, components and/or operations</li> <li>• Develops, assures and maintains the quality of products and processes, including standard procedures (e.g., ISO 9001:2000, ISO 14000 family of standards), quality audits/review, Taguchi methods, process reengineering, etc.</li> <li>• Responsibilities are within the Quality Assurance Methods Function as a generalist or in a combination of Disciplines</li> </ul>
<b>AQY010</b>	<b>Quality Systems/Customer Satisfaction</b> <ul style="list-style-type: none"> <li>• Implements the Total Quality Management (TQM) philosophy</li> <li>• Measures customer satisfaction and takes action as appropriate</li> <li>• Implements "just in time" techniques</li> </ul>
<b>AQY020</b>	<b>Business Process Improvement</b> <ul style="list-style-type: none"> <li>• Analyzes and measures the effectiveness of existing business processes and develops sustainable, repeatable and quantifiable business process improvements</li> <li>• Researches best business practices within and outside the organization to establish benchmark data</li> <li>• Collects and analyzes process data to initiate, develop and recommend business practices and procedures that focus on enhanced safety, increased productivity, and reduced cost</li> <li>• Determines how new information technologies can support reengineering business processes</li> <li>• May specialize in one or more of the following areas: benchmarking, business process analysis and reengineering, change management and measurement, process-driven systems requirements</li> </ul>
<b>AQY030</b>	<b>Six Sigma Process</b> <ul style="list-style-type: none"> <li>• Develops, implements and sustains process improvement initiatives utilizing Six Sigma methodologies</li> <li>• Drives process improvement initiatives throughout the organization, often extending them to suppliers and customers</li> <li>• Typically requires or is working towards Six Sigma certification (i.e., Master Black Belt, Black Belt)</li> </ul>
<b>AQY040</b>	<b>Supplier Quality Assurance</b> <ul style="list-style-type: none"> <li>• Collaborates with suppliers to assure the quality of their products, materials, components and/or operations</li> <li>• Monitors supplier performance and supports efforts to develop and implement changes to improve the production process</li> <li>• Follows up with suppliers on quality deviations and ensures that solutions are identified and implemented</li> </ul>
<b>AQY999</b>	<b>Quality Assurance Methods - No Applicable Discipline</b> <ul style="list-style-type: none"> <li>• Responsibilities are within the Quality Assurance Methods Function but are not described in other Discipline summaries</li> </ul>

## Career Bands, Career Levels, Functions and Disciplines

### Functions and Disciplines Definitions (continued)

Function	Code
<b>Real Estate and Facilities</b>	<b>ARE</b>
Plans, controls and directs real estate activities such as site location and acquisition, right-of-way negotiation, building and land acquisition and disposition, space leasing, property management, and maintenance of properties.	
<b>Applicable Career Bands</b>	
<b>Discipline</b>	
<b>ARE000</b>	<b>Real Estate and Facilities Generalist/Multidiscipline</b> <ul style="list-style-type: none"> <li>Plans, controls and directs real estate activities; identifies, acquires or leases land and buildings for the organization's operations</li> <li>May negotiate right-of-way easements</li> <li>Ensures the optimal utilization of the organization's facilities</li> <li>Disposes of facilities that are no longer required by the organization</li> <li>Responsibilities are within the Real Estate and Facilities Function as a generalist or in a combination of Disciplines</li> </ul>
<b>ARE010</b>	<b>Real Estate/Property Management</b> <ul style="list-style-type: none"> <li>Manages real estate to ensure maximum return and profitability</li> <li>Advises and assists with site selection, site acquisition, leasing space and other functions relating to land acquisition, negotiation and sale</li> </ul>
<b>ARE020</b>	<b>Facilities Management</b> <ul style="list-style-type: none"> <li>Ensures the optimal utilization of the organization's facilities</li> <li>Assesses and evaluates the physical space requirements of the organization and recommends plans to meet needs</li> <li>Ensures proper functioning of facilities through ongoing inspection and maintenance</li> </ul>
<b>ARE040</b>	<b>Land/Right-of-Way</b> <ul style="list-style-type: none"> <li>Obtains right-of-way easements for overhead or underground use</li> <li>Checks property titles to determine ownership, negotiates easements and price to be paid, prepares assessments, and arranges payment to grantor</li> <li>Assists in land acquisition for building facilities by obtaining land options</li> <li>Maintains permits and inspects completed work</li> <li>May coordinate acquisition activities with municipalities, governmental and regulatory agencies to ensure compliance with acquisition and easement requirements</li> </ul>
<b>ARE500</b>	<b>Conduit Joint Use Agreement Coordinator</b> <ul style="list-style-type: none"> <li>Administers joint use agreements between the utility and other organizations that use conduit (utility poles, trenches etc.)</li> <li>Maintains joint use conduit billing, receivables and accruals</li> <li>Monitors joint use conduit permit process, and validates locations, attachments and ownership</li> <li>Coordinates with electrical contractors and inspectors</li> </ul>
<b>ARE550</b>	<b>Land Management</b> <ul style="list-style-type: none"> <li>Conducts various land management activities, including lease negotiation, acquisition, contracting and administration</li> <li>Oversees surface or subsurface/mineral ownership/lease rights</li> <li>Liaises with industry contacts and identifies business development initiatives</li> </ul>
<b>ARE551</b>	<b>Land Administration</b> <ul style="list-style-type: none"> <li>Responsible for ensuring the proper documentation of all company land assets and associated contracts</li> <li>Puts forward recommendations with respect to land tenure strategy, land title problems, contract interpretation or land information systems</li> </ul>
<b>ARE552</b>	<b>Land Contracts</b> <ul style="list-style-type: none"> <li>Responsible for preparing and administering contracts and agreements for farm-outs, farm-ins, poolings, options, clarification, notice of assignment, purchase and sale conveyancing in compliance with regulations</li> </ul>

## Career Bands, Career Levels, Functions and Disciplines

### Functions and Disciplines Definitions (continued)

<u>Function</u>		<u>Code</u>
<b>Real Estate and Facilities (continued)</b>		<b>ARE</b>
<b>Discipline</b>		
<b>ARE553</b>	<b>Land Negotiations</b> <ul style="list-style-type: none"><li>• Responsible for conducting studies and making recommendations concerning the negotiation of oil and gas deals including farm-ins, farm-outs, pooling agreements, joint ventures and other agreements</li><li>• Serves as the organization's representative in significant land negotiations and ensures that participants fulfill their obligations</li></ul>	
<b>ARE999</b>	<b>Real Estate and Facilities - No Applicable Discipline</b> <ul style="list-style-type: none"><li>• Responsibilities are within the Real Estate and Facilities Function but are not described in other Discipline summaries</li></ul>	

## Functions and Disciplines Definitions (continued)

Function	Code
<b>Research Science</b>	<b>ARS</b>
<p>Performs basic theoretical and experimental scientific and technological investigation directed toward the acquisition of new knowledge. Research activities are typically outside the normal planning horizon of the organization's business units, and encompass such endeavors as enlarging and systematizing the knowledge base in science and technology, and understanding the limitations of technology and how to apply its capabilities. Publishes activities, findings and conclusions in recognized scientific publications, and presents same at appropriate scientific conferences and forums.</p>	
<b>Applicable Career Bands</b>	
<p>ARS000, ARS999, ARS998, ARS997, ARS996, ARS995, ARS994, ARS993, ARS992, ARS991, ARS990, ARS989, ARS988, ARS987, ARS986, ARS985, ARS984, ARS983, ARS982, ARS981, ARS980, ARS979, ARS978, ARS977, ARS976, ARS975, ARS974, ARS973, ARS972, ARS971, ARS970, ARS969, ARS968, ARS967, ARS966, ARS965, ARS964, ARS963, ARS962, ARS961, ARS960, ARS959, ARS958, ARS957, ARS956, ARS955, ARS954, ARS953, ARS952, ARS951, ARS950, ARS949, ARS948, ARS947, ARS946, ARS945, ARS944, ARS943, ARS942, ARS941, ARS940, ARS939, ARS938, ARS937, ARS936, ARS935, ARS934, ARS933, ARS932, ARS931, ARS930, ARS929, ARS928, ARS927, ARS926, ARS925, ARS924, ARS923, ARS922, ARS921, ARS920, ARS919, ARS918, ARS917, ARS916, ARS915, ARS914, ARS913, ARS912, ARS911, ARS910, ARS909, ARS908, ARS907, ARS906, ARS905, ARS904, ARS903, ARS902, ARS901, ARS900, ARS899, ARS898, ARS897, ARS896, ARS895, ARS894, ARS893, ARS892, ARS891, ARS890, ARS889, ARS888, ARS887, ARS886, ARS885, ARS884, ARS883, ARS882, ARS881, ARS880, ARS879, ARS878, ARS877, 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ARS376, ARS375, ARS374, ARS373, ARS372, ARS371, ARS370, ARS369, ARS368, ARS367, ARS366, ARS365, ARS364, ARS363, ARS362, ARS361, ARS360, ARS359, ARS358, ARS357, ARS356, ARS355, ARS354, AR</p>	

## Career Bands, Career Levels, Functions and Disciplines

### Functions and Disciplines Definitions (continued)

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#### Function

#### **Research Science Support**

#### Code

**ARU**

Conducts analytical, experimental, investigative and other fact-finding work using standard scientific approaches and techniques to support principal scientific researchers. Participates in research experiments in the physical, health, life or computer sciences, or mathematics or statistics. Observes, calculates, records and interprets the results of tests and analyses, and designs, constructs, modifies, calibrates, operates and maintains equipment used for these purposes or devised as a result of the work.

#### **Applicable Career Bands**

ARU000, ARU001, ARU002, ARU003, ARU004, ARU005, ARU006, ARU007, ARU008, ARU009, ARU010, ARU011, ARU012, ARU013, ARU014, ARU015, ARU016, ARU017, ARU018, ARU019, ARU020, ARU021, ARU022, ARU023, ARU024, ARU025, ARU026, ARU027, ARU028, ARU029, ARU030, ARU031, ARU032, ARU033, ARU034, ARU035, ARU036, ARU037, ARU038, ARU039, ARU040, ARU041, ARU042, ARU043, ARU044, ARU045, ARU046, ARU047, ARU048, ARU049, ARU050, ARU051, ARU052, ARU053, ARU054, ARU055, ARU056, ARU057, ARU058, ARU059, ARU060, ARU061, ARU062, ARU063, ARU064, ARU065, ARU066, ARU067, ARU068, ARU069, ARU070, ARU071, ARU072, ARU073, ARU074, ARU075, ARU076, ARU077, ARU078, ARU079, ARU080, ARU081, ARU082, ARU083, ARU084, ARU085, ARU086, ARU087, ARU088, ARU089, ARU090, ARU091, ARU092, ARU093, ARU094, ARU095, ARU096, ARU097, ARU098, ARU099

#### **Discipline**

#### **ARU000**

#### **Research Science Support Generalist/Multidiscipline**

- Conducts analytical, experimental, investigative and other fact-finding work to support principal scientific research
- Observes, calculates, records and interprets the results of tests and analyses, and constructs, modifies and calibrates equipment used for these purposes or devised as a result of the work
- Interprets parts of the data and provides input into related papers and project narratives
- Modifies, refines, adapts, or develops lab techniques and analytical procedures to meet specific experimental goals
- Responsibilities are within the Research Science Support Function as a generalist or in a combination of Disciplines


#### **ARU999**

#### **Research Science Support - No Applicable Discipline**

- Responsibilities are within the Research Science Support Function but are not described in other Discipline summaries

## Career Bands, Career Levels, Functions and Disciplines

### Functions and Disciplines Definitions (continued)

Function	Code
<b>Supply Chain and Logistics</b>	<b>ASC</b>
<p>Performs supply chain and logistics functions, which may include, but are not limited to, material procurement, production planning, inventory control, outsourcing, vendor selection, and distribution. Creates integrated processes among internal functions such as operations, purchasing and logistics, and outside suppliers. Focuses resources on continuous improvement of the movement of materials through various production processes, and establishes key performance metrics and benchmarks relating to supply chain planning/forecasting to measure actual performance against goals on a regular basis. Promotes alignment by understanding and communicating customer needs and requirements throughout the organization.</p>	
<b>Applicable Career Bands</b>	
	
<b>Discipline</b>	
<b>ASC000</b>	<b>Supply Chain and Logistics Generalist/Multidiscipline</b> <ul style="list-style-type: none"> <li>• Performs supply chain and logistics functions, such as material procurement, production planning, inventory control, outsourcing, vendor selection and distribution</li> <li>• Creates integrated processes among internal functions (e.g., operations, purchasing and logistics) and outside suppliers</li> <li>• Responsibilities are within the Supply Chain and Logistics Function as a generalist or in a combination of Disciplines</li> </ul>
<b>ASC012</b>	<b>Supplier Development</b> <ul style="list-style-type: none"> <li>• Coordinates the development of new products, materials and/or services with suppliers</li> <li>• Provides specifications and collaborates with suppliers on the organization's technical, operational and quality requirements</li> <li>• Collaborates with suppliers on technical aspects of development work, such as selecting materials</li> <li>• Administers a roster of approved suppliers</li> </ul>
<b>ASC013</b>	<b>Supplier Diversity Program Management</b> <ul style="list-style-type: none"> <li>• Develops, implements and coordinates a strategic sourcing/supplier diversity program to ensure equal opportunity in the organization's daily and strategic procurement activities</li> <li>• Establishes and maintains an extensive network of diverse suppliers for sourcing opportunities; participates in diversity councils and supplier diversity outreach events</li> <li>• Develops and maintains goals and metrics to measure and report activity, including contracts and spend with diverse suppliers</li> <li>• Administers all related programs to promote and encourage procurement activity among diverse suppliers, such as minority and women-owned businesses</li> </ul>
<b>ASC020</b>	<b>Materials Management</b> <ul style="list-style-type: none"> <li>• Coordinates incoming and outgoing movement and storage of raw materials, finished products and parts that include functions such as warehousing, shop, and delivery services to ensure material availability and delivery when needed to meet production schedules</li> <li>• Compiles data on order volume, production schedules and forecasts, and applies statistical methods to estimate future materials requirements</li> </ul>
<b>ASC022</b>	<b>Forklift Operations</b> <ul style="list-style-type: none"> <li>• Transports merchandise using a forklift truck or reach truck to designated locations within the warehouse, which may include loading, unloading and order picking</li> </ul>
<b>ASC030</b>	<b>Logistics</b> <ul style="list-style-type: none"> <li>• Coordinates inbound and outbound logistical operations including inventory management, warehousing, and transportation to ensure sufficient supply of goods and products</li> <li>• Controls the commercial impact of the complete range of activities from receiving, locating and dispatching, sourcing, purchasing and optimizing inventory levels</li> <li>• Administers an effective system that meets the organization's inventory control needs through efficient transportation of raw materials, component parts and/or finished goods</li> </ul>



## Career Bands, Career Levels, Functions and Disciplines

### Functions and Disciplines Definitions (continued)

<u>Function</u>	<u>Code</u>
<b>Supply Chain and Logistics (continued)</b>	<b>ASC</b>
<b>Discipline</b>	
<b>ASC040</b>	<b>Warehousing</b> <ul style="list-style-type: none"> <li>Administers and operates the organization's warehouses, including processing, packaging and storage of supplies, materials and equipment</li> <li>Accounts for all materials and supplies in the stores facilities; audits goods received into warehouse</li> <li>Oversees receipt, storage and shipment of materials, and related reporting in accordance with established procedures</li> <li>Prepares and coordinates schedules for shipping and receiving materials to control the flow of goods and regulate warehouse space</li> <li>Ensures the effectiveness of operating procedures, space utilization, and maintenance and protection of facilities and equipment</li> </ul>
<b>ASC050</b>	<b>Transportation</b> <ul style="list-style-type: none"> <li>Analyzes transportation and distribution systems and procedures to ensure the efficient and economical delivery of the organization's products</li> <li>Reviews proposals and makes recommendations for modifications in rates and transportation regulations</li> <li>Evaluates freight classifications, tariff rates, and operating efficiency to ensure the proper delivery of products</li> <li>Plans and coordinates fleet operations including acquisition, scheduling, maintenance service and repair, and disposal of trucks, and hires common carriers (third-party transportation companies) as appropriate</li> </ul>
<b>ASC052</b>	<b>Transportation - Delivery Vehicle Operations Generalist/Multidiscipline</b> <ul style="list-style-type: none"> <li>Operates trucks, vans or similar vehicles to pick up and deliver products, supplies and equipment to and from organization, supplier and customer sites</li> <li>Actions may involve complex pickups and deliveries, e.g., night deliveries, international travel, transport of dangerous and hazardous products</li> </ul>
<b>ASC060</b>	<b>Purchasing Generalist/Multidiscipline</b> <ul style="list-style-type: none"> <li>Negotiates favorable terms, volume discounts and long-term contracts with suppliers, and prepares and processes requisitions and purchase orders for the procurement of goods, services and supplies for customer-related business processes or for internal use as a generalist or in a combination of Purchasing Disciplines</li> </ul>
<b>ASC090</b>	<b>Technical Purchasing</b> <ul style="list-style-type: none"> <li>Negotiates favorable terms, volume discounts and long-term contracts with suppliers, and prepares and processes requisitions and purchase orders for the procurement of technical equipment, custom engineered products, systems, software or components</li> <li>Acquires and maintains understanding of technology trends, market forces, cost trends, and supplier technology road maps</li> <li>Reviews purchase order claims and contracts for conformance to company policy, and discusses defects and delivery problems with suppliers and negotiates refunds</li> </ul>
<b>ASC510</b>	<b>Petroleum and LNG Downstream Products Supply and Logistics</b> <ul style="list-style-type: none"> <li>Plans, directs and coordinates purchasing, logistics and distribution of fuel, LNG, lubricants and other company products (not including shop merchandise) for the service station network</li> <li>Ensures adequate supply levels and timely distribution to maximize sales potential and inventory control</li> <li>Manages transport and warehousing either directly or through external forwarders</li> <li>Ensures cost-effectiveness, quality and full compliance with company policy and legal regulations (tax, customs)</li> </ul>
<b>ASC999</b>	<b>Supply Chain and Logistics - No Applicable Discipline</b> <ul style="list-style-type: none"> <li>Responsibilities are within the Supply Chain and Logistics Function but are not described in other Discipline summaries</li> </ul>

## Career Bands, Career Levels, Functions and Disciplines

### Functions and Disciplines Definitions (continued)

Function	Code
<b>Engineering</b>	<b>AZE</b>
<p>Performs engineering work in operations, production, construction or maintenance environments. Designs and scales up manufacturing processes, instruments and equipment, and tests manufactured products to maintain quality. Plans, designs and estimates time and cost, and oversees construction and maintenance of structures, facilities, systems and components. Analyzes and develops solutions to engineering problems related to manufacturing equipment and systems or the causes of component failures. Develops and applies engineering standards and procedures, and provides advice on issues within the engineering field.</p>	
<b>Applicable Career Bands</b>	
<p>Engineering</p>	
<b>Discipline</b>	
<b>AZE000</b>	<b>Engineering Generalist/Multidiscipline</b> <ul style="list-style-type: none"> <li>Performs engineering work in operations, production, construction or maintenance environments</li> <li>Responsibilities are within the Engineering Function as a generalist or in a combination of Disciplines</li> </ul>
<b>AZE010</b>	<b>Chemical Engineering</b> <ul style="list-style-type: none"> <li>Performs engineering work related to the operation of chemical plant equipment and processes</li> <li>Maintains and operates chemical production equipment such as condensers, absorption and evaporation towers, columns and stills</li> <li>Coordinates maintenance and operation of chemical production equipment such as mixing, crushing, heat transfer, distillation, oxidation, hydrogenation and polymerization</li> <li>May specialize in the processes pertaining to specific chemical products such as gasoline, synthetic rubber, plastics, detergents, cement, or paper and pulp</li> </ul>
<b>AZE020</b>	<b>Petroleum Engineering</b> <ul style="list-style-type: none"> <li>Develops and designs drilling equipment and devises techniques for petroleum extraction</li> <li>Analyzes geological studies to determine the most efficient drilling methods to be used; assesses the land's composition, the location of deposits and other critical conditions at well sites</li> <li>Installs equipment designed to process and refine petroleum into its various forms for commercial and consumer use</li> </ul>
<b>AZE030</b>	<b>Quality Assurance Engineering</b> <ul style="list-style-type: none"> <li>Develops and implements methods and procedures for process control, process improvement, testing and inspection to ensure that the products are free of flaws and function as designed</li> <li>Designs and installs sophisticated testing equipment and performs product testing and analysis to maintain quality levels and minimize defects and failure rates</li> <li>Analyzes reports and defective products to determine trends and recommend corrective actions</li> <li>Collaborates with supplier representatives on quality problems, ensures that effective corrective actions are implemented, and contributes to supplier quality improvement programs</li> </ul>
<b>AZE040</b>	<b>Civil Engineering</b> <ul style="list-style-type: none"> <li>Plans and designs structures and facilities, such as bridges, railroads, roads, airports, harbors, dams, irrigation projects, pipelines, tunnels, power plants and other projects</li> <li>Analyzes proposed projects to ensure structural reliability, resource efficiency and cost-effectiveness</li> <li>May construct models to identify project specifications and meet related needs</li> </ul>
<b>AZE050</b>	<b>Electrical Equipment Engineering</b> <ul style="list-style-type: none"> <li>Plans and implements the design, manufacture, installation and/or maintenance of electrical systems and apparatus, such as electric motors, machinery controls, lighting, wiring; and power systems/devices for the generation, transmission and control of electric power</li> </ul>

## Career Bands, Career Levels, Functions and Disciplines

### Functions and Disciplines Definitions (continued)

Function	Code
<b>Engineering (continued)</b>	<b>AZE</b>
<b>Discipline</b>	
<b>AZE060</b>	<b>Process Engineering</b> <ul style="list-style-type: none"> <li>• Develops and modifies process formulations, methods and controls to meet quality standards</li> <li>• Recommends and implements improvements, modifications or additions to document work</li> <li>• Reviews product development requirements for compatibility with processing methods to determine costs and schedules</li> <li>• Integrates equipment and material capabilities to meet process module target specifications and technology target specifications</li> </ul>
<b>AZE100</b>	<b>Sustainable Engineering</b> <ul style="list-style-type: none"> <li>• Supports in-service operating systems to ensure continued operation and maintenance and optimize throughput</li> <li>• Determines, selects and implements technically feasible and economically viable alternatives for sustainment</li> <li>• Analyzes and evaluates how to improve a system and/or equipment's sustainability under continued operation, maintenance and unexpected change</li> <li>• Develops design changes to resolve operational issues, introduces new materials and revises product, process and test specifications to enhance product quality, design integrity, reliability and manufacturability</li> <li>• Collects and evaluates service use and maintenance data; conducts root cause analyses of in-service problems (e.g., operational hazards, deficiency reports, parts obsolescence, corrosion effects, reliability and maintainability trends, safety hazards, and failure causes and effects) and implements corrective action</li> </ul>
<b>AZE110</b>	<b>Mechanical Engineering</b> <ul style="list-style-type: none"> <li>• Directs and coordinates fabrication, installation, operation, application, maintenance, and repair of mechanical or electromechanical machines, equipment, tools, engines and systems</li> <li>• Ensures that quality levels and industry standards are maintained or improved in the manufacturing process</li> <li>• Oversees installation, operation, maintenance, and repair of equipment such as centralized heat, gas, water and steam systems</li> <li>• Evaluates mechanical products to determine their cost-effectiveness and efficiency</li> <li>• May evaluate field installations and recommend design modifications to eliminate malfunctions</li> </ul>
<b>AZE120</b>	<b>Environmental Engineering</b> <ul style="list-style-type: none"> <li>• Analyzes environmental conditions and recommends changes to prevent or eliminate dangerous substances and materials</li> <li>• Ensures compliance with regulatory agency policies, including government legislation pertaining to the preservation of the environment</li> <li>• Develops, designs and may operate gauging equipment to determine the amounts of toxic pollutants present in air, land and water, and ensure compliance with regulatory agency policies</li> </ul>
<b>AZE130</b>	<b>Computer Control Systems Electronics Engineering</b> <ul style="list-style-type: none"> <li>• Implements, tests, troubleshoots and improves electronic automation and controls systems in manufacturing/production/operations processes to increase production quality, efficiency and volume</li> <li>• Checks control system schematics and specifications and uses software and testing equipment to diagnose and resolve system malfunctions</li> <li>• Develops and defines control system applications for various machinery and equipment using technologies or platforms such as ladder logic programming for programmable logic controllers (PLCs), human machine interfaces (HMIs), data control systems (DCSs), supervisory control and data acquisition (SCADA), computerized numerical control (CNC) systems or motion control technology</li> </ul>

## Career Bands, Career Levels, Functions and Disciplines

### Functions and Disciplines Definitions (continued)

Function	Code
<b>Engineering (continued)</b>	<b>AZE</b>
<b>Discipline</b>	
<div data-bbox="194 545 297 579"><b>AZE160</b></div> <div data-bbox="411 545 655 579"><b>Safety Engineering</b></div> <ul style="list-style-type: none"> <li>Identifies, analyzes and controls occupational hazards and promotes worksite or product safety by applying knowledge of industrial processes, mechanics, psychology, physiology, and industrial health and safety laws</li> <li>Advises on structural safety requirements based on failure mode analysis of such factors as fatigue, stability, stress, concentration and creep</li> <li>Designs protective equipment or safety devices for machines, and redesigns machines and plant equipment to eliminate occupational hazards</li> <li>Develops standards which set tolerances, stress ratios, strength of materials and other related engineering requirements</li> <li>Reviews proposed occupational safety policies, guidelines and standards to determine their consistency with accepted engineering principles and practices; recommends technical changes as needed</li> </ul>	
<div data-bbox="194 886 297 920"><b>AZE170</b></div> <div data-bbox="411 886 818 920"><b>Structural/Facilities Engineering</b></div> <ul style="list-style-type: none"> <li>Develops and implements capital improvement projects, such as construction, remodeling, renovation, and maintenance of buildings and facilities, including preliminary concept development, detailed engineering design and bidding</li> <li>Conducts preliminary surveys and prepares schematics and work drawings for the construction and maintenance of new or remodeled structures and facilities</li> <li>Examines and approves engineering and architectural drawings and design computations for buildings and facilities to ensure compliance with sound engineering practices and codes; incorporates functional requirements into facility requirements</li> <li>Estimates cost of projects, writes contracts and specifications for labor, materials and equipment for construction projects, and secures bids from contractors</li> <li>Conducts periodic inspections of work in progress and advises construction supervisors and contractors on plans and specifications</li> <li>Inspects existing facilities and prepares reports on the condition, deficiencies observed, designs necessary for repairs, and estimated cost of repairs</li> </ul>	
<div data-bbox="194 1304 297 1338"><b>AZE517</b></div> <div data-bbox="411 1304 953 1338"><b>Bulk Power Market Operations Engineering</b></div> <ul style="list-style-type: none"> <li>Coordinates the day-to-day operation of the bulk power market to efficiently and reliably operate an energy imbalance market across the regional bulk electric transmission grid</li> <li>Administers on a continuous basis the bulk power market, ensuring market participants comply with applicable market protocols in real time</li> <li>Develops and maintains market protocols and systems needed to facilitate the markets</li> <li>Notifies the reliability coordinator of conditions that threaten system reliability, and complies with reliability directives issued by the reliability coordinator</li> <li>Makes decisions and takes actions to ensure effective operation of the market and protection of the reliability of the bulk electric system consistent with reliability directives issued by the reliability coordinator</li> <li>Determines the adequacy of energy and capacity available in the market, and works with market participants, reliability coordinators and others to ensure that the market has an adequate supply of energy and capacity</li> <li>May have North American Electric Reliability Corporation (NERC) certification</li> </ul>	
<div data-bbox="194 1701 297 1735"><b>AZE526</b></div> <div data-bbox="411 1701 698 1735"><b>Reservoir Engineering</b></div> <ul style="list-style-type: none"> <li>Evaluates oil and gas reserves, supplies and properties</li> <li>Estimates oil, liquids and gas reserves and provides estimates of long-term availability</li> <li>May undertake both reservoir and production engineering activities</li> </ul>	
<div data-bbox="194 1821 297 1856"><b>AZE528</b></div> <div data-bbox="411 1821 678 1856"><b>Pipeline Engineering</b></div> <ul style="list-style-type: none"> <li>Develops initial criterion for pipeline routing, lateral and compression facilities in accordance with environmental studies and obtains regulatory approvals</li> <li>Receives design drawings and supervises construction</li> <li>May also supervise pigging operations and troubleshooting</li> </ul>	

## Career Bands, Career Levels, Functions and Disciplines

### Functions and Disciplines Definitions (continued)

Function	Code
<b>Engineering (continued)</b>	<b>AZE</b>
<b>Discipline</b>	
<b>AZE533</b>	<b>Electric System/Grid Operations Engineering</b> <ul style="list-style-type: none"> <li>• Develops, implements and monitors engineering applications, processes and services associated with the performance of all coordinated operations responsibilities assigned to the independent coordinator of transmission (ICT) to prevent power outages and maintain reliable electric service</li> <li>• Requests and collects information, prepares and validates data, and executes computer runs for current, next-day, and other operational assessments of the transmission network, to support coordination and approval of generation and transmission maintenance outage requests, and to comply with external standards and requirements including reporting for market participants, government entities, and legal</li> <li>• Participates in identification of issues, and researches, analyzes and resolves disputes and inquires relating to market and grid operations data</li> <li>• Develops and periodically updates network model data as necessary for the interchange distribution calculator (IDC) load flow model</li> <li>• Develops, maintains, and supports coordinated operations applications, processes and documentation</li> <li>• Identifies opportunities for improved analyses of electric system operations data and prioritizes, develops and implements improvements including automated tools for monitoring and reporting operations data</li> </ul>
<b>AZE540</b>	<b>Electric Transmission Asset Planning and Operations Engineering</b> <ul style="list-style-type: none"> <li>• Plans and designs transmission systems with voltage levels typically above 34.5K</li> <li>• Designs transmission lines, bulk and distribution substations, and system protection and relaying</li> <li>• Focuses on transmission circuits, system interconnections, and bulk substations</li> <li>• Determines need, size, location and timing of system development, to balance economic, environmental, social and regulatory constraints and reliability needs</li> <li>• Coordinates activities with other utilities and nonutility generation</li> <li>• Tests and maintains on a system-wide basis the relay protective and control equipment essential to system operation and tests the condition of insulation of all major system electric apparatus</li> </ul>
<b>AZE543</b>	<b>Electric Distribution Engineering</b> <ul style="list-style-type: none"> <li>• Plans and designs distribution systems with voltage levels typically 34.5K and below</li> <li>• Determines need, size, location and timing of system development, to balance economic, environmental, social and regulatory constraints and reliability needs</li> </ul>
<b>AZE545</b>	<b>Electric Systems Construction Design Standards Engineering</b> <ul style="list-style-type: none"> <li>• Develops construction working drawings and instructional standards, material and tool specifications, and acceptable suppliers lists</li> <li>• Directs or performs the investigative, testing and technical work necessary for developing design specifications and material lists</li> </ul>
<b>AZE550</b>	<b>Fossil Power Generation Engineering</b> <ul style="list-style-type: none"> <li>• Designs, develops, and improves fossil power plant operations and/or maintains plant facilities and mechanical equipment in safe, efficient and economical working conditions through the direction or performance of maintenance activities</li> <li>• May also be involved in engineering effectiveness studies relating to installation, calibration, maintenance and repair of instrumentation</li> </ul>
<b>AZE555</b>	<b>Hydroelectric Power Generation Engineering</b> <ul style="list-style-type: none"> <li>• Designs, develops, and improves hydroelectric power plant operations and/or maintains plant facilities and mechanical equipment in safe, efficient and economical working conditions through the direction or performance of maintenance activities</li> </ul>
<b>AZE557</b>	<b>Renewable/Alternative Power Generation Engineering</b> <ul style="list-style-type: none"> <li>• Designs, develops, and improves renewable/alternative power generation operations and/or maintains plant/installation facilities and mechanical equipment in safe, efficient and economical working conditions through the direction or performance of maintenance activities</li> <li>• Participates in engineering effectiveness studies relating to installation, calibration, maintenance and repair of renewable/alternative power generation instrumentation</li> </ul>

## Career Bands, Career Levels, Functions and Disciplines

### Functions and Disciplines Definitions (continued)

Function	Code
<b>Engineering (continued)</b>	<b>AZE</b>
<b>Discipline</b>	
<b>AZE560</b>	<b>Nuclear Power Plant Design and Systems Engineering</b> <ul style="list-style-type: none"><li>• Evaluates, monitors and conducts trend analyses on the performance of assigned nuclear systems and/or components</li><li>• Troubleshoots systems, performs predictive and root-cause analysis, and determines and initiates corrective action</li><li>• Conducts and reviews systems surveillance</li><li>• Designs, performs and verifies analysis of preventive maintenance programs of assigned systems and/or components</li><li>• Takes responsibility for design changes and execution of component changeouts</li><li>• May establish testing programs for reactors and reactor components</li><li>• May perform detailed inspection of reactor components and recommends overhaul work where necessary</li><li>• Provides technical oversight and support for maintenance activities</li></ul>
<b>AZE570</b>	<b>Gas Transmission Engineering</b> <ul style="list-style-type: none"><li>• Plans, designs and engineers pipelines and compressor stations, and meter and regulator stations for natural gas transmission</li><li>• Installs and inspects rectifier stations and anodes used to minimize corrosive effects of static-electricity discharge between gas pipeline and ground</li></ul>
<b>AZE573</b>	<b>Gas Distribution Engineering</b> <ul style="list-style-type: none"><li>• Plans, designs, and engineers the distribution systems for natural gas</li><li>• Installs and inspects rectifier stations and anodes used to minimize corrosive effects of static-electricity discharge between gas pipeline and ground</li></ul>
<b>AZE579</b>	<b>Major Construction Engineering Generalist/Multidiscipline</b> <ul style="list-style-type: none"><li>• Plans, directs, and participates in the design, cost and scheduling of major construction projects</li><li>• Prepares plans, designs and analyses in accordance with established codes, standards and drawings</li><li>• Develops and maintains project budgets, forecasts, and cash flows</li><li>• Provides overall project schedule development, monitoring, progress measurement, and change order management</li><li>• Monitors and analyzes performance of subcontractors</li><li>• Inspects construction work in progress to ensure compliance with design specifications and recommends corrective action and/or improvements as needed</li><li>• Communicates with government agencies to ensure that building code regulations are met</li></ul>
<b>AZE583</b>	<b>Major Construction Cost Engineering</b> <ul style="list-style-type: none"><li>• Develops and maintains project budgets, forecasts, and cash flows for major construction projects</li><li>• Analyzes blueprints and other documentation to prepare estimates and support budget forecasts</li><li>• Monitors and analyzes performance of subcontractors on major construction projects</li><li>• Prepares project change orders to obtain budget for work</li><li>• Sets up cost monitoring and reporting systems and procedures</li></ul>
<b>AZE590</b>	<b>Drilling Engineering</b> <ul style="list-style-type: none"><li>• Analyzes geological studies to determine the most efficient drilling methods to be used</li><li>• Develops and designs drilling techniques and ensures appropriate utilization of drilling equipment</li></ul>
<b>AZE593</b>	<b>Oil Sands Mining Engineering</b> <ul style="list-style-type: none"><li>• Conducts investigations and studies to determine the structure and composition of oil sands to recover oil from sand</li></ul>
<b>AZE999</b>	<b>Engineering - No Applicable Discipline</b> <ul style="list-style-type: none"><li>• Responsibilities are within the Engineering Function but are not described in other Discipline summaries</li></ul>

## Career Bands, Career Levels, Functions and Disciplines

### Functions and Disciplines Definitions (continued)

Function	Code
<b>Technical Specialty/Skilled Trade</b>	<b>AZT</b>
Provides technical support to engineers and scientists in areas such as production, operations, maintenance, safety, testing, process improvement or product development. Uses schematics, diagrams, written and verbal descriptions or defined plans to perform testing and troubleshooting on electronic or mechanical components, equipment or systems. Gathers, maintains, formats, compiles, and manipulates technical data using established formulae and procedures, and performs detailed mathematical calculations.	
<b>Applicable Career Bands</b>	
<b>Discipline</b>	
<b>AZT000</b>	<b>Technical Specialty/Skilled Trade Generalist/Multidiscipline</b> <ul style="list-style-type: none"> <li>Provides technical support to engineers and scientists on a variety of technical tasks</li> <li>Develops and recommends procedures and methods, and prepares technical reports and documentation</li> <li>Performs technical evaluations of events to determine root cause; recommends corrective action</li> <li>Responsibilities are within the Technical Specialty/Skilled Trade Function as a generalist or in a combination of Disciplines</li> </ul>
<b>AZT010</b>	<b>Equipment Maintenance Technical Specialty</b> <ul style="list-style-type: none"> <li>Performs preventative maintenance and repairs on equipment and systems (e.g., mechanical, electrical)</li> <li>Evaluates and recommends equipment improvements to improve availability, capability and yield</li> <li>Performs equipment failure analyses (including preventative and unscheduled maintenance)</li> <li>Troubleshoots and diagnoses equipment problems</li> <li>Prepares technical reports to document equipment modifications and equipment maintenance procedures</li> </ul>
<b>AZT015</b>	<b>Civil Engineering Technical Specialty</b> <ul style="list-style-type: none"> <li>Supports engineers in the planning, design, and supervision of the construction of structures and facilities such as bridges, railroads, roads, airports, harbors, dams, irrigation projects, pipelines and tunnels</li> <li>Monitors and inspects completed and in-progress construction work and may performs tests to ensure quality standards are met</li> <li>Compiles and analyzes traffic patterns, hydrologic and meteorologic information and other engineering data</li> <li>Prepares detailed site layouts and specifications</li> <li>Reviews and analyzes design drawings for feasibility, performance, safety and durability</li> </ul>
<b>AZT020</b>	<b>Calibration Technical Specialty</b> <ul style="list-style-type: none"> <li>Performs precise calibrations and preventative and corrective maintenance on measuring and test equipment, instruments, tools, gauges and fixtures</li> <li>Sets up test equipment and conducts tests on performance and reliability of mechanical, structural, or electromechanical equipment</li> <li>Develops calibration operating procedures and documentation for all instruments</li> <li>Selects and procures instrument spare parts to minimize machine downtime</li> <li>Coordinates calibration with outside contractors for equipment that cannot be maintained internally</li> </ul>
<b>AZT050</b>	<b>Process Technical Specialty</b> <ul style="list-style-type: none"> <li>Provides technical support to engineers to achieve improvements in cycle-time, yield, unit cost, quality, safety and compliance of production and operations processes</li> <li>Monitors instruments and equipment and collects operating data including calibration, inspection, testing, and repair activities to assist in making on-line adjustments to instruments, equipment or products</li> <li>Analyzes and resolves malfunctions and deviations of instruments and control systems to identify and resolve problems</li> <li>Conducts analyses and prepares reports using metrics from salvage tracking, trending, reporting and root cause analyses</li> <li>Maintains process designs to optimize process and facility use while conforming to standard operating procedures (SOPs) and good manufacturing practices (GMPs)</li> </ul>

## Career Bands, Career Levels, Functions and Disciplines

### Functions and Disciplines Definitions (continued)

Function	Code
<b>Technical Specialty/Skilled Trade (continued)</b>	<b>AZT</b>
<b>Discipline</b>	
<b>AZT060</b>	<b>Quality Control/Inspection Technical Specialty</b> <ul style="list-style-type: none"> <li>● Provides technical support to the quality and quality engineering (QE) functions</li> <li>● Conducts nondestructive examination (NDE) and quality control (QC) inspections on products, materials, components, parts, etc., at various stages of the production process to ensure compliance with established quality and reliability standards</li> <li>● Captures and analyzes statistical data from processes to either confirm compliance with established standards or identify deviations from standards</li> <li>● Recommends new or enhanced methods, procedures and standards</li> </ul>
<b>AZT070</b>	<b>Test Equipment Technical Specialty</b> <ul style="list-style-type: none"> <li>● Plans, lays out, assembles, modifies, validates, and maintains test equipment and related structural assemblies by reading and interpreting blueprints, engineering drawings, and sketches</li> <li>● Assists engineers in operating test equipment to obtain performance data on parts and assemblies under varying operating conditions</li> <li>● Collects, compiles and summarizes test data, and reviews results with engineering to resolve problems such as product or equipment issues, malfunctions and incomplete test data</li> <li>● Diagnoses test equipment malfunctions, and services and repairs equipment as required</li> </ul>
<b>AZT080</b>	<b>CAD/CAE Drafting Technical Specialty</b> <ul style="list-style-type: none"> <li>● Prepares and maintains detailed design drawings, schematics or specifications typically using Computer Aided Design (CAD) software</li> <li>● Works closely with design originators (e.g., engineers, designers) to resolve design details or discrepancies, or to prepare drawings of unusual, complex, or original designs, which require a high degree of precision using CAD (Computer Aided Drafting) or CAE (Computer Aided Engineering) equipment</li> <li>● Creates, modifies and controls detailed two- and three-dimensional parts and assembly drawings from engineers' and technicians' sketches, plans, written and verbal instructions</li> <li>● Develops and maintains drafting standards and procedures</li> <li>● Evaluates and recommends purchase of CAD/CAE-related computer hardware and software</li> </ul>
<b>AZT090</b>	<b>Production/Operations Laboratory Technical Specialty</b> <ul style="list-style-type: none"> <li>● Assists engineers and scientists with a variety of laboratory tasks</li> <li>● Performs chemical and/or physical analyses or scientific tests using both routine and special techniques in compliance with all safety and infection control standards</li> <li>● Collects, analyzes and processes laboratory samples</li> <li>● Records results of tests, organizes data, performs basic computations, and prepares reports and analyses using standard procedures and guidelines</li> <li>● Installs, operates, maintains and repairs laboratory test equipment, apparatus, systems, and supplies</li> </ul>
<b>AZT110</b>	<b>Chemistry Technical Specialty</b> <ul style="list-style-type: none"> <li>● Assists chemists and chemical engineers conduct chemical and physical laboratory tests using instrumental techniques in making qualitative and quantitative analyses of solids, liquids, and gaseous materials related to product development or quality control of production processes or products</li> <li>● Performs quantitative and qualitative analyses in organic, inorganic, physical, analytical chemistry, photochemistry or electrochemistry to determine the chemical and physical properties of materials, liquids and gases</li> </ul>



## Career Bands, Career Levels, Functions and Disciplines

### Functions and Disciplines Definitions (continued)

Function	Code
<b>Technical Specialty/Skilled Trade (continued)</b>	<b>AZT</b>
<b>Discipline</b>	
<b>AZT120</b>	<b>Stationary Engineering Technical Specialty</b> <ul style="list-style-type: none"> <li>Operates, monitors, adjusts, maintains and repairs stationary engines and mechanical equipment and systems used in production and operations under the overall guidance of stationary engineers</li> <li>Ensures that equipment such as generators, motors, turbines, boilers and complex fire safety systems in buildings and plants operate safely, economically, and within established limits by monitoring meters, gauges, and computerized controls either on site or from a central location</li> <li>Performs repairs ranging from a complete overhaul to replacing defective valves, gaskets, or bearings</li> <li>Records relevant events and facts concerning the operation and maintenance of equipment</li> <li>Conducts routine maintenance to maintain or improve operating efficiency, such as lubricating moving parts, replacing filters or removing soot and corrosion from boilers and adding chemicals to boiler water to prevent corrosion and harmful deposits</li> </ul>
<b>AZT140</b>	<b>Skilled Trade Generalist/Multidiscipline</b> <ul style="list-style-type: none"> <li>Performs installations, preventive maintenance, and repairs on buildings, mechanical equipment and utility systems using one or more trade skills (e.g., electrical, mechanical, plumbing, carpentry)</li> <li>Prepares and maintains records of completed maintenance repair work</li> <li>Maintains current knowledge of all applicable procedures and safety measures</li> </ul>
<b>AZT150</b>	<b>Electrical Skilled Trade</b> <ul style="list-style-type: none"> <li>Repairs, installs, replaces and tests electrical circuits, equipment and appliances, using hand tools and testing instruments, to supply electrical power for lighting, equipment, and machine operations</li> </ul>
<b>AZT160</b>	<b>Welding Skilled Trade</b> <ul style="list-style-type: none"> <li>Welds all types of commonly used metals and alloys of various sizes, shapes, and thicknesses, including dissimilar metals such as copper to steel</li> <li>Operates various hand-welding, flame-cutting, hand-soldering, or brazing equipment to weld or join metal components or to fill holes, indentations, or seams of fabricated metal products</li> <li>May set up, operate, and/or tend to robots that weld, braze, solder, or heat treat metal products, components, or assemblies</li> </ul>
<b>AZT170</b>	<b>Mechanical Skilled Trade</b> <ul style="list-style-type: none"> <li>Repairs and maintains machinery and mechanical equipment, such as motors, pumps, conveyors, belts, fans, air conditioners, etc.</li> <li>Examines mechanical equipment to diagnose malfunctions</li> <li>Adjusts, cleans and lubricates parts of mechanical devices as necessary</li> <li>Requisitions replacement parts and equipment</li> <li>Oversees contractors at supervisory/management level</li> </ul>
<b>AZT180</b>	<b>Machinery/Millwright Skilled Trade</b> <ul style="list-style-type: none"> <li>Installs, modifies, moves, troubleshoots, repairs and dismantles machinery and equipment according to requisition documentation, layout plans, blueprints, or other drawings</li> <li>Prepares installation site by constructing foundations, and aligns and fastens machinery to the foundation using hoists, dollies, rollers, trucks, tools, squares, rules, and micrometers</li> <li>Performs operational tests on newly installed, modified, repaired and moved machinery and equipment to ensure that it meets technical specifications</li> <li>Fabricates metal parts for prototype equipment based on drawings</li> <li>Programs PLCs (programmable logic controllers)</li> </ul>
<b>AZT502</b>	<b>Engineering Technical Specialty</b> <ul style="list-style-type: none"> <li>Assists engineers with drawings related to drilling, facilities, pipeline, production or reservoir engineering</li> <li>Carries out calculations and selects most appropriate processes as a result of the information provided by the engineering group</li> </ul>

## Career Bands, Career Levels, Functions and Disciplines

### Functions and Disciplines Definitions (continued)

Function	Code
<b>Technical Specialty/Skilled Trade (continued)</b>	<b>AZT</b>
<b>Discipline</b>	
<b>AZT505</b>	<b>Geographical Information Systems (GIS) Technical Specialty</b> <ul style="list-style-type: none"> <li>• Develops and maintains GIS databases, applications and tools</li> <li>• Compiles geospatial data, conducts analyses, develops models, and produces maps and reports</li> <li>• Maintains and refines existing map databases to reflect the latest data</li> </ul>
<b>AZT506</b>	<b>Geosciences Technical Specialty</b> <ul style="list-style-type: none"> <li>• Assists geologists and geophysicists in planning and implementing programs of hydrocarbon and mineral extraction</li> </ul>
<b>AZT507</b>	<b>Geological Technical Specialty</b> <ul style="list-style-type: none"> <li>• Completes drawings, extending calculations from seismic shot-points, well log data and a variety of other information, and provides interpretation for geophysical programs in concert with professional geologists</li> </ul>
<b>AZT508</b>	<b>Geophysical Technical Specialty</b> <ul style="list-style-type: none"> <li>• Conducts tests and analysis resulting from sample materials provided by engineers, chemists, geologists and/or field technicians</li> <li>• Tests and certifies products to ensure quality control; supports research and development activities</li> </ul>
<b>AZT510</b>	<b>Bulk Power Market/Electric System/Grid Technical Specialty</b> <ul style="list-style-type: none"> <li>• Supports engineers, economists, mathematicians or other quantitative professionals in the development of new Independent System Operator (ISO) markets and in making continuous improvements to existing ISO market designs</li> <li>• Assists with the development and implementation of new Functionality and enhancements to existing Functionality of the wholesale electricity markets to improve operating performance of the ISO's market and system operations Functions, improve market performance and ensure that markets provide appropriate economic incentives to all participants</li> <li>• Conducts analyses of existing market rules, manuals and operating procedures to quantify the competitive performance of the marketplace and recommends market design enhancements</li> <li>• Monitors development activities in other ISO/RTO markets to identify best practices, potential risks or failures, and undesirable behaviors by market participants experienced in other markets which may be precluded by effective market designs</li> </ul>
<b>AZT528</b>	<b>Field Metering Technical Specialty</b> <ul style="list-style-type: none"> <li>• Maintains and repairs of all pipeline and metering equipment and auxiliary measurement equipment</li> <li>• Fully qualified pipeline field position with full working knowledge of field measurement equipment and procedures</li> <li>• Designs and implements meter proving schedules</li> <li>• Takes a lead role in resolving measurement discrepancies and product volume balance issues</li> <li>• Works with field operations staff to ensure accuracy of measurement data, proving meters, calculation proving reports and ensuring completion of supporting documentation</li> </ul>
<b>AZT530</b>	<b>Maintenance Planning - Onshore</b> <ul style="list-style-type: none"> <li>• Performs onshore maintenance planning; develops, plans and executes upgrade and maintenance projects</li> <li>• Prepares designs, drawings and schedules of tasks to be performed</li> <li>• Selects suppliers and controls the quality of materials and services provided by them</li> <li>• Ensures the conservation of equipment and platforms and the quality of customer service</li> </ul>
<b>AZT538</b>	<b>Renewable/Alternative Power Grid Interconnection Technical Specialty</b> <ul style="list-style-type: none"> <li>• Assists engineers and renewable/alternative power project development staff in determining the feasibility and cost of interconnecting new renewable/alternative power projects to the transmission grid</li> <li>• Assists the organization's representatives on a variety of interconnection issues dealing with Regional Transmission Organizations (RTOs), and/or Independent System Operators (ISOs), Regional Reliability Councils (RRCs), and regional and national governmental and regulatory authorities</li> </ul>

## Career Bands, Career Levels, Functions and Disciplines

### Functions and Disciplines Definitions (continued)

Function	Code
<b>Technical Specialty/Skilled Trade (continued)</b>	<b>AZT</b>
<b>Discipline</b>	
<b>AZT544 Electric Transmission and/or Distribution Technical Specialty</b> <ul style="list-style-type: none"> <li>Provides expert technical support for transmission systems that carry high-power electricity from generating plants to substations and/or distribution systems that carry electricity from substations to final consumers</li> <li>Focuses on transmission circuits, system interconnections, bulk substations, and/or distribution systems, including activities such as testing and maintaining relay protective and control equipment, and testing the condition of insulation of all major system electric apparatus</li> </ul>	
<b>AZT550 Fossil Power Generation Technical Specialty</b> <ul style="list-style-type: none"> <li>Provides expert technical support for electric power generating units that use either coal, oil or natural gas</li> <li>Focuses on fossil power plant operations and/or maintenance of plant facilities and mechanical equipment, including activities such as studies relating to installation, calibration, instrumentation maintenance and repair</li> </ul>	
<b>AZT555 Hydroelectric Power Generation Technical Specialty</b> <ul style="list-style-type: none"> <li>Provides expert technical support for electric power generating units that use the force of water being released from a reservoir through a dam</li> <li>Focuses on improving hydroelectric power plant operations and/or maintenance of plant facilities and mechanical equipment</li> </ul>	
<b>AZT557 Renewable/Alternative Power Generation Technical Specialty</b> <ul style="list-style-type: none"> <li>Provides expert technical support for renewable/alternative power generating units</li> <li>Focuses on plant operations and/or maintenance of plant facilities and mechanical equipment, including activities such as studies relating to installation, calibration, instrumentation maintenance and repair</li> </ul>	
<b>AZT560 Nuclear Power Generation Technical Specialty</b> <ul style="list-style-type: none"> <li>Provides expert technical support for nuclear power generating units that use energy produced by splitting uranium atoms (i.e., fission)</li> <li>Focuses on improving nuclear power plant operations and/or maintenance of plant facilities and mechanical equipment, including activities such as trend analyses of assigned nuclear systems and/or components</li> </ul>	
<b>AZT563 Inspector Technical Specialty</b> <ul style="list-style-type: none"> <li>Examines pressure equipment during fabrication and repair</li> <li>Inspects and monitors pressure equipment and onstream corrosion monitoring, and provides records and plans for complex units</li> </ul>	
<b>AZT571 Gas Transmission and/or Distribution Technical Specialty</b> <ul style="list-style-type: none"> <li>Provides expert technical support for gas transmission systems that transport natural gas by pipeline including incidental storage, and/or gas distribution systems that transport natural gas to the final consumer by pipeline</li> <li>Focuses on pipeline and compressor systems for natural gas transmission and/or distribution, including activities such as installing and/or inspecting rectifier stations and anodes used to minimize corrosive effects of static-electricity discharge between gas pipeline and ground</li> </ul>	
<b>AZT579 Major Construction Technical Specialty Generalist/Multidiscipline</b> <ul style="list-style-type: none"> <li>Supports major construction engineers in the preparation of plans, designs and analyses, development and maintenance of cost estimates, and drafting and monitoring of work schedules</li> <li>Inspects construction work in progress to ensure compliance with design specifications</li> <li>Maintains and reviews vendor design documentation to ensure compliance with design requirements</li> <li>Researches government building code regulations</li> </ul>	
<b>AZT580 Major Construction Design Technical Specialty</b> <ul style="list-style-type: none"> <li>Supports construction design engineers in the preparation of plans, designs and analyses in areas such as steel, concrete and formwork/falsework</li> <li>Inspects construction work in progress to ensure compliance with design specifications</li> <li>Maintains and reviews vendor design documentation to ensure compliance with design requirements</li> <li>Researches government building code regulations</li> </ul>	

**Career Bands, Career Levels, Functions and Disciplines**

**Functions and Disciplines Definitions (continued)**

<u>Function</u>	<u>Code</u>
<b>Technical Specialty/Skilled Trade (continued)</b>	<b>AZT</b>
<b>Discipline</b>	
<b>AZT583</b>	<b>Major Construction Cost Technical Specialty</b> <ul style="list-style-type: none"><li>• Supports construction cost engineers in the development and maintenance of cost estimates and tracking actual costs vs. budgets for major construction projects</li><li>• Reviews blueprints and other documentation to prepare cost estimates</li><li>• Collects information from engineers, architects, contractors and subcontractors regarding changes and adjustments to cost estimates</li><li>• Maintains cost monitoring and reporting systems following established procedures</li></ul>
<b>AZT999</b>	<b>Technical Specialty/Skilled Trade - No Applicable Discipline</b> <ul style="list-style-type: none"><li>• Responsibilities are within the Technical Specialty/Skilled Trade Function but are not described in other Discipline summaries</li></ul>

Career Bands, Career Levels, Functions and Disciplines

Functions and Disciplines Definitions (continued)

Function		Code
<b>Manual/Unskilled Labor</b>		<b>AZU</b>
Performs a variety of general manual labor tasks (e.g., sweeping and cleaning floors and work areas, picking up papers and refuse from grounds, assisting in the handling of heavy materials, making minor repairs, mowing lawns, shoveling snow, cleaning, dusting, washing windows, moving and polishing furniture and equipment). Follows specific processes and procedures to maintain the buildings, facilities and grounds.		
<b>Applicable Career Bands</b>		
AZU0000 - AZU9999		
<b>Discipline</b>		
AZU000	<b>Manual/Unskilled Labor Generalist/Multidiscipline</b> <ul style="list-style-type: none"><li>Performs a variety of general manual labor tasks, (e.g., lifting and moving materials, loading and unloading vehicles, digging and refilling holes)</li></ul>	
AZU999	<b>Manual/Unskilled Labor - No Applicable Discipline</b> <ul style="list-style-type: none"><li>Responsibilities are within the Manual/Unskilled Labor Function but are not described in other Discipline summaries</li></ul>	

## Career Bands, Career Levels, Functions and Disciplines

### Functions and Disciplines Definitions (continued)

<u>Function</u>	<u>Code</u>
<b>Account Management</b>	<b>CAM</b>
Builds and maintains effective long-term relationships with a defined customer base to ensure a high level of satisfaction and increase revenues. Identifies, develops and typically closes new sales opportunities. Serves as the primary interface for all products and services, and creates demand for the organization's products and services by raising their profile with customers. Typically has a limited number of key/strategic accounts and maintains relationships with clients at the senior management or executive level.	
<b>Applicable Career Bands</b>	
<p> <i>None</i> </p>	
<b>Discipline</b>	
<b>CAM000</b>	<b>Account Management Generalist/Multidiscipline</b> <ul style="list-style-type: none"> <li>Builds and maintains effective long-term relationships and a high level of satisfaction with key senior-level decision makers and influencers at an assigned group of customer accounts that may include major strategic customers within a geographic or industry focus</li> <li>Identifies, develops and typically closes new sales opportunities</li> <li>Creates demand for the organization's products and services by raising their profile with customers</li> <li>Achieves revenue targets by increasing revenue spend per account</li> <li>May conduct regular status and strategy meetings with the customer's senior management to understand their needs and link them to the organization's product/service strategies</li> <li>Responsibilities are within the Account Management Function as a generalist or in a combination of Disciplines</li> </ul>
<b>CAM500</b>	<b>Key Accounts</b> <ul style="list-style-type: none"> <li>Manages accounts of customers with substantial energy usage such as commercial or industrial consumers, universities and local municipalities</li> <li>Identifies, develops and typically closes new sales opportunities</li> </ul>
<b>CAM510</b>	<b>Industrial/Commercial - Account Management</b> <ul style="list-style-type: none"> <li>Manages accounts of industrial or commercial customers such as office complexes, hotels, hospitals and production sites</li> <li>Identifies, develops and typically closes new sales opportunities</li> </ul>
<b>CAM999</b>	<b>Account Management - No Applicable Discipline</b> <ul style="list-style-type: none"> <li>Responsibilities are within the Account Management Function but are not described in other Discipline summaries</li> <li>Identifies, develops and typically closes new sales opportunities</li> </ul>

## Career Bands, Career Levels, Functions and Disciplines

### Functions and Disciplines Definitions (continued)

Function	Code
<b>Bid Management</b>	<b>CBM</b>
Manages the bidding process from initial contact through to contract signing, but excluding the ongoing account management once the contract has been signed. Manages the preparation of bids and tenders with particular emphasis on establishing the organization's trading terms. Identifies and manages appropriate resources and team support to develop package and price custom solutions.	
<b>Applicable Career Bands</b>	
B0000, B0001, B0002, B0003, B0004, B0005, B0006, B0007, B0008, B0009, B0010, B0011, B0012, B0013, B0014, B0015, B0016, B0017, B0018, B0019, B0020, B0021, B0022, B0023, B0024, B0025, B0026, B0027, B0028, B0029, B0030, B0031, B0032, B0033, B0034, B0035, B0036, B0037, B0038, B0039, B0040, B0041, B0042, B0043, B0044, B0045, B0046, B0047, B0048, B0049, B0050, B0051, B0052, B0053, B0054, B0055, B0056, B0057, B0058, B0059, B0060, B0061, B0062, B0063, B0064, B0065, B0066, B0067, B0068, B0069, B0070, B0071, B0072, B0073, B0074, B0075, B0076, B0077, B0078, B0079, B0080, B0081, B0082, B0083, B0084, B0085, B0086, B0087, B0088, B0089, B0090, B0091, B0092, B0093, B0094, B0095, B0096, B0097, B0098, B0099	
<b>Discipline</b>	
<b>CBM000</b>	<b>Bid Management Generalist/Multidiscipline</b> <ul style="list-style-type: none"><li>• Manages the preparation of bids and tenders with particular emphasis on establishing the organization's trading terms</li><li>• Collaborates with business developers and account managers to obtain and clarify customer requirements</li><li>• Identifies and manages appropriate resources and team support to develop, package and price custom solutions</li><li>• May coordinate legal sign-off on bids and proposals, placement of supplier orders, and acceptance of customer orders</li></ul>
<b>CBM999</b>	<b>Bid Management - No Applicable Discipline</b> <ul style="list-style-type: none"><li>• Responsibilities are within the Bid Management Function but are not described in other Discipline summaries</li></ul>

## Career Bands, Career Levels, Functions and Disciplines

### Functions and Disciplines Definitions (continued)

<u>Function</u>	<u>Code</u>
<b>Channel Sales</b>  Maximizes revenues from sales of the organization's products and/or services through a base of reseller partners such as dealers, systems integrators, value added resellers (VARs), distributors or retailers. Locates, evaluates and recruits potential channel partners. Supports partners throughout the sales process in all sales-oriented activities, such as marketing, advertising, sales promotions and training to achieve revenue targets.	<b>CSC</b>
<b>Applicable Career Bands</b>  Band 10 - Band 12	
<b>Discipline</b>	
<b>CSC000</b>	<b>Channel Sales Generalist/Multidiscipline</b> <ul style="list-style-type: none"><li>• Maximizes revenues from sales of the organization's products and/or services through a base of reseller partners in specific assigned channels and/or vertical markets</li><li>• Locates, evaluates and recruits potential channel partners including systems integrators, value added resellers (VARs), distributors, dealers or retailers</li><li>• Supports partners throughout the sales process in all sales-oriented activities, including marketing, advertising, sales promotions, and training to achieve revenue targets</li><li>• Responsibilities are within the Channel Sales Function as a generalist or in a combination of Disciplines</li></ul>
<b>CSC999</b>	<b>Channel Sales - No Applicable Discipline</b> <ul style="list-style-type: none"><li>• Responsibilities are within the Channel Sales Function but are not described in other Discipline summaries</li></ul>



## Career Bands, Career Levels, Functions and Disciplines

### Functions and Disciplines Definitions (continued)

Function	Code
<b>Direct Sales</b>	<b>CSD</b>
<p>Closes direct sales of products and/or services in order to meet individual/team quotas and the organization's business objectives. Creates, monitors and revises lead generation plans to ensure a substantive sales opportunity pipeline. Typically, sales cycles are relatively short.</p>	
<b>Applicable Career Bands</b>	
<p>2000, 2001, 2002, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020, 2021, 2022, 2023, 2024, 2025, 2026, 2027, 2028, 2029, 2030, 2031, 2032, 2033, 2034, 2035, 2036, 2037, 2038, 2039, 2040, 2041, 2042, 2043, 2044, 2045, 2046, 2047, 2048, 2049, 2050, 2051, 2052, 2053, 2054, 2055, 2056, 2057, 2058, 2059, 2060, 2061, 2062, 2063, 2064, 2065, 2066, 2067, 2068, 2069, 2070, 2071, 2072, 2073, 2074, 2075, 2076, 2077, 2078, 2079, 2080, 2081, 2082, 2083, 2084, 2085, 2086, 2087, 2088, 2089, 2090, 2091, 2092, 2093, 2094, 2095, 2096, 2097, 2098, 2099</p>	
<b>Discipline</b>	
<b>CSD000</b>	<p><b>Direct Sales Generalist/Multidiscipline</b></p> <ul style="list-style-type: none"> <li>• Promotes and sells a portfolio of technical and/or nontechnical products and/or services and solutions directly to current and new end customers</li> <li>• Informs customers of new product/service introductions and prices</li> <li>• Creates, monitors and revises lead generation plans to ensure a substantive sales opportunity pipeline</li> <li>• Responsibilities are within the Direct Sales Function as a generalist or in a combination of Disciplines</li> </ul>
<b>CSD500</b>	<p><b>Key Accounts Sales</b></p> <ul style="list-style-type: none"> <li>• Manages accounts of customers with substantial energy usage such as commercial or industrial consumers, universities and local municipalities</li> </ul>
<b>CSD510</b>	<p><b>Industrial/Commercial Sales</b></p> <ul style="list-style-type: none"> <li>• Manages accounts of industrial or commercial customers such as office complexes, hotels, hospitals and production sites</li> </ul>
<b>CSD520</b>	<p><b>Residential Development Sales</b></p> <ul style="list-style-type: none"> <li>• Manages accounts of developers of individual residences such as single-family homes, multifamily homes and apartment buildings</li> </ul>
<b>CSD550</b>	<p><b>Energy Facilities Capacity Sales</b></p> <ul style="list-style-type: none"> <li>• Plans, organizes and controls the marketing and sales related to physical facilities</li> <li>• Works with operations and transportation personnel to promote customer service</li> <li>• May coordinate advertising and public relations activities for processing plants and pipeline capacity</li> </ul>
<b>CSD999</b>	<p><b>Direct Sales - No Applicable Discipline</b></p> <ul style="list-style-type: none"> <li>• Responsibilities are within the Direct Sales Function but are not described in other Discipline summaries</li> </ul>

## Career Bands, Career Levels, Functions and Disciplines

### Functions and Disciplines Definitions (continued)

Function	Code
<b>Sales Support and Administration</b>	<b>CUS</b>
Supports sales representatives and channel partners in administrative areas such as order processing, sales quotes, sales information management, product training and financing. Tracks transactions and prepares reports regarding information such as order status, sales results, leads, sales quotas and sales representative earnings.	
<b>Applicable Career Bands</b>	
<b>Discipline</b>	
<b>CUS000</b>	<b>Sales Support and Administration Generalist/Multidiscipline</b> <ul style="list-style-type: none"><li>• Supports sales representatives and channel partners in administrative areas such as order processing, customer quotes, sales information management, product training and financing</li><li>• Responsibilities are within the Sales Support and Administration Function as a generalist or in a combination of Disciplines</li></ul>
<b>CUS010</b>	<b>Sales Training</b> <ul style="list-style-type: none"><li>• Develops, plans and conducts training on techniques of selling the organization's products and/or services for sales representatives and reseller partners</li><li>• Designs training classes and training materials, and prepares documentation</li><li>• Conducts sales training needs assessments, and analyzes employee training needs to determine requirements for new program development</li><li>• Monitors and evaluates sales training programs, assesses results and implements enhancements as needed to ensure effectiveness of programs</li></ul>
<b>CUS040</b>	<b>Sales Force Effectiveness</b> <ul style="list-style-type: none"><li>• Works with Sales management, Sales Training, Sales Planning, Sales Compensation, Marketing and other parts of the business to promote sales excellence through various means including metrics management, analyses of sales results, customer segmentation and targeting and coaching</li><li>• May be involved in the design and implementation of the activity statements of the Representatives, and design of sales incentives plans</li></ul>
<b>CUS060</b>	<b>Sales Operations Support</b> <ul style="list-style-type: none"><li>• Provides operational support to sales management</li><li>• Plan and coordinates projects to improve the operational efficiency and effectiveness of the sales force</li><li>• Develops processes and procedures to support the sales process and participates in the development of requirements for sales support systems</li><li>• Maintains information of sales activities that support sales performance metrics and sales process improvement</li></ul>
<b>CUS999</b>	<b>Sales Support and Administration - No Applicable Discipline</b> <ul style="list-style-type: none"><li>• Responsibilities are within the Sales Support and Administration Function but are not described in other Discipline summaries</li></ul>

## Functions and Disciplines Definitions (continued)

Function	Code
<b>Energy Delivery/Distribution</b>	<b>EDD</b>
Directs, coordinates, implements and plans distribution activities that provide electric and/or gas service to customers including operation, line construction and/or maintenance.	
<b>Applicable Career Bands</b>	
<b>Discipline</b>	
<b>EDD000</b>	<b>Energy Delivery/Distribution Generalist/Multidiscipline</b> <ul style="list-style-type: none"> <li>• Directs and coordinates distribution activities that provide electric and/or gas service to customers</li> <li>• Has responsibilities that typically include operations, line construction and/or maintenance and field engineering</li> <li>• Plans, directs and coordinates activities to prevent electric service interruptions and minimize the impact and restoration time of service interruptions</li> <li>• Schedules maintenance, trouble operations/service restoration, metering operations, and operations planning work</li> <li>• Provides adequate, accurate information to the customer service centers to keep affected customers properly informed</li> <li>• Ensures compliance with all safety, training and auditable guidelines, policies, practices, organization standards, and government regulations</li> </ul>
<b>EDD010</b>	<b>Electric Distribution Systems Operations</b> <ul style="list-style-type: none"> <li>• Operates electric power distribution system to ensure adequate distribution of electricity to meet power demands</li> <li>• Calculates load estimates according to corrected weather and consumer-demand records and notifies power supply function of electric power required to meet fluctuating demands</li> <li>• Monitors control board showing operating condition of lines and equipment throughout the system and makes adjustments or directs workers to make adjustments as conditions warrant</li> <li>• Directs substations to deenergize malfunctioning circuits or adjusts switches to ensure safety of maintenance crew and avoid interruptions of service during repairs</li> <li>• Notifies maintenance crew of location and deenergization of troubled sector, and verifies that workers are clear of repaired equipment before directing energization of circuit</li> <li>• May operate computer console programmed to automatically perform load-control functions</li> </ul>
<b>EDD020</b>	<b>Electric Distribution Construction and/or Maintenance</b> <ul style="list-style-type: none"> <li>• Constructs, removes and maintains electric distribution facilities and equipment including cable, transformers, breakers and other associated devices</li> <li>• May be responsible for sub transmission facilities (transmission lines of voltages between transmission voltages and distribution voltages, generally between 69 KV-138 KV)</li> <li>• May be responsible for field engineering and/or operating activities</li> <li>• Coordinates, schedules and supervises line crews (underground, overhead or substation) engaged in the construction, removal and maintenance of electric distribution facilities and equipment</li> <li>• Dispatches field crews, troubleshooters and testers engaged in the construction, maintenance and emergency restoration of electric distribution facilities and customers' service facilities</li> <li>• Responsibilities may be limited to an assigned district or area</li> </ul>
<b>EDD030</b>	<b>Electric Distribution/Substation Equipment Testing/Repair</b> <ul style="list-style-type: none"> <li>• Plans, schedules and coordinates distribution systems equipment testing, including construction testing, maintenance testing, and protective and control scheme testing</li> <li>• Ensures that equipment systems meet organization standards</li> <li>• Tests equipment such as reclosures, sectionalizers, transformers and other major equipment systems</li> <li>• Maintains knowledge of current test equipment and procedures</li> </ul>

## Career Bands, Career Levels, Functions and Disciplines

### Functions and Disciplines Definitions (continued)

Function	Code
<b>Energy Delivery/Distribution (continued)</b>	<b>EDD</b>
<b>Discipline</b>	
<b>EDD040 Gas Distribution System Operations</b>	
<ul style="list-style-type: none"> <li>Calculates and controls the flow of natural gas through the system to maintain volume and pressure for adequate supply</li> <li>Monitors telemetric instruments to determine gas pressure, volume and consumption</li> <li>Reviews supply and demand data such as gas quality, pressure, weather conditions, and time of day to forecast load adjustment</li> </ul>	
<b>EDD050 Gas Distribution Construction and/or Maintenance</b>	
<ul style="list-style-type: none"> <li>Constructs, removes and maintains gas distribution facilities and equipment including pipe, gauges and valves</li> <li>May be responsible for field engineering and/or operating activities</li> <li>Coordinates, schedules and supervises crews engaged in the construction, removal and maintenance of facilities and equipment for gas distribution</li> <li>Dispatches field crews engaged in the construction, maintenance and emergency restoration of gas service</li> <li>Responsibilities may be limited to an assigned district or area</li> </ul>	
<b>EDD060 Corrosion Control</b>	
<ul style="list-style-type: none"> <li>Installs and inspects rectifier stations and anodes used to minimize corrosive effects of static-electricity discharge between gas pipeline and ground</li> <li>Measures electric current present in ground using voltmeter, ammeter and resistivity meter</li> <li>Compares electrical quantities with written standard to identify ground areas in which electric current exceeds permissible maximum</li> <li>Periodically tests rectifiers to verify efficiency and replaces defective units</li> </ul>	
<b>EDD070 Distribution Meter Services Generalist/Multidiscipline</b>	
<ul style="list-style-type: none"> <li>Takes responsibility for customer metering activities including testing, repairs and maintaining stocks of metering equipment and meter testing equipment</li> <li>Installs, removes, field tests and maintains customer electric and/or gas meters in accordance with regulatory standards and organization's guidelines</li> <li>Develops, implements and maintains effective metering asset performance programs</li> </ul>	
<b>EDD080 Quality Control/Inspection</b>	
<ul style="list-style-type: none"> <li>Develops, implements and maintains assessment, inspection, testing and maintenance programs for power lines, poles and gas distribution pipelines</li> <li>Supports and conducts nondestructive examination (NDE), quality engineering (QE), and quality control (QC) inspections</li> <li>Researches, interprets and explains inspection results</li> <li>Recommends changes to maintain compliance with regulatory requirements</li> <li>Maintains documentation to ensure proper test methodologies</li> </ul>	
<b>EDD090 Proprietary Telecommunications Systems</b>	
<ul style="list-style-type: none"> <li>Designs, builds, maintains and manages the organization-owned communications system and facilities (e.g., fiber optic network installed on electric transmission or delivery lines, microwave)</li> <li>Schedules regular maintenance and emergency maintenance, testing and inspecting all telecommunications facilities and equipment</li> <li>Develops a long-term plan for communications facilities, budgets and equipment requirements</li> </ul>	
<b>EDD999 Energy Delivery/Distribution - No Applicable Discipline</b>	
<ul style="list-style-type: none"> <li>Responsibilities are within the Energy Delivery/Distribution Function but are not described in other Discipline summaries</li> </ul>	

## Career Bands, Career Levels, Functions and Disciplines

### Functions and Disciplines Definitions (continued)

Function	Code
<b>Energy Efficiency/Conservation</b>	<b>EDE</b>
<p>Develops, implements and manages energy efficiency (EE), demand side management (DSM), demand response (DR) and conservation programs to meet established goals. EE programs include tighter building envelopes (e.g., insulation) upgrades, duct repair, high-efficiency HVAC upgrades and HVAC tune-ups that reduce energy consumption. DR programs include reliability-based programs (i.e., load response programs) such as direct load control and curtailable/interruptible load, and market-based programs (i.e., price response programs) such as real-time/critical peak pricing and demand bidding/buyback.</p>	
<b>Applicable Career Bands</b>	
<b>Discipline</b>	
<b>EDE000</b>	<p><b>Energy Efficiency/Conservation Generalist/Multidiscipline</b></p> <ul style="list-style-type: none"> <li>• Develops, promotes, implements and manages energy efficiency (EE), demand side management (DSM), demand response (DR) and conservation programs to meet established goals</li> <li>• Develops, promotes, implements and manages EE programs for new construction and upgrades to existing buildings such as tighter building envelopes (e.g., insulation) and HVAC ducts, high-efficiency HVAC equipment, and HVAC tune-ups to reduce energy demand and meet regulatory and corporate goals</li> <li>• Develops, promotes, implements and manages DSM programs such as energy surveys, weatherization, load management, efficient lighting retrofits and tighter building envelopes</li> <li>• Develops, promotes, implements and manages DR programs such as load management, standby generation, pricing signals and interruptible service</li> <li>• Provides customers with technical advice and assistance to design, procure and install energy efficient equipment and adopt demand-reduction initiatives</li> <li>• Conducts cost-benefit analyses and evaluates the impact of EE, DSM and DR programs</li> <li>• Ensures that programs are in compliance with regulatory guidelines, and may be responsible for Public Utility Commission (PUC) funds awarded for DSM/EE programs</li> </ul>
<b>EDE999</b>	<p><b>Energy Efficiency/Conservation - No Applicable Discipline</b></p> <ul style="list-style-type: none"> <li>• Responsibilities are within the Energy Efficiency/Conservation Function but are not described in other Discipline summaries</li> </ul>

## Career Bands, Career Levels, Functions and Disciplines

### Functions and Disciplines Definitions (continued)

Function	Code
<b>Energy Supply</b>	<b>EFS</b>
Negotiates and administers long-term energy commodity supply/purchase contracts to meet the organization's needs. Coordinates with the organization's energy marketing and trading group as necessary to ensure profitable transaction terms.	
<b>Applicable Career Bands</b>	
<i>NA, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100</i>	
<b>Discipline</b>	
<b>EFS000</b>	<b>Energy Supply Generalist/Multidiscipline</b>
	<ul style="list-style-type: none"> <li>Plans and secures adequate supplies of one or more energy commodities to meet the organization's needs</li> <li>Develops long-term supply agreements, which may include transportation and storage arrangements</li> <li>Ensures all contracts and transactions are conducted within prescribed legal policies and procedures, and works closely with other functions to determine pricing and terms of new contracts</li> <li>Negotiates purchase contracts</li> <li>Develops forecasts of needed supply, transportation requirements, and available storage</li> <li>Manages relationships with suppliers</li> <li>Administers and monitors existing purchase and sale contracts</li> <li>Identifies new long-term supply opportunities, and assists in determining prices and contract terms for profitable transactions, in conjunction with the energy marketing and trading group</li> </ul>
<b>EFS010</b>	<b>Crude Oil Supply</b>
	<ul style="list-style-type: none"> <li>Plans and secures adequate supplies of crude oil to meet the organization's needs</li> <li>Develops long-term supply, which may include transportation and storage arrangements</li> <li>Ensures all contracts and transactions are conducted within prescribed legal policies and procedures, and works closely with other groups to determine pricing and terms of new contracts</li> <li>Negotiates crude oil purchase contracts with suppliers and, as required, with transportation organizations and storage operators</li> <li>Develops forecasts of needed supply, transportation requirements, and available storage</li> <li>Manages relationships with suppliers</li> <li>Administers and monitors existing purchase and sale contracts; identifies new long-term supply opportunities, and assists in determining prices and contract terms for profitable transactions, in conjunction with the energy marketing and trading group</li> </ul>
<b>EFS020</b>	<b>Natural Gas Supply</b>
	<ul style="list-style-type: none"> <li>Plans and secures adequate supplies of natural gas to meet the organization's needs</li> <li>Develops long-term supply agreements, which may include transportation and storage arrangements</li> <li>Ensures all contracts and transactions are conducted within prescribed legal policies and procedures, and works closely with other functions to determine pricing and terms of new contracts</li> <li>Negotiates gas purchase contracts with suppliers and, as required, with transportation organizations and storage operators</li> <li>Develops forecasts of needed supply, transportation requirements, and available storage</li> <li>Manages relationships with suppliers</li> <li>Administers and monitors existing purchase and sale contracts</li> <li>Identifies new long-term supply opportunities, and assists in determining prices and contract terms for profitable transactions, in conjunction with the energy marketing and trading group</li> </ul>
<b>EFS999</b>	<b>Energy Supply - No Applicable Discipline</b>
	<ul style="list-style-type: none"> <li>Responsibilities are within the Energy Supply Function but are not described in other Discipline summaries</li> </ul>

## Career Bands, Career Levels, Functions and Disciplines

### Functions and Disciplines Definitions (continued)

Function	Code
<b>Fossil Power Generation</b>	<b>EGF</b>
<p>Operates and maintains fossil fuel-based electric generator units and associated equipment, fossil fuel handling, and waste disposal equipment. Maintenance activities include maintenance engineering to meet system load requirements and maintaining power plant electrical and mechanical equipment. Fossil power generation units use coal, oil or natural gas. Coal is burned to produce steam, which flows into a turbine and spins a generator. Oil and natural gas are ignited to power combustion turbine generators. Inside the generator, coils of wire spin in a magnetic field and electricity is produced.</p>	
<b>Applicable Career Bands</b>	
<b>Discipline</b>	
<b>EGF000</b>	<b>Fossil Power Generation Generalist/Multidiscipline</b> <ul style="list-style-type: none"> <li>Meets system load requirements of the plant and maintains power plant electrical and mechanical equipment</li> <li>Takes responsibility for the operation of generator units and associated equipment, operation of fossil fuel handling and waste disposal equipment, and maintenance activities including maintenance engineering</li> </ul>
<b>EGF010</b>	<b>Fossil Power Predictive Maintenance</b> <ul style="list-style-type: none"> <li>Identifies, analyzes and implements predictive maintenance technologies and procedures</li> <li>Collects and analyzes operating experience data</li> <li>Conducts vibration analysis, rotor-dynamic analysis, thermography, lubrication analysis, laser shaft alignment, electric motor testing, balancing, thermal growth monitoring, and failure analysis for root-cause evaluations</li> </ul>
<b>EGF020</b>	<b>Fossil Power Maintenance Planning</b> <ul style="list-style-type: none"> <li>Takes responsibility for short- and long-range maintenance planning, coordination and scheduling of routine and emergency plant outages</li> <li>Coordinates contracted and organization maintenance staff resources, monitors spare parts inventory and system load requirements to minimize overall time and cost of maintenance activities</li> <li>Creates, reviews and evaluates overhaul and outage reports, and incorporates improvement techniques in future procedures and plans</li> <li>Does not have line responsibilities for plant maintenance</li> </ul>
<b>EGF030</b>	<b>Fossil Power Maintenance</b> <ul style="list-style-type: none"> <li>Maintains power plant electrical and/or mechanical equipment in safe, efficient and economical working condition, including the direction of maintenance engineering</li> <li>Manages the replacement, installation and removal of mechanical and/or electrical equipment and associated structures</li> </ul>
<b>EGF040</b>	<b>Fossil Power Operations</b> <ul style="list-style-type: none"> <li>Meets system load requirements of the plant engaged in operation of boiler-turbine generator units and associated equipment, operation of fuel handling and waste disposal equipment</li> <li>Maintains plant operating records and performance reports</li> </ul>
<b>EGF060</b>	<b>Fossil Power Outage Management</b> <ul style="list-style-type: none"> <li>Directs fossil plant outage-related activities consistent with the organization's policy and regulatory requirements</li> <li>Provides planning and scheduling support, coordinates cost estimates and procurement, and designs support plans prior to and during the outage</li> <li>Monitors progress of the outage, identifies problems, revises schedules and budgets, and prepares reports and other documentation on the status of the outage to management</li> <li>Coordinates operations, maintenance and construction activities during the outage</li> <li>Assesses the adequacy of outage planning and systems</li> </ul>

## Career Bands, Career Levels, Functions and Disciplines

### Functions and Disciplines Definitions (continued)

Function	Code
<b>Fossil Power Generation (continued)</b>	<b>EGF</b>
<b>Discipline</b>	
<b>EGF090</b>	<b>Fossil Power Quality Control/Inspection</b> <ul style="list-style-type: none"><li>• Develops, implements and maintains in-service inspection (ISI), testing and maintenance programs</li><li>• Supports and conducts nondestructive examination (NDE), quality engineering (QE), and quality control (QC) inspections</li><li>• Researches, interprets and explains inspection results</li><li>• Recommends changes to maintain compliance with regulatory requirements</li><li>• Maintains documentation to meet licensing obligations and ensure proper test methodologies are in place</li></ul>
<b>EGF999</b>	<b>Fossil Power Generation - No Applicable Discipline</b> <ul style="list-style-type: none"><li>• Responsibilities are within the Strategic Planning/Corporate Development Function but are not described in other Discipline summaries</li></ul>



## Career Bands, Career Levels, Functions and Disciplines

### Functions and Disciplines Definitions (continued)

Function	Code
<b>Hydroelectric Power Generation</b>	<b>EGH</b>
Operates and maintains hydroelectric generator units and associated equipment in a continuous, efficient and economical manner to meet system load requirements of the plant.	
<b>Applicable Career Bands</b>	
Majors: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100	
<b>Discipline</b>	
<b>EGH000</b>	<b>Hydroelectric Power Generation Generalist/Multidiscipline</b> <ul style="list-style-type: none"> <li>Operates hydroelectric generator units and associated equipment as a generalist or in a combination of Disciplines in the Hydroelectric Power Generation Function</li> <li>Takes responsibility for maintenance activities, including maintenance engineering to meet system load requirements of the plant and maintaining hydroelectric power plant electrical and mechanical equipment</li> </ul>
<b>EGH010</b>	<b>Hydroelectric Maintenance Planning</b> <ul style="list-style-type: none"> <li>Performs short- and long-range maintenance planning; coordinates and schedules routine and emergency hydroelectric plant outages</li> <li>Coordinates contracted and organization maintenance staff resources, monitors spare parts inventory and system load requirements to minimize overall time and cost of maintenance activities</li> <li>Creates, reviews and evaluates overhaul and outage reports, and incorporates improvement techniques in future procedures and plans</li> <li>Does not have line responsibilities for plant maintenance</li> </ul>
<b>EGH020</b>	<b>Hydroelectric Operations and/or Maintenance</b> <ul style="list-style-type: none"> <li>Operates, controls and maintains hydroelectric generating equipment and related mechanical and hydraulic equipment including manual controls for water wheels at the hydroelectric generating station</li> <li>Analyzes defective operation and adjusts equipment to minimize interruptions of power demands</li> <li>Inspects operating equipment, identifies equipment malfunctions, and initiates maintenance repair orders</li> <li>Replaces generator brushes, cleaning insulators, lubricating machines, and removing marine life and debris from water-intake screens or racks</li> <li>Notifies watershed tender (waterworks) when subnormal speed of generating units requires adjustment of reservoir floodgates to increase pressure of water, which rotates water wheels</li> <li>Distributes power output among generating units according to power demands</li> <li>Records control-board meter and gauge readings</li> <li>Operates feeder switchboard to control distribution of electric power over feeder circuits between generating station and substations</li> </ul>
<b>EGH030</b>	<b>Hydroelectric Outage Management</b> <ul style="list-style-type: none"> <li>Directs hydroelectric plant outage-related activities consistent with the organization's policy and regulatory requirements</li> <li>Provides planning and scheduling support, coordinates cost estimates and procurement, and designs support plans prior to and during the outage</li> <li>Monitors progress of the outage, identifies problems, revises schedules and budgets, and prepares reports and other documentation on the status of the outage to management</li> <li>Coordinates operations, maintenance and construction activities during the outage</li> <li>Assesses the adequacy of outage planning and systems</li> </ul>
<b>EGH999</b>	<b>Hydroelectric Power Generation - No Applicable Discipline</b> <ul style="list-style-type: none"> <li>Responsibilities are within the Hydroelectric Power Generation Function but are not described in other Discipline summaries</li> </ul>

## Career Bands, Career Levels, Functions and Disciplines

### Functions and Disciplines Definitions (continued)

Function	Code
<b>Renewable/Alternative Power Generation</b>	<b>EGR</b>
Operates and maintains renewable/alternative power generation facilities and associated equipment. Includes maintenance activities such as maintenance engineering to meet system load requirements and maintaining power generation equipment. Renewable/alternative power generation units use wind, geothermal, biomass or other renewable resources.	
<b>Applicable Career Bands</b>	
<p>Renewable/Alternative Power Generation Generalist/Multidiscipline</p> <p>Renewable/Alternative Power Generation Maintenance Planning</p> <p>Renewable/Alternative Power Generation Maintenance</p> <p>Renewable/Alternative Power Generation Operations</p> <p>Renewable/Alternative Power Generation Outage Management</p>	
<b>Discipline</b>	
<b>EGR000</b>	<b>Renewable/Alternative Power Generation Generalist/Multidiscipline</b> <ul style="list-style-type: none"> <li>Maximizes the power generated by the renewable/alternative generation plant/facility and maintains electrical and mechanical equipment</li> <li>Takes responsibility for the operation of generation units and associated equipment, and maintenance activities including maintenance engineering</li> </ul>
<b>EGR020</b>	<b>Renewable/Alternative Power Generation Maintenance Planning</b> <ul style="list-style-type: none"> <li>Plans, coordinates and schedules short- and long-range maintenance, and routine outages</li> <li>Coordinates contracted and internal maintenance staff resources, monitors spare parts inventory and system load requirements to minimize overall time and cost of maintenance activities</li> <li>Creates, reviews and evaluates overhaul and outage reports, and incorporates improvement techniques in future procedures and plans</li> <li>Does not have line responsibilities for maintenance of renewable/alternative generation facilities</li> </ul>
<b>EGR030</b>	<b>Renewable/Alternative Power Generation Maintenance</b> <ul style="list-style-type: none"> <li>Maintains renewable/alternative power generation facilities and mechanical equipment in safe, efficient and economical working condition, including the direction of maintenance engineering</li> <li>Manages the replacement, installation and removal of mechanical and/or electrical equipment and associated structures</li> </ul>
<b>EGR040</b>	<b>Renewable/Alternative Power Generation Operations</b> <ul style="list-style-type: none"> <li>Maximizes the power generated by the renewable/alternative generation plant/facility and maintains electrical and mechanical equipment</li> <li>Maintains renewable/alternative facility operating records and performance reports</li> </ul>
<b>EGR060</b>	<b>Renewable/Alternative Power Generation Outage Management</b> <ul style="list-style-type: none"> <li>Directs renewable/alternative facility outage-related activities consistent with the organization's policy and regulatory requirements</li> <li>Provides planning and scheduling support, coordinates cost estimates and procurement, and designs support plans prior to and during the outage</li> <li>Monitors progress of the outage, identifies problems, revises schedules and budgets, and prepares reports and other documentation on the status of the outage to management</li> <li>Coordinates operations, maintenance and construction activities during the outage</li> <li>Assesses the adequacy of outage planning and systems</li> </ul>
<b>EGR999</b>	<b>Renewable/Alternative Power Generation - No Applicable Discipline</b> <ul style="list-style-type: none"> <li>Responsibilities are within the Renewable/Alternative Energy Power Generation Function but are not described in other Discipline summaries</li> </ul>


## Career Bands, Career Levels, Functions and Disciplines

### Functions and Disciplines Definitions (continued)

Function	Code
<b>New Power Plant Development Project Management</b>	<b>ENP</b>
<p>Directs, manages and oversees the planning, design, licensing, construction and start-up of new power plants. Responsibilities may include contracts, supply chain, quality assurance, government relations, public relations, etc. Identifies, evaluates and hires outside contractors as needed throughout all phases of development, and coordinates with internal technical functions.</p>	
<b>Applicable Career Bands</b>	
<b>Discipline</b>	
<b>ENP000</b>	<p><b>New Power Plant Development Project Management Generalist/Multidiscipline</b></p> <ul style="list-style-type: none"> <li>• Directs, manages and oversees the planning, design, licensing, construction and start-up of new power plants</li> <li>• Identifies, evaluates and hires outside contractors as needed throughout all phases of development</li> <li>• Coordinates with internal technical functions</li> <li>• Takes responsibility for functions including contracts, supply chain, quality assurance, government relations, public relations, etc.</li> </ul>
<b>ENP030</b>	<p><b>New Renewable/Alternative Energy Development Project Management</b></p> <ul style="list-style-type: none"> <li>• Directs, manages and oversees the planning, design, licensing, construction and start-up of new renewable/alternative energy power projects</li> <li>• Identifies, prepares and obtains regulatory approval for the construction and operation of new renewable/alternative energy power projects</li> <li>• Takes responsibility for various phases of a new renewable/alternative energy development project, including staffing, contract negotiations, supply chain, quality assurance, and government and public relations</li> </ul>
<b>ENP999</b>	<p><b>New Power Plant Development Project Management - No Applicable Discipline</b></p> <ul style="list-style-type: none"> <li>• Responsibilities are within the New Power Plant Development Project Management Function but are not described in other Discipline summaries</li> </ul>

## Career Bands, Career Levels, Functions and Disciplines

### Functions and Disciplines Definitions (continued)

Function	Code
<b>Natural Resources Exploitation/Operation/Production</b>	<b>EOP</b>
Responsible for the organization's planning and/or production operations including development and implementation of strategies relating to finding as well as recovering oil and gas resources. Constructs the processing facilities to separate the mixture of hydrocarbons and other substances. Coordinates the movement of the product through pipeline systems. Directs and operates power/electricity generation, transmission and distribution systems. Exploits and develops producing fields by proving up reserves, assessing the deliverability of reserves, conducting economic evaluations and land analyses. Coordinates activities with exploration group and reservoir engineering to determine most effective recovery methods.	
<b>Applicable Career Bands</b>	
	
<b>Discipline</b>	
<b>EOP000</b>	<b>Natural Resources Exploitation/Operation/Production Generalist/Multidiscipline</b> <ul style="list-style-type: none"> <li>Provides petroleum engineering supervision during operations relevant to departments e.g., well testing, perforating, logging and stimulations</li> <li>Assures the acquisition and validation of data and subsequent analysis as well as report from sources such as well testing, stimulation, logging, etc.</li> <li>Analyses data to obtain well and reservoir parameters and so predict short term well performance and the potential for improving such by stimulation or other methods</li> <li>Allocates the well's daily production; records any discrepancies versus the wells' production performance predictions and initiates the appropriate analysis to define the type and size of any problems; proposes actions to maximize economic liquid and/or gas production</li> <li>Keeps abreast of developments of techniques and materials for well service operations and supports improvements in company procedures and specifications</li> <li>Monitors production operations, coordinates with on-site contractors, and ensures cost effective and safe field operations</li> </ul>
<b>EOP010</b>	<b>Natural Resources Production Operations</b> <ul style="list-style-type: none"> <li>Performs, supervises or manages operations associated with oil and gas production</li> <li>Monitors production operations, coordinates with on-site contractors, and ensures cost effective and safe field operations</li> <li>Takes responsibility for environmental and safety programs</li> </ul>
<b>EOP510</b>	<b>Construction/Design</b> <ul style="list-style-type: none"> <li>Responsible for the design and construction of all capital projects</li> <li>Establishes construction strategy for project</li> <li>Oversees infrastructure and monitor critical path schedules and deliverables</li> </ul>
<b>EOP511</b>	<b>Field Operations</b> <ul style="list-style-type: none"> <li>Oversees all company-operated oil and gas field operations to bring the well fluids to the surface and prepare them for movement to a refinery or processing plant</li> <li>May include well maintenance operations (servicing) and more extensive repairs (well workovers)</li> </ul>
<b>EOP512</b>	<b>Heavy Oil Operations</b> <ul style="list-style-type: none"> <li>Oversees all company-operated heavy oil operations</li> </ul>
<b>EOP513</b>	<b>Mining Operations</b> <ul style="list-style-type: none"> <li>Oversees company-operated bitumen/oil sands mining operations</li> </ul>
<b>EOP514</b>	<b>Machine Operations</b> <ul style="list-style-type: none"> <li>Operates heavy-duty production machinery and equipment including dozers, diggers and heavy hauler trucks</li> </ul>