

**PUBLIC UTILITY COMMISSION OF TEXAS
JOB DESCRIPTION**

Classified Title:	Management Analyst II - III	Working Title:	Infrastructure Policy Analyst
Class Code:	1862, 1864	Salary Group:	B21, 23
FLSA Status:	Professional, Exempt	EEO Category:	Professional
Division:	Infrastructure	Supervisor:	Director, Infrastructure Analysis

GENERAL DESCRIPTION

Perform complex to advanced quantitative and other analytical work on a broad range of infrastructure issues. Work involves identifying, analyzing, and providing recommendations or testimony regarding issues related to infrastructure planning and operations in the electric and water industries, as well as some telecommunications infrastructure issues. Work under limited supervision with moderate to considerable latitude for the use of initiative and independent judgment.

ESSENTIAL FUNCTIONS

- Identify, analyze, and provide recommendations on issues relating to electric and water infrastructure planning and operations, including service areas, service quality, facility need, facility costs, energy efficiency, advanced metering networks, and new technologies.
- Prepare written testimony for filing in contested proceedings, including certificate of convenience and necessity; sale, transfer, or merger; fuel reconciliation; energy efficiency; and rate proceedings; and defend testimony under cross-examination.
- Conduct investigations and prepare reports.
- Participate in or lead rulemaking and other projects.
- May participate in working groups involving electric utilities, the Electric Reliability Council of Texas, and regional transmission organizations.
- Provide information regarding Commission policies and procedures to industry stakeholders, customers, personnel of the legislature, other government agencies, and the public.
- Stay up-to-date on technological advances and issues in the electric and water industries and maintain an awareness of technological advances and issues in the telecommunications industry.
- 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

- Management Analyst II: Graduation from an accredited college or university with a bachelor or post-graduate degree in economics, energy resource economics, business administration, engineering, public policy, or related field.
- Management Analyst III: Graduation from an accredited college or university with a bachelor or post-graduate degree in economics, energy resource economics, business administration, engineering, public policy, or related field **and** a minimum of two (2) years of full-time work experience in a position involving utilities or economic, statistical, or regulatory analysis.

PREFERRED QUALIFICATIONS

- Minimum of three semester hours in statistics.

KNOWLEDGE, SKILLS AND ABILITIES

To perform this job successfully, an individual must possess the 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 satisfactorily.

- Skill in the use of personal computers and Microsoft Word and other software programs.
- Ability to meet deadlines.
- Ability to communicate complex concepts orally and in writing.
- Ability to assimilate and use diverse, complex information to advance the Commission's goals.
- Ability to work efficiently independently or as a team member, depending on the particular assignment.
- Ability to work harmoniously with Commission personnel, industry stakeholders, customers, personnel of the legislature, other government agencies, and the public.
- 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, 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.