

**PUBLIC UTILITY COMMISSION OF TEXAS
JOB DESCRIPTION**

Classified Title: Compliance Analyst II – IV	Working Title: TEF Compliance Analyst
Class Code: 1401-1403 Salary Group: B21,23,25	Position #: 00074557
FLSA Status: Exempt, Professional	EEO Category: Professional
Division: Texas Energy Fund	Supervisor: Division Director

GENERAL DESCRIPTION

Perform complex to advanced compliance and analytical work for the Texas Energy Fund (TEF) division to ensure programs and processes meet statutory, regulatory, contractual, and policy requirements. Work involves conducting reviews, monitoring compliance activities, and developing process improvements to maximize efficiency, minimize risk, and maintain audit readiness. Coordinates across legal, financial, vendor, and program teams to align deliverables and ensure consistent, accurate documentation. Work under general to minimal supervision with moderate to extensive latitude for the use of initiative and independent judgement.

ESSENTIAL FUNCTIONS

- Perform compliance reviews and internal analyses of TEF programs, processes, and documentation to identify efficiencies, improve accuracy, and ensure adherence to requirements.
- Align deliverables and coordinate with legal, financial, vendor, and program teams to ensure consistency and compliance with TEF policies, procedures, and funding agreements.
- Conduct quality assurance or quality control reviews of TEF programs to verify accuracy, completeness, and compliance with applicable requirements.
- Develop, implement, and maintain internal and external processes to improve documentation, reporting, and program efficiency.
- Track statutory, regulatory, contractual, and funding agreement obligations to ensure compliance and audit readiness.
- Monitor compliance activities, identify potential risks, and develop and implement controls for resolution.
- Review vendors work products to ensure compliance with TEF policies and procedures and recommend process improvements.
- Assist with risk mitigation strategies and align compliance processes with best practices.
- Maintain and update compliance-related documentation, records, and reporting systems.
- Serve as a point of contact for compliance-related inquiries from internal staff, external stakeholders, and oversight entities.
- Participate in the development, review, and maintenance of TEF standard operating procedures (SOPs) related to compliance.
- Collaborate with TEF staff to prepare for internal and external audits, including gathering supporting documentation and facilitating auditor requests.
- Process and review draw requests, provide payment processing support, and coordinate with the Texas Treasury Safekeeping Trust Company to ensure timely fund disbursements and ensure robust financial controls.
- Review loan and grant applications for completeness, eligibility, and compliance with TEF program requirements with TEF program requirements prior to agreement execution.
- Attend work regularly and observe approved work hours in accordance with agency leave and attendance policies.
- 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

- Compliance Analyst II: Bachelor's degree or higher in public administration, business, compliance, finance, or a related field, **and** minimum of one (1) year of full-time professional experience in compliance monitoring, program coordination, auditing, or risk management.
- Compliance Analyst III: Bachelor's degree or higher in public administration, business, compliance, finance, or a related field, **and** minimum of three (3) years of full-time professional experience in compliance monitoring, program coordination, auditing, or risk management.
- Compliance Analyst IV: Bachelor's degree or higher in public administration, business, compliance, finance, or a related field, **and** minimum of four (4) year of full-time professional experience in compliance monitoring, program coordination, auditing, or risk management.

PREFERRED QUALIFICATIONS

- Experience monitoring compliance with state or federal program requirements, statutes, or funding agreements.
- Experience working with state or federal grant or loan programs, including tracking and reporting requirements.
- Experience conducting quality control or quality assurance reviews of program documentation.
- Experience working with multiple stakeholders, such as legal, financial, vendors, or program teams, to align deliverables.

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 state and federal statutes, rules, and regulations applicable to grant and loan program compliance.
- Knowledge of compliance monitoring methods and quality assurance and quality control processes.
- Knowledge of risk assessment and mitigation strategies.
- Knowledge of principles and practices of process improvement and documentation management.
- Skill in coordinating multiple projects and priorities to meet deadlines.
- Skill in reviewing and analyzing program documentation for accuracy and compliance.
- Skill in using Microsoft Office (Word, Excel, Outlook, PowerPoint) and other software applications for data tracking and reporting.
- Skill in communicating effectively, both verbally and in writing.
- Ability to interpret and apply statutes rules, regulations, contracts, and policies.
- Ability to identify compliance issues, recommend corrective actions, and implement solutions.
- Ability to work collaboratively with internal and external stakeholders to achieve program goals.
- Ability to exercise sound judgement and maintain confidentiality when handling sensitive information.
- Ability to maintain regular attendance and adhere to the approved work schedule.

WORK SCHEDULE

The PUCT operates on a standard work schedule of Monday through Friday, 8:00 a.m. to 5:00 p.m. Employees may request an alternative work schedule in accordance with the PUCT's Alternative Work Schedule Policy. Approval of such requests, including any form of telecommuting, is at management's discretion and based on the business needs of the agency and the requirements of the position.

PHYSICAL AND COGNITIVE REQUIREMENTS AND WORKING CONDITIONS

This position primarily involves sedentary office work and requires extensive use of computers, copiers, printers, and telephones. It also requires regular communication and collaboration with staff and the public. The position requires cognitive abilities to learn, recall, and apply practices and policies and the stamina to maintain attention to detail despite interruptions.

Work is performed in a standard office environment or, if approved by management under the PUCT's Alternative Work Schedule Policy, from a secure remote work location. Approval of remote work is at management's discretion based on business needs and position requirements.

The physical and cognitive demands described are representative of those that must be met by an employee to successfully perform the essential function of this position. Reasonable accommodations will be made in accordance with applicable laws.

This position requires:

- Regular and punctual attendance.
- Frequent use of personal computers, copiers, printers, and telephones.
- Prolonged periods of sitting.
- Frequent work under deadlines, as a team member, and in direct contact with others.
- Frequent moving and lifting objects up to ten (10) pounds.