

**PUBLIC UTILITY COMMISSION OF TEXAS
JOB DESCRIPTION**

Classified Title: Director IV – V	Working Title: Division Director
Class Code: 1623, 1624	Salary Group: B29, B30
FLSA Status: Exempt, Executive	EEO Category: Administrative
Division: Compliance and Enforcement	Supervisor: Deputy Executive Director

GENERAL DESCRIPTION

Perform highly advanced (senior-level) managerial work responsible for the direction and guidance in the operations and planning of the division. Work involves establishing goals and objectives consistent with Commission policy; establishing priorities and assessing progress in meeting goals; coordinating and evaluating program activities; and managing the division's budget. Work under minimal supervision with extensive latitude for the use of initiative and independent judgment.

ESSENTIAL FUNCTIONS

- Administer and direct the operations of the Compliance and Enforcement Division.
- Supervise the division staff to ensure compliance with and enforcement of Commission Rules, Electric Reliability Council of Texas market rules, and state laws; coordination with the Independent Market Monitor and ERCOT Reliability Monitor.
- Manage the activities of staff that perform reviews/audits of information and reports, perform investigations, implement enforcement actions, prepare recommendation memos, review and analyze compliance with Commission rules, initiate and prosecute contested cases for administrative penalties and certificate revocations in docketed proceedings before the State Office of Administrative Hearings.
- Manage the preparation of testimony on compliance and enforcement issues in enforcement proceedings before the State Office of Administrative Hearings or the Commission.
- Work on rulemaking projects and reports related to oversight and enforcement within the electric, water and wastewater, and telecommunications industries.
- Supervise and direct the preparation of statutorily mandated and other reports.
- Establish relationships and maintain extensive contact with the representatives of utilities, competitive service providers, consumers, other Commission staff members, staff of other state agencies, and legislative offices.
- Identify training needs of division staff members and develop individual training plans.
- Recommend staffing and funding for division activities.
- Manage the division's budget.
- Establish goals and objectives that support the agency's strategic plan and business plan and develop standards for achieving goals.
- Oversee the division employee performance review management program and provide recommendations on staffing, budget, performance, and promotions.
- Oversee the selection of qualified personnel to fill vacancies.
- Represent the agency at business meetings, hearings, trials, legislative sessions, conferences, and seminars or on boards, panels, or committees.
- Demonstrate a spirit of teamwork, offering positive and constructive ideas, encouragement, support to other members of the staff and team, and respond professionally to constructive feedback from others while upholding the PUC's mission and core values.
- Keep management appropriately informed of ongoing activity and critical matters affecting the operation and well-being of the division.
- Adhere to all PUC personnel policies and division procedures and perform other work as assigned.

REQUIRED MINIMUM QUALIFICATIONS

- Director IV: Bachelor's degree from an accredited four (4) year college or university and five (5) years of full-time work experience in the areas of utility regulation, regulatory enforcement and oversight, state government regulatory enforcement or as a licensed attorney in the areas of administrative law or litigation.
- Director V: Bachelor's degree from an accredited four (4) year college or university and seven (7) years of full-time work experience in the areas of utility regulation, regulatory enforcement and oversight, state government regulatory enforcement or as a licensed attorney in the areas of administrative law or litigation.

PREFERRED QUALIFICATIONS

- Experience in program oversight or managing and overseeing the work of others.
- Knowledge of electric bulk power system operations in the ERCOT power region.
- Knowledge of wholesale market operations in the ERCOT power region.

KNOWLEDGE, SKILLS AND ABILITIES

Must possess required knowledge, skills, abilities, and experience and be able to explain and demonstrate, with or without accommodations, that the essential functions of the job can be performed.

- Ability to establish program goals and objectives that support the agency's strategic plan.
- Ability to identify problems, evaluate alternatives, and implement effective solutions.
- Ability to develop, direct and evaluate agency policies and procedures.
- Ability to prepare well-written reports and make presentations.
- Ability to plan, assign and/or supervise the work of others.
- Ability to attend work regularly and adhere to approved work schedule.

TELECOMMUTING ELIGIBILITY:

- This position is eligible for telecommuting up to four (4) days a week but may require team members to come into the office for scheduled meetings, and there may be unscheduled requests with appropriate notice for any PUC business need.
- If approved to telecommute, must have a secure workspace with reliable Internet service to perform duties, ability to maintain a reliable consistent work schedule and be available for weekly meetings and group collaboration via Microsoft Teams and other applications during regular business hours.

PHYSICAL AND COGNITIVE REQUIREMENTS AND WORKING CONDITIONS:

The physical and cognitive demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made if needed to enable individuals with disabilities to perform the essential functions.

This position primarily performs sedentary office work. It requires extensive use of computer, copiers, printers, telephone and requires communication with staff and the public. This position also requires cognitive abilities consistent with the essential functions and with the knowledge, skills and abilities; requiring the ability to learn, recall, and apply practices and policies. It requires the stamina to maintain attention to detail despite interruptions.

Work is performed in a standard office environment or secure telework space and requires:

- Regular and punctual attendance.
- Frequent use of personal computer, copiers, printers and telephones.
- Frequent sitting.
- Frequent work under deadlines, as a team member, and in direct contact with others.
- Occasional moving and lifting objects up to 50 pounds.