



# Utilities Analyst 5

Class Code:  
8721

WEST VIRGINIA  
Established Date: Sep 15, 1993  
Revision Date: Aug 31, 2010

## SALARY RANGE

\$3,412.25 - \$6,312.58 Monthly  
\$40,947.00 - \$75,751.00 Annually

### NATURE OF WORK:

Under administration direction, at the management or technical expert level, performs administrative and supervisory work relating to the operation of a principal section of a division in the Public Service Commission, subject to ex parte contact rules of the Commission Plans, directs, and evaluates the activities of Utilities Analysts, Engineers, and Auditors engaged in the examination of the financial books and records of various utilities requesting a rate change, certificate of convenience and necessity, or answering a formal complaint before the Public Service Commission. Direction is also given to employees providing technical assistance in operational, financial, and regulatory affairs to the public service districts. Alternatively, the position may serve directly and not subject to ex parte contact rules in an advisory capacity to the Commission providing the most advanced level of expertise consultation on a wide range of new and emerging issues relating to public utilities and transportation regulations and makes recommendations affecting project direction. The incumbent performing in the advisory capacity to the Commission is required to work independently, and with a minimum of direct supervision, formulate work plans on new issues as they arise. Develops and implements major studies or programs involving the coordination of a number of regulatory disciplines. May conduct workshops on the most difficult issues or direct large major studies or regulatory programs of the highest scope and complexity.

#### Distinguishing Characteristics:

The Utilities Analyst 5 will follow one of two career paths, case processing staff or Commission advisory staff: 1) The incumbent involved in case processing manages and supervises the work of a principal section of a division in the Public Service Commission and is subject to ex parte contact rules; 2) The incumbent serving in an advisory capacity to the Commission and not subject to ex parte contact rules, provides the most advanced level expert consultation, technical advice and formulates independent recommendations on policy and matters before the Commission, often involving utilities of all sizes, including large, multi-jurisdictional utilities. Supervision or expert technical advisory responsibilities at this level require extensive experience in a regulated or regulatory entity. The advisory role also requires the incumbent to draw upon own expertise in analysis of issues, without the benefit of a large advisory unit or consultation with other Utilities Analysts.

### EXAMPLE OF WORK:

Examples of work performed by a Utilities Analyst 5 on the case processing staff:

- Reviews rate change requests submitted by utilities and assigns to particular personnel; determines hours needed for completion and sets expected date of completion.
- Advises division personnel on areas of concentration in preparing work plan; reviews and approves work plan.
- Makes periodic visits to field sites to review progress of staff and answers questions on complex utility problems; assures the timely completion of all work assigned to the staff.
- Reviews completed reports for compliance with Commission regulations and policies.
- Advises subordinate staff in the preparation of testimony and gives testimony in rate, certificate or complaint hearings.
- Develops and coordinates the agenda and presentation of public service district training seminars; arranges for facilities, speakers, accommodations, etc.; ensures that the presentation material is in compliance with State Code specification; arranges for follow-up to seminars with Public Service district board members and staff.
- Establishes methods of identifying specific needs in individual Public Service districts and develops an overall plan of training in keeping with program goals; oversees the development of training materials, procedures, and manuals; edits same; coordinates the printing and distribution of same.
- Responsible for preparation of monthly Public Service District newsletter including soliciting articles for inclusion in the newsletter from individuals both inside and outside the Public Service Commission.
- Acts as liaison between the Water and Wastewater Division and other state agencies involved with Public Service Districts.
- Coordinates activities of the group with the legal and other divisions of the Public Service Commission.
- May advise the Commission on specifics of federal requirements in the area of public utility regulations and assists the legal division in intervention before federal regulatory agencies.
- Plans, assigns, trains, and coordinates work of personnel engaged in complex technical, inspectional or instructional duties.
- Recommends promotions, layoffs, and other personnel procedures.

**Examples of work performed by a Utilities Analyst 5 as Commission advisory staff:**

- Provides expert consultation to Commissioners and top management in the area of major studies or regulatory programs.
- Evaluates reports, testimony and exhibits and makes independent recommendations regarding matters under the jurisdiction of the Commission.
- Documents the results of analysis in written memoranda and reports that outline the issues evaluated and describes the results of the analysis.
- Presents oral reports explaining the employee's analysis of financial, operational and other data.
- Evaluates financial exhibits and make independent recommendations regarding utility financial matters.
- Prepares independent reports showing allocation of costs between and within customer classes.
- May conduct workshops on the most difficult issues or directs large major studies or regulatory programs of the highest scope and complexity.
- Provides evaluations and recommendations of matters pertaining to non-jurisdictional entities that affect West Virginia to aid the Commission in developing positions that might be taken before Federal regulatory agencies.
- May provide advice to the Commission on specifics of Federal requirements in the area of public utility regulations and assists the legal division in intervention before Federal regulatory agencies.
- Plans, assigns, trains, and coordinates work of personnel engaged in complex technical, inspectional or instructional duties.
- Recommends promotions, layoffs, and other personnel procedures.

**Knowledge, Skills and Abilities**

- Knowledge of the organization, procedures and operations of Public Service districts.
- Knowledge of the rules and regulations of the Public Service Commission on the federal regulatory agencies as they apply to the setting of tariffs for public utilities, and for the operation of Public Service districts.
- Knowledge of the rate-making processes and the rate structure of the various utilities.
- Knowledge of utility inspection techniques and procedures.
- Knowledge of training techniques and methods.
- Ability to plan and direct the work of personnel.
- Ability to analyze complex financial data.
- Ability to maintain effective working relationships with utility company officials, federal, state, and local government officials, the regulated Public Service districts and co-workers.
- Ability to instruct and supervise personnel engaged in complex technical, inspectional, and instructional duties.
- Ability to coordinate efforts of professional personnel in identifying and implementing training needs.
- Ability to coordinate available resources to meet the training needs of Public Service districts.
- Ability to work within strict timeframes.
- Ability to communicate effectively, orally and in writing.

## **MINIMUM QUALIFICATIONS:**

**Training:** Bachelor's degree from a regionally accredited four-year college or university.

**Substitution:** Experience as described below may substitute for the required training on a year-for-year basis.

**Experience:** Six years of full-time or equivalent part-time paid professional experience with a public utility, utility regulatory agency or a public accounting firm or consulting firm; or nine years of full-time or equivalent part-time paid employment in other areas of management; or six years of full-time or equivalent part-time paid professional experience in business or public administration, personnel, or training, two years of which must have included experience in coordinating projects, studies, or activities, and two years of which must have been in a supervisory capacity.

**Substitution:** A Master's degree in accounting, engineering, public administration, or business administration, or approval as a Certified Public Accountant, may substitute for two years of the required experience.

### **Special Requirement For Advisory Role Position:**

**Experience:** with accounting or consulting firm must be related to public utility services.

## **OTHER INFORMATION:**

PG: 19 \$40,947 - \$75,751

Market Rate: \$66,743

PSC salary exemption per West Virginia Code §24-1-1

Salary Range: \$59,058 - \$109,257

## **SUPPLEMENTAL INFORMATION:**

Established: 09/16/93  
Title Change: 09/01/10  
Revised: 09/01/10  
Effective: 09/01/10