

**PUBLIC UTILITY COMMISSION OF TEXAS
JOB DESCRIPTION**

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| Classified Title: | Project Manager I - II | Class Code: | 1558 ,1559 |
| Working Title: | Project Manager | Salary Group: | B20, B22 |
| Division: | Commissioner Glotfelty's Office | FLSA: | Exempt |
| Supervisor: | Chief of Staff | Date: | 09/21/23 |

GENERAL DESCRIPTION:

Perform routine to moderately complex project management work for the Commissioner. Work involves coordinating projects to include the Texas Advanced Nuclear working group, Department of Energy (DOE) grants, and other state and national activities; monitoring the progress and schedule of projects; communicating with project stakeholders, management, and other relevant parties; and successful delivery of project deliverables. Work requires extensive contact with Commission attorneys and subject matter experts, industry representatives, and other professional staff. Work under moderate to general supervision, with limited latitude for the use of initiative and independent judgment.

ESSENTIAL FUNCTIONS:

- Coordinate, plan, evaluate and manage projects using accepted project management methodologies.
- Coordinate project activities with internal and external stakeholders and project team members in strict adherence with established deadlines.
- Monitor and manage project quality and cost to ensure that project deliverables are acceptable, fulfill the requirements of the project, and are completed within budget.
- Identify potential project risks and difficulties and design strategies to mitigate or avoid them.
- Compile and distribute project information, project status reports, and project budget expenditures.
- Monitor and track ERCOT meetings as needed.
- May facilitate team meetings, stakeholder meetings, and focus groups.
- May develop project budgets, schedules, work plans, resources requirements, and cost estimates and projections.
- Assist the Commissioner and Chief of Staff with meetings, open meeting preparation, and general policy and research.
- Assist in drafting legislative and PUC agency recommendations.
- Assist in expanding or developing internal organizational process efficiencies.
- May assign duties and responsibilities and coordinate the work of project staff and contractors.
- Oversee potential federal grant applications, and any contracts awarded.
- 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.

REQUIRED MINIMUM QUALIFICATIONS:

- Project Manager I: Undergraduate degree from an accredited college or University and one (1) year of professional experience involving project management, grant administration, public or energy policy, or a related field.

- Project Manager II: Undergraduate degree from an accredited college or University and two (2) years of professional experience involving project management, grant administration, public or energy policy, or a related field.

PREFERRED QUALIFICATIONS:

- Bachelor or post-graduate degree from an accredited college or university in business administration, accounting, management, economics, management information systems, public policy, or finance.
- Project Management Professional (PMP) or Certified Associate in Project Management (CAPM) certification.
- Experience with public policy or energy programs, particularly government-administered or research programs.
- Experience with regulatory, statutory, or policy research and analysis.
- Experience with the electric utility industry.

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 word processing, spreadsheet, and presentation software.
- Strong analytical skills and familiarity with statistical or research methods.
- Demonstrated ability to communicate clearly and effectively both orally and in writing.
- Ability to perform complex tasks with moderate supervision.
- Ability to exercise sound judgment in making critical decisions, to analyze complex information and develop plans to address identified issues, to identify project risks, to prepare reports and charts, to communicate effectively, and to assign duties and responsibilities and coordinate the work of project staff.
- Ability to work harmoniously and effectively with other staff members, industry representatives, other government agencies, and the public.
- Ability to attend work regularly and adhere to approved work schedule.

TELECOMMUTING ELIGIBILITY:

- This is a hybrid position and 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 meetings and group collaboration via Microsoft Teams and other applications during regular business hours.

PHYSICAL and COGNITIVE REQUIREMENTS AND/OR 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 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.