

**PUBLIC UTILITY COMMISSION OF TEXAS
JOB DESCRIPTION**

Classified Title: Management Analyst III – IV	Working Title: TEF Program Analyst
Class Code: 1864, 1866	Salary Group: B23, B24
FLSA Status: Exempt, Professional	EEO Category: Professional
Division: Executive Director	Supervisor: Project Manager

GENERAL DESCRIPTION

Perform advanced to highly advanced policy analysis and policy and procedure development associated with the Texas Energy Fund established in Texas Utilities Code Chapter 34, which promotes greater resiliency of the Texas electric grid by establishing loan and grant programs to support the construction, maintenance, and modernization of dispatchable electric generating facilities in Texas. Work involves planning projects, conducting program and legislative analysis, developing, drafting, and implementing policies and procedures for the Texas Energy Fund. Work requires extensive contact with internal and external stakeholders, including Commission attorneys, engineering and regulatory staff, industry representatives, the Texas Treasury Safekeeping Trust Company, and other professional staff. Work under limited to minimal supervision with considerable to extensive latitude for the use of initiative and independent judgment.

ESSENTIAL FUNCTIONS:

- Plan, develop and implement policies and procedures for the Texas Energy Fund loan and grant programs implemented under Public Utility Commission of Texas (PUCT) oversight.
- Assist the Project Manager and Contract Administrator with contracts awarded as a part of the Texas Energy Fund project, specifically including oversight of the professional services firms engaged to develop, administer and support Texas Energy Fund programs.
- Develop program information and status reports.
- Develop and approve program budgets, schedules, work plans, resource requirements, and cost estimates and projections.
- Review any proposed changes to program parameters and changes to original program plan and budget; track the implementation of changes.
- Develop and review program plans including timelines and milestones, and contingency planning.
- Assist in the development of program goals and objectives consistent with the enabling legislation and the rules and objectives of the Texas Energy Fund programs.
- Analyze data and establish criteria for evaluating programs, projects, proposals, and other pertinent information related to program assignments.
- Develop and implement plans to communicate program methodology and processes to interested groups and team members.
- Establish comprehensive strategies and methodologies for identifying, assessing, reporting, managing, and mitigating risk for the programs.
- Monitor and manage program quality and cost to ensure that program deliverables are acceptable, fulfill the terms of the project contract or specifications, and are completed within budget.
- Identify and implement process improvements in the area of program management.
- Coordinate program activities with other state agencies, governmental entities, or private sector partners and contractors.
- Assist with the development and management of the loan and grant application processes.
- Review loan and grant applications, reports, and funds release requests.
- Identify and implement process improvements throughout program administration.
- Identify potential program risks and design strategies to mitigate or avoid and difficulties. Review the financial reporting associated with the Texas Energy Fund programs.
- Coordinate program activities with internal and external stakeholders.

- Compile and distribute program information, program status reports, and program budget expenditures. May testify before legislative and interested groups on program status and other issues of public interest.
- 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 III: Undergraduate degree from an accredited four-year college university **and** two (2) years of full-time professional experience in a position involving the management of state or federal grants or loans including 1 year of policy analysis and development.
- Management Analyst IV: Undergraduate degree from an accredited four-year college university **and** four (4) years of full-time professional experience in a position involving the management of state or federal grants or loans including 2 years of policy analysis and development.

PREFERRED QUALIFICATIONS:

- Undergraduate or graduate degree in finance or business.
- Experience conducting audits on policy and procedures to ensure compliance with both federal and state laws.
- Work experience in the Texas electric utility industry.

KNOWLEDGE, SKILLS AND ABILITIES:

To perform this job successfully, an individual 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 satisfactorily.

- 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 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 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 10 pounds.