

**PUBLIC UTILITY COMMISSION OF TEXAS
JOB DESCRIPTION**

Classified Title:	Program Specialist IV	Class Code:	1573
Working Title:	Enforcement Analyst	Salary Group:	B20
Division:	Compliance and Enforcement	FLSA:	Exempt
Supervisor:	Division Director	Date:	06/09/23

GENERAL DESCRIPTION:

Perform highly complex analytical reviews, audits, investigations, and implementation of compliance efforts for the agency. Work involves reviewing and analyzing compliance with Commission rules and working on rulemaking projects and reports within the electric, telecommunications, and water and sewer utility industries. Work involves extensive contact with the representatives of utilities, competitive service providers, consumers, other Commission staff members, and consultant or contractors. Work under limited supervision with moderate latitude for the use of initiative and independent judgment.

ESSENTIAL FUNCTIONS:

- Conduct reviews and audits of information and reports to determine the need for outreach and compliance assistance.
- Conduct investigations through information gathering and analysis.
- Prepare recommendation memos for compliance and enforcement needs, including describing and documenting violations, determining appropriate actions for regulatory compliance.
- Prepare enforcement actions, including describing and documenting violations, recommending appropriate penalties, corrective action and follow up on recommended actions.
- Prepare and present testimony as an expert witness on compliance and enforcement issues in docketed proceedings before the State Office of Administrative Hearings.
- Research and review database information for accuracy and identify discrepancies that need to be reconciled.
- Develop and review PUC rules to facilitate compliance and outreach activities.
- 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 agency personnel policies and division procedures and perform other work as assigned.

REQUIRED MINIMUM QUALIFICATIONS:

- Graduation from an accredited four (4) year college or university.

PREFERRED QUALIFICATIONS:

- Experience with regulatory, statutory, or policy analysis.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of local, state, and federal laws to the assigned functions.
- Knowledge of personal computers and software applications to prepare documentation, reports and correspondence.
- Skill in communicating both orally and in writing
- Ability to apply economic theory to issues affecting the electric or telecommunications industries.

- Ability to gather, assemble, correlate, and analyze facts.
- Ability to establish and follow timelines for projects.
- Ability to maintain knowledge of contemporary issues affecting electric, water and sewer, and telecommunication utilities.
- Ability to perform complex tasks with limited supervision.
- Ability and willingness to work harmoniously and communicate effectively with other staff members, industry representatives, and the public.
- Ability to attend work regularly and adhere to approved work schedule.

TELECOMMUTING ELIGIBILITY:

- This position is eligible for telecommuting up to five (5) days a week but may be required 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, 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 10 pounds.