

PCN	08X222
JOB TITLE	PROGRAM MANAGER
LOCATION	ANCHORAGE
RANGE	23/24/25
REPORTS TO	GENERAL COUNSEL (080466)
FLSA EXEMPT	YES
REVIEWED BY: (NAME AND DATE)	KAREN TURNER-THERN 4/24/2026
APPROVED BY: (NAME AND DATE)	CURTIS THAYER 4/24/2026
EFFECTIVE DATE	4/24/2026

Position Purpose:

This position provides broad operational, strategic and administrative support to the General Counsel and affiliated teams within AEA. Although part of the legal function, the role serves as a flexible, cross-functional resource to help advance organizational priorities, improve internal processes and support collaboration across departments. This role is responsible for coordinating and advancing initiatives led or supported by the General Counsel with accountability for organizing workstreams, tracking deliverables and improving cross-department execution in support of AEA's organizational priorities.

Essential Functions:

- The individual in this role will assist the General Counsel in managing a range of responsibilities by supporting execution of key initiatives as well as coordinating priorities and tracking deliverables.
- The position will regularly work across departments—including finance, owned assets, renewable and rural, planning, and communications—to support shared projects, facilitate communication and ensure alignment.
- Responsibilities include supporting or leading projects and initiatives involving the General Counsel, developing and maintaining project plans and tracking tools and identifying risks or opportunities to improve execution.
- The position contributes to research, analysis and the development of briefing materials, presentations and summaries to support leadership decision-making.
- The role also supports day-to-day operations, including workflow and process management, document organization, scheduling and preparation of meeting materials.
- Coordinate and support initiatives and projects involving the General Counsel, including tracking milestones, deliverables and dependencies.
- Serve as a cross-functional liaison across departments to facilitate communication, alignment and timely execution of shared priorities.
- Independently manage discrete projects or workstreams as assigned, while elevating issues requiring legal or executive direction.
- Develop briefing materials, summaries and analyses to support leadership decision-making.
- Support operational functions including document management, workflow tracking, meeting preparation and internal process improvement.

Work Demands:

The following identifies some of the physical and mental demands and potential hazards typically encountered by this position. These are job demands which can be *reasonably anticipated and are an expectation of the job*.

Keeping in mind the essential functional areas and duty statements described in section 2, select the rating that best matches the requirements of this position according to the following descriptions:

Rating **Description**

Not Required (N): Not required of this position.

Present (P): Requirement is present, but is **not** essential to the position. (For example, a receptionist may encounter aggressive or angry people, but this is not an essential assignment.)

Occasional (O): Required 33 percent of the time or less **and** essential to the position. (For example, a lifeguard swims only occasionally, but it is essential that a lifeguard be able to swim; a correctional officer must control aggressive/angry people who are life threatening.)

Frequent (F): Required over 33 percent of the time **and** essential to the position.

Physical Requirements:	Rating			
	N	P	O	F
Sitting		P		
Walking		P		
Standing		P		
Running	N			
Jumping	N			
Bending or twisting	N			
Squatting or kneeling	N			
Crawling	N			
Reaching above shoulder level		P		
Reaching below shoulder level		P		
Ascending or descending using a ladder or other conveyance	N			
Climbing stairs	N			
Driving cars, light duty trucks		P		
Driving heavy duty vehicles	N			

Using floor-mounted foot controls to operate equipment (e.g., not driving a car)	N			
Repetitive motion of hands/fingers (e.g., keyboarding, turning pages)				F
Fine manipulation with fingers				F
Pinching with fingers		P		
Grasping with hand, gripping		P		
Load, unload, aim, and fire handguns, shotguns or other firearms	N			
Lifting/carrying up to 25 pounds		P		
Lifting/carrying 26-50 pounds	N			
Lifting/carrying more than 50 pounds	N			
Pushing/pulling up to 25 pounds		P		
Pushing/pulling 26-50 pounds	N			
Pushing/pulling more than 50 pounds	N			
Balancing on moving surfaces	N			
Balancing on narrow surfaces	N			
Balancing on slippery surfaces	N			
Balancing on uneven surfaces	N			
Restraining/grappling with people in a public protection environment	N			
Seeing objects at a distance – when driving		P		
Seeing objects peripherally – when driving		P		
Using depth perception – when driving		P		
Seeing close work (e.g., typed print)				F
Distinguishing colors	N			
Hearing conversations or sounds				F
Hearing via radio or telephone				F
Communicating through speech				F
Communicating by writing/reading				F
Distinguishing odors by smell	N			
Distinguishing tastes	N			

Work Environment:	Rating			
	N	P	O	F
Work in/exposure to inclement weather	N			

Work in/exposure to cold water	N			
Work/live in remote field sites	N			
Work in confined areas (under desks, in heating vents, etc.)	N			
Exposure to dust, chemicals, or fumes	N			
Exposure to hazardous equipment (e.g., guns, chainsaws, explosives)	N			
Exposure to electrical current (not outlets)	N			
Swimming/scuba diving	N			
Work at heights up to 25 feet (e.g., towers, poles)	N			
Work at heights over 25 feet (e.g., towers, poles)	N			
Work in urban or highway traffic (other than driving)	N			
Work around moving machinery or mobile equipment	N			
Work around moving mechanical parts	N			
Work on and off moving equipment	N			
Work on slippery or uneven surfaces	N			
Work/travel in boat/small aircraft/helicopters	N			
Exposure to high noise levels	N			
Exposure to infection, germs, or contagious diseases (e.g., hospital, lab, clinic, etc.)	N			
Exposure to blood, body fluid, or materials potentially contaminated by blood or body fluids (e.g., hospital, lab, clinic, public protection environment)	N			
Exposure to needles or sharp implements (e.g., hospital, kitchens)	N			
Use of hot equipment (e.g., kitchen ovens, lab equipment)	N			
Exposure to wild/dangerous animals	N			
Exposure to insect bites or stings	N			
Exposure to aggressive/angry people in a public protection environment	N			

Other Work Demands:	Rating			
	N	P	O	F

Explain any special physical, mental, or behavioral requirements of the position that have not already been addressed.

While performing the duties of this job, the employee is frequently required to sit; use hands or fingers; handle or feel; talk and hear. The employee is occasionally required to reach with hands and arms. This position frequently requires reading and communication through speech and writing. The

employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

This position may require travel by small plane, helicopter or small boats to remote sites. Field trips may require hiking through steep vegetated terrain, crossing streams or entering confined spaces while collecting data or inspecting.

Describe the Level of Authority and Independence the Incumbent of the Position Exercises.

This position reports directly to the General Counsel and offers exposure to a wide range of organizational functions and leadership priorities. The role is expected to evolve over time with opportunities to take on increasing responsibility in strategic initiatives and cross-functional work. This position operates with a high degree of independence in organizing and executing assigned work, coordinating across departments and managing information and processes on behalf of the General Counsel. The incumbent is expected to exercise professional judgment and discretion, while consulting with the General Counsel on matters involving legal risk, policy direction or executive decision-making.

Special Requirements of this Position, if not listed above:

- Strong project management skills, including the ability to manage multiple projects simultaneously.
- Excellent cross-cultural communication skills.
- Ability to interact well with a diverse group of contacts.
- Familiarity with federal, state, and local standards and regulations related to energy projects.
- Ability to travel throughout Alaska as needed.

Desired Qualifications:

Bachelor's degree in relevant field (business, finance, etc.) advanced degree preferred. 5 years of qualifying experience.

Qualified candidates will have strong organizational, analytical and communication skills, along with the ability to manage multiple priorities in a dynamic environment. Experience in project management, operations, consulting, legal operations or a related field is preferred. The role requires sound judgment, discretion and the ability to work independently while collaborating effectively across teams. Experience supporting senior leadership, managing cross-functional projects, or working in a public-sector, legal or policy-driven environment is preferred.

Distinguishing Characteristics:

Range 24: Manage more complex projects independently.

Range 25: Manages very complex projects independently. Manages program-level activities independently.

Supervision:

(List PCNs and titles of positions this position supervises)