

**PUBLIC UTILITY COMMISSION OF TEXAS**  
**JOB DESCRIPTION**

<b>Classified Title:</b> Financial Analyst I – IV	<b>Working Title:</b> Rate Analyst
<b>Class Code:</b> 1080, 1082, 1084, 1085	<b>Salary Group:</b> B20, B22, B24, B26
<b>FLSA Status:</b> Exempt, Professional	<b>EEO Category:</b> Professional
<b>Division:</b> Rate Regulation	<b>Supervisor:</b> Director, Tariff and Rate Analysis

**GENERAL DESCRIPTION:**

Perform complex to highly advanced regulatory work that includes analysis of utility cost allocation, cost unbundling, and rate design in areas subject to rate regulation. Work involves evaluating rates, costs, pricing, and tariff provisions. Maintain contact with representatives of utilities and consumers and with other Commission staff members. Work under general to minimal supervision with moderate to extensive latitude for the use of initiative and independent judgment.

**ESSENTIAL FUNCTIONS:**

- Analyze cost allocation studies and rate design issues for regulated electric, telephone, and water and sewer utilities and competitive providers, and examine the effect of these issues in the context of regulated and competitive electric, telecom, and water and sewer markets.
- Analyze and formulate policy positions on projects and proceedings assigned to the Rate Regulation Division.
- Analyze economic and statistical issues related to the regulated electric, telephone, and water and sewer utility industries as well as issues pertaining to competitive providers in these industries.
- Prepare and present written and oral testimony as an expert witness on allocation, rate design, and pricing in docketed proceedings before the Commission and the State Office of Administrative Hearings.
- Review and make recommendations on issues in Commission dockets and projects including, but not limited to tariff revisions, registrations and certifications, performance measures, and compliance with Commission rules and procedures.
- Participate in rulemakings and the development of reports and provide recommendations on electricity, telecommunications, and water and sewer issues.
- Perform analysis of policy issues associated with the regulation of electric, telecommunications, and water and sewer utilities.
- Develop mechanisms to allow Commission and staff to address electric, telecommunications, and water and sewer issues in non-docketed proceedings, such as special committees, industry workshops, and task forces, and prepare briefing materials and other support as necessary.
- Review electric, telecommunications, and water and sewer industry tariff filings.
- Provide administrative support to cities and telecommunications utilities on matters involving statewide telecommunications franchise fees.
- Continue professional development and maintain knowledge of contemporary issues affecting electric, telecommunications, and water and sewer utilities.
- Respond to inquiries from utilities, Commission staff, other government agencies, and the general public regarding utility rate issues and other industry matters.
- Demonstrate a spirit of teamwork, offering positive and constructive ideas, encouragement, and support to other members of the staff and team, while upholding the agency's mission and core values.
- Adhere to all agency personnel policies and division procedures and perform other work as assigned.

**REQUIRED MINIMUM QUALIFICATIONS:**

- Financial Analyst I: Bachelor's degree from an accredited college or university with a degree in economics, business administration, finance; a minimum of twelve (12) semester hours in microeconomics, macroeconomics, or statistics/econometrics/calculus.
- Financial Analyst II: Bachelor's degree from an accredited college or university with a degree in economics, business administration, finance; a minimum of twelve (12) semester hours in microeconomics, macroeconomics, or statistics/econometrics/calculus; and a minimum of one (1) years of full-time work experience in a position involving utilities, economic, statistical, or regulatory analysis.

- Financial Analyst III: Bachelor's degree from an accredited college or university with a degree in economics, business administration, finance; a minimum of twelve (12) semester hours in microeconomics, macroeconomics, or statistics/econometrics/calculus; and a minimum of two (2) years of full-time work experience in a position involving utilities, economic, statistical, or regulatory analysis.
- Financial Analyst IV: Bachelor's degree from an accredited college or university with a degree in economics, business administration, finance; a minimum of twelve (12) semester hours in microeconomics, macroeconomics, or statistics/econometrics/calculus; and a minimum of three (3) years of full-time work experience in a position involving utilities, economic, statistical, or regulatory analysis.

### **PREFERRED QUALIFICATIONS:**

- Graduate degree in economics, business administration, finance, or related field, or relevant professional certification (such as CPA, CFA, etc.).
- Two (2) years' experience in a position of responsibility in the regulation of electric, telecommunications, or water and sewer utilities; electric utility cost allocation; or economic research and analysis relating to the electric, telecommunications, or water and sewer industries, or a combination of these.
- Experience as an expert witness in major regulatory proceedings.
- Experience performing regression analyses using common statistical software packages.
- Knowledge of Commission rules, policies, and procedures.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

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.

- Proficiency in the use of personal computers, including Excel, Word, and PowerPoint software programs.
- Strong oral and written communication skills; strong analytical and quantitative skills.
- Ability to analyze complex electric, telecommunications, and water and sewer industry issues.
- Ability to apply economic theory and concepts to issues affecting the functioning of regulated utility markets and the development of competitive markets.
- Ability to perform complex tasks with limited supervision and communicate effectively with other staff members, utility 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 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 to perform job duties, 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 ten (10) pounds.