

PUBLIC UTILITY COMMISSION OF TEXAS

JOB DESCRIPTION

Classified Title: Management Analyst I	Working Title: Energy Efficiency Analyst
Class Code: 1860 Salary Group: B19	Position #: 00073825
FLSA Status: Exempt, Professional	EEO Category: Professional
Division: Executive Director	Supervisor: Director, Energy Efficiency

GENERAL DESCRIPTION

Perform moderately complex professional work supporting the planning, development, and evaluation of energy efficiency programs within the Executive Director's Division. Work involves conducting research, analyzing data and regulatory filings, assisting with the development of goals and performance measures, and preparing reports and recommendations for Commission review. Work in this role contributes to agency policy and program implementation efforts related to energy efficiency. Work under general supervision with limited latitude for the use of initiative and independent judgment.

ESSENTIAL FUNCTIONS

- Contribute to the research, planning, development, and implementation of energy efficiency programs under Public Utility Commission of Texas (PUCT) oversight.
- Assist in developing goals and objectives that align with the agency's strategic priorities and energy efficiency policies.
- Support data collection, organization, and preliminary analysis to help evaluate energy efficiency program outcomes.
- Assist in reviewing utility submitted energy efficiency plans, reports, and performance metrics, including Energy Efficiency Cost Recovery Factors.
- Help identify project needs, timelines, and coordination points with contractors to support effective program implementation.
- Assist in planning and supporting meetings, workshops, and other stakeholder engagement efforts.
- Support the preparation of materials for Commission documents, including research summaries, data tables, and draft reports.
- Participate in rulemaking and policy development efforts by performing background research and assisting in drafting supporting documents.
- Manage assigned tasks to meet project deadlines and follow up with internal and external stakeholders as needed.
- Contribute to the preparation and communication of program performance reports and policy analyses.
- Represent the agency and the energy efficiency department at internal meetings, external events, including legislative hearings or work sessions, with oversight.
- Attend work regularly and observe approved work hours in accordance with agency leave and attendance policies.
- 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.
- Adhere to all PUC personnel policies and division procedures and perform other work as assigned.

MINIMUM QUALIFICATIONS

- Undergraduate degree in accounting, business management, economics, energy management, finance, marketing, or mathematics, or statistics.

PREFERRED QUALIFICATIONS

- Experience organizing, validating, or analyzing data using Excel or similar software.

- Experience supporting administrative, technical, or analytical tasks in an academic, nonprofit, or professional setting.
- Experience preparing written communications, reports, or summaries based on structured data.

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.

- Knowledge of fundamental research principles and basic analytical or data evaluation techniques.
- Knowledge of general administrative processes in professional environments.
- Skill in using Microsoft Office software (Word, Excel, PowerPoint, Outlook) to organize information, create reports, and present data.
- Skill in organizing, analyzing, and summarizing information in a clear and accurate manner.
- Skill in preparing clear and professional written materials such as reports, charts, or presentation content.
- Skill in time management, task prioritization, and meeting established deadlines.
- Skill in communicating effectively both verbally and in writing with internal and external stakeholders.
- Ability to learn public policy and regulatory processes.
- Ability to learn and apply agency policies, procedures, and regulatory concepts.
- Ability to learn and understand basic economic and analytical concepts to evaluate issues in regulated industries and support the development of competitive markets.
- Ability to conduct research and apply findings to assigned tasks or projects.
- Ability to interpret and follow written and verbal instructions.
- Ability to demonstrate initiative, attention to detail, and accuracy in completing work.
- Ability to analyze and organize information to support program planning and reporting.
- Ability to professionally represent the agency in meetings or external interactions with appropriate support.
- Ability to work collaboratively and respectfully with others, including agency staff and external stakeholders.
- Ability to maintain regular attendance and adhere to the approved work schedule.

WORK SCHEDULE

The PUCT operates on a standard work schedule of Monday through Friday, 8:00 a.m. to 5:00 p.m. Employees may request an alternative work schedule in accordance with the PUCT's Alternative Work Schedule Policy. Approval of such requests, including any form of telecommuting, is at management's discretion and based on the business needs of the agency and the requirements of the position.

PHYSICAL AND COGNITIVE REQUIREMENTS AND WORKING CONDITIONS

This position primarily involves sedentary office work and requires extensive use of computers, copiers, printers, and telephones. It also requires regular communication and collaboration with staff and the public. The position requires cognitive abilities to learn, recall, and apply practices and policies and the stamina to maintain attention to detail despite interruptions.

Work is performed in a standard office environment or, if approved by management under the PUCT's Alternative Work Schedule Policy, from a secure remote work location. Approval of remote work is at management's discretion based on business needs and position requirements.

The physical and cognitive demands described are representative of those that must be met by an employee to successfully perform the essential function of this position. Reasonable accommodations will be made in accordance with applicable laws.

This position requires:

- Regular and punctual attendance.

- Frequent use of personal computers, copiers, printers, and telephones.
- Prolonged periods of sitting.
- Frequent work under deadlines, as a team member, and in direct contact with others.
- Frequent moving and lifting objects up to ten (10) pounds.