

PUBLIC UTILITY COMMISSION OF TEXAS

JOB DESCRIPTION

Classified Title: Project Management Specialist II	Working Title: External Affairs Specialist
Class Code: 1661 Salary Group: B21	Position #: 00072752
FLSA Status: Exempt, Professional	EEO Category: Professional
Division: External Affairs	Supervisor: External Affairs Chief

GENERAL DESCRIPTION

Perform routine project coordination analytical work across divisions both within and outside of External Affairs. Work involves supporting the implementation of legislative and agency strategic initiatives, tracking and organizing legislative and rulemaking activities, and assisting with cross-divisional projects, major reports and research as necessary. Responsibilities include facilitating high-priority projects and ensuring alignment with agency objectives through collaboration with the Executive Director's Office and program area divisions. Work under moderate supervision with limited latitude for the use of initiative and independent judgment.

ESSENTIAL FUNCTIONS

- Track the implementation of legislation and ongoing high-priority projects, coordinating with relevant divisions to provide regular updates to agency executive leadership, commissioners, and legislators as necessary.
- Develop, organize, and maintain comprehensive legislative completion reports for internal and external audiences.
- Refine, maintain, and organize bill analysis documents and tracking tools throughout each legislative session.
- Log and track legislative feedback requests, coordinating with appropriate staff and attorneys to ensure timely and accurate responses.
- Monitor filed bills and assign appropriate subject matter experts for bill analyses.
- Track hearing notices and assign relevant resource witnesses, ensuring proper representation and documentation.
- Coordinate and support special projects and strategic initiatives originating from the Executive Director's Office, collaborating with program area leadership and subject matter experts to ensure timely execution, alignment with agency priorities, and effective communication across divisions.
- Support cross-functional projects in collaboration with program area divisions, assisting with planning, coordination, and execution to ensure alignment with agency goals and timely completion of deliverables.
- Perform policy research and advise on issues related to utility regulation, customer and public education and oversight of competitive telecommunications and electric markets.
- 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

- Graduation from accredited four-year college or university with a bachelor's degree in public administration, political science, communications, or related discipline.
- At least one (1) year experience through internships, fellowships, academic projects, or student leadership roles involving research, legislative processes, communications, or policy-related work.

PREFERRED QUALIFICATIONS

- Experience supporting legislative research, bill tracking, or policy analysis.
- Experience coordinating or contributing to cross-functional projects involving multiple stakeholders, such as government agencies.

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 basic research methods and techniques.
- Knowledge of legislative processes, public administration principles, or state agency operations.
- Knowledge of standard office practices, including organization and recordkeeping.
- Skill in organizing and tracking data, documents, and project timelines.
- Skill in communicating effectively, both orally and in writing, and managing multiple tasks with attention to detail.
- Skill in using Microsoft Office programs such as Word, Excel, Outlook, and Teams.
- Skill in working collaboratively with diverse stakeholders, including internal staff and external parties.
- Ability to plan and prioritize work to meet deadlines.
- Ability to collect, review, and analyze information and summarize findings clearly.
- Ability to work independently and exercise sound judgement in completing assignments.
- Ability to contribute to project coordination efforts across multiple teams or divisions.
- 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.