

RESPONSIBILITY OUTLINE



Job Title	Critical Infrastructure Protection Compliance Administrator		
Department	Critical Infrastructure Protection	Pay Status	Hourly
Reports To	Critical Infrastructure Protection Supervisor	FLSA Category	Nonexempt
Location	Garden City		

SUMMARY

Administer all aspects of Sunflower Electric Power Corporation's physical security and facilitate technology services compliance per North American Electric Reliability Corporation (NERC) Standards, particularly the Critical Infrastructure Protection (CIP) Standards. Assist technology services groups in developing policies, processes, and procedures that ensure compliance and provide for a secure company infrastructure of our electronic service perimeter and all of our physical assets.

Essential Responsibilities

Compliance

Administer technology services functions (such as control systems, information systems, telecommunications, etc.) with an emphasis on ensuring functional activities meet compliance requirements. Work with corporate compliance staff in developing and maintaining policies, processes, and procedures that satisfy external and internal standards designed to identify and protect Bulk Electric System (BES) Cyber Assets deemed essential to support the reliable operation of the bulk electric system and standards related to the reliability of the telecommunications system.

Assist with developing, monitoring, and maintaining documentation associated with NERC CIP Standards compliance to produce and archive consistent and accurate documents in accordance with company policies. Participate in applicable industry working groups, specifically the CIP Standards working group, to contribute and influence industry direction.

Work with compliance staff and applicable subject matter experts to review and update information system and telecommunications policies, procedures, and processes periodically. In addition, work with subject matter experts to complete self-certifications and internal or third party audits to evaluate compliance associated with the NERC CIP Standards that apply to information systems, information technology and telecommunications.

Provide support required during audits, spot checks, compliance data submittals, NERC Alerts, and any other requests from the Federal Energy Regulatory Commission (FERC), NERC, or the MRO Regional Entity associated with information technology and telecommunications.

Identify, analyze, interpret, and distribute new or revised reliability standards under development by NERC or MRO that may apply to Sunflower to appropriate functional department contacts.

Physical Security

Design, implement, and maintain policies and procedures for corporate physical security, including, but not limited to, internal investigations, workplace violence, contract guard force management, and crisis management.

Assist with logging and monitoring access to the main control center, backup control center, and any locations that may, in the future, contain BES Cyber Assets, and assist with reviewing documentation required per the company cyber security policies and procedures.

Provide support to the process for background screenings of new Sunflower employees and contractors.

Training

Schedule and assist with conducting periodic exercises and training required by NERC CIP Standards including, but not limited to, cyber security awareness, incident response, disaster recovery, supply chain risk management and vulnerability assessments.

Safety

Sunflower employees are expected to approach their personal safety and their coworkers safety with a positive attitude and commitment. Sunflower employees will maintain the highest level of responsibility and accountability in compliance with all safety policies, practices and procedures to ensure a safe working environment. This includes properly maintaining and caring for applicable safety gear and equipment; identifying, correcting or assisting in resolving safety concerns, including communicating all hazardous conditions; reporting all injuries and near misses immediately to appropriate personnel; and understanding and complying with the Clearance Procedure as applicable.

Culture

Demonstrate personal responsibility and a commitment to Sunflower's culture and core values of technical competency, respect and dignity, accountability, integrity, trustworthiness, and servant leadership to empower or otherwise enable others to optimally perform their job responsibilities. Demonstrate and promote ethics and behaviors consistent with Sunflower's culture, Board policies, and business practices. Understand and fulfill the role and responsibility for all internal policies and procedures of the company to comply with laws, rules, and regulations.

Other Responsibilities

Perform other tasks as assigned or required to support Sunflower's mission and operations.

Qualifications

Education and Experience

Bachelor degree in a technology-related field, and three years experience in a critical thinking and analytical field such as cyber, physical security, control systems, technology, accounting, insurance, utility operations, engineering, regulations, administration or legal field; or equivalent combination of education and experience.

Knowledge, Skills, Abilities

Possess strong coordination, organizational, and liaison skills to assist with consulting in the design and implementation of security program strategies. Able to seek and gain consensus on creative solutions to complex security issues.

General working knowledge of computer network operations and maintenance; LAN and WAN; software applications, and telecommunications systems. Experience with, Windows 10, MS Sharepoint, MS Project Server, Microsoft Office Professional, and Internet applications preferred.

Able to learn and interpret NERC and ISO 27002 applicable standards.
Skills or abilities in various industrial security techniques including prevention, countermeasures, recovery techniques, safety audits, and development of programs to ensure physical and human assets are protected.

Strong critical thinking and analytical skills.

Written, verbal, and interpersonal communication skills at the level required to successfully perform the essential responsibilities of the position.

Able to operate computers and associated programs at the level required to successfully perform the essential responsibilities of the position.

Other

Possess and maintain a valid driver's license.

Able to travel to all Sunflower sites and attend training and meetings out of state as needed.

Regular and prompt attendance is required.

Able to work in excess of 40 hours per week, both scheduled and/or unscheduled. Able to respond and report to work during off hours in emergency situations.

This outline is not all inclusive but rather serves as a general overview of the current business needs. Experience guidelines are not the sole basis for awarding this position and substitutions may be made as they relate to the essential functions, duties, and responsibilities of this position.

EEO Category	2	FLSA Exemption	N/A
FLSA Exemption Justification	N/A		

COMPETENCIES

The following competencies describe the required knowledge, skills, and behaviors that contribute to employee performance and organizational success. Please contact the Department of Organizational Development for definitions of each competency.

Core

- Technical Competency
- Respect and Dignity
- Accountability
- Integrity
- Servant Leadership
- Safety

Technical

- Communication
- Decision Making
- Flexibility
- Initiative
- Problem Solving
- Quality
- Team-Oriented
- Technology Acumen

PHYSICAL AND MENTAL REQUIREMENTS SHEET

This outline is not all inclusive but rather serves as a general overview regarding the physical and mental activities required to perform the job.

Physical Tasks and Exposure

For the following, indicate if the task or exposure during a typical shift is:

Occasional (0-33% of the workday); Frequent (34-66%); Constant (67-100%)

Task/Exposure	O	F	C
Standing	x		
Walking	x		
Sitting			x
Climbing			
Crouching	x		
Twisting	x		
Reaching above	x		
Heights over 4 ft			
Confined spaces			
Variable weather			
Cold			
Heat			
Noise over 85 decibels			
Dust/Dirt			
Ionizing radiation			
Chemicals			
Repetitive - Wrist			x
Repetitive - Elbow			x
Other:			

Task/Exposure	O	F	C
Lifting/Lowering			
<10 pounds			x
11-30 pounds	x		
31-50 pounds			
Carrying			
<10 pounds			x
11-30 pounds	x		
31-50 pounds			
Pushing			
<10 pounds			x
11-30 pounds	x		
31-50 pounds			
51-75 pounds			
>75 pounds			
Pulling			
<10 pounds			x
11-30 pounds	x		
31-50 pounds			

Comments:

For the following, indicate if essential to the position:

Mental Requirements	
Works alone	x
Repetition	x

Audio/Visual	
Hearing/Corrected Hearing	x
Color discrimination	x

Required Examinations			
Physical Capacity Profile (PCP)		Audiogram	
Level 2		Chest X-Ray	
Level 3		Spirometry	
Level 4		Color	
Level 5		DOT Physical	

A physical may be substituted for a PCP if it is not available.