

**PUBLIC UTILITY COMMISSION OF TEXAS  
JOB DESCRIPTION**

<b>Classified Title:</b> Management Analyst II – III	<b>Working Title:</b> Regulatory Analyst
<b>Class Code:</b> 1862, 1864	<b>Salary Group:</b> B21, B23
<b>FLSA Status:</b> Exempt, Professional	<b>EEO Category:</b> Professional
<b>Division:</b> Rules and Projects	<b>Supervisor:</b> Program Manager, Rules and Projects

**GENERAL DESCRIPTION**

Perform complex to highly advanced 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 general to minimal supervision with moderate to extensive latitude for the use of initiative and independent judgment.

**ESSENTIAL FUNCTIONS**

- Assist the Director and Program Manager in monitoring of rules and projects across the agency.
- Participate in and 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 and prepare written briefing materials as needed in Commission rulemakings and projects.
- 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.
- Assist Government Relations in bill analyses 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 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:**

- Management Analyst II: Graduation from an accredited four (4) year college or university with major coursework in economics, statistics, energy resource economics, business administration, engineering, public policy.
- Management Analyst III: Graduation from an accredited four (4) year college or university with major coursework in economics, statistics, energy resource economics, business administration, engineering, public policy **and** two (2) years of full-time professional experience in a position involving statistical analysis, regulatory analysis, policy analysis, or operations research.

**PREFERRED QUALIFICATIONS:**

- Experience with regulatory, statutory, or policy analysis in utility regulation.

**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.