

**PUBLIC UTILITY COMMISSION OF TEXAS
JOB DESCRIPTION**

Classified Title:	Program Specialist IV	Class Code:	1573
Working Title:	Regulatory Analyst	Salary Group:	B20
Division:	Rules and Projects	FLSA:	Exempt
Supervisor:	Director, Rules and Projects	Date:	05/24/23

GENERAL DESCRIPTION:

Perform highly complex analysis of policy and process issues associated with the electric, telecommunications, and water industries in Texas with a focus on agency rulemakings and special projects. Work involves planning projects, rulemakings, legislative analysis, and related policy-development activities. Work requires extensive contact with Commission attorneys and subject matter experts, industry representatives, and other professional staff. Work under limited supervision with moderate latitude for the use of initiative and independent judgment.

ESSENTIAL FUNCTIONS:

- Assist the Director and Project Manager in monitoring of rules and projects across the agency.
- Participate in and as assigned, lead policy development and rulemaking activities in coordination with other divisions and prepare documents for Commission action.
- Advise rulemaking and project teams across multiple divisions on the project planning process, from project initiation to successful implementation of policy changes that reflect the objectives of the Commission.
- Monitor and analyze issues related to the electric, telecommunications, and water industries and make recommendations in Commission rulemakings and projects, preparing written briefing materials as needed.
- Prepare occasional written or oral expert testimony for use in contested proceedings and defend testimony under cross-examination if required as part of a special project. Work closely with attorneys and other professional staff in the pre-hearing through post-hearing stages of contested cases.
- Prepare Commission reports, as assigned.
- Coordinate and lead workshops and discussions.
- Prepare legislative bill analyses and assist Government Relations in project management of the bill analysis project as needed.
- Respond to external inquiries and represent the Commission as required to discuss Commission programs, policies, projects, and rulemakings.
- Continue professional development and maintain knowledge of contemporary issues affecting electric restructuring, including maintaining current knowledge of Texas laws and rules and developments at FERC.
- 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:

- Graduation from an accredited four (4) year college or university with major coursework in economics, statistics, energy resource economics, business administration, engineering, public policy, or related field.

PREFERRED QUALIFICATIONS:

- Experience with regulatory, statutory, or policy analysis.

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 methods.
- Demonstrated ability to communicate clearly and effectively both orally and in writing.
- Ability to perform complex tasks with moderate supervision.
- Ability to manage multiple projects on short and long-time horizons.
- 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 position is eligible for telecommuting up to three (3) 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.

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JOB DESCRIPTION ACKNOWLEDGMENT**

REGULATORY ANALYST is an at-will employment position. It is, therefore, employment for no specified term of months or years, not under contract, and able to be terminated by the employee or the Public Utility Commission of Texas (PUCT) at any time for any reason other than those prohibited by state and federal law. The PUCT may use a system of progressive discipline prior to or instead of termination, but it is not required to do so.

The information provided below is not to be considered a contract. Its primary purpose is to provide an inclusive job description for the position of **REGULATORY ANALYST** of the PUCT. It is also intended to provide background information to any member of the general public regarding the duties of **REGULATORY ANALYST**.

An employee, by signing below, acknowledges that he or she has read the entire job description and understands the nature of at-will employment and the duties of the position.

SIGNATURES: *(Please sign and return the signed job description and the electronic file to Human Resources.)*

Employee Name (Print)

Date

Employee Signature