

**PUBLIC UTILITY COMMISSION OF TEXAS  
JOB DESCRIPTION**

<b>Classified Title:</b> Program Specialist IV	<b>Working Title:</b> TEF Program Specialist
<b>Class Code:</b> 1573 <b>Salary Group:</b> B20	<b>Position #:</b> 00074141
<b>FLSA Status:</b> Exempt, Professional	<b>EEO Category:</b> Professional
<b>Division:</b> Texas Energy Fund	<b>Supervisor:</b> Division Director

**GENERAL DESCRIPTION**

Perform highly complex administrative and operational support for the Texas Energy Fund (TEF) division that ensures the smooth execution of program activities. Work involves the coordination of communication, logistics, and internal processes to enhance program efficiency and cross-functional collaboration. Work under limited supervision, with moderate latitude for the use of initiative and independent judgment.

**ESSENTIAL FUNCTIONS**

- Provide administrative and operational support across all TEF programs, ensuring organized documentation and efficient process tracking.
- Review grant and loan payment requests and vendor invoices to ensure accuracy, completeness, and compliance with program requirements.
- Serve as a point of contact for stakeholder and applicant questions, inquiries, and information requests.
- Coordinate across vendor, legal, financial, and programmatic teams to improve communication, streamline workflows, and support program operations.
- Maintain and enhance data management systems and records to support program tracking, audit preparation, and compliance.
- Assist with the intake and administrative review of program applications to ensure completeness and facilitate timely processing.
- Assist in tracking program metrics and deliverables to support reporting and performance evaluation.
- Coordinate logistics and provided scheduling support for meetings, stakeholders sessions, and site visits.
- Manage and update calendars, task trackers, and activity schedules; identify bottlenecks and support resolution of delays.
- Support the development and maintenance of eligibility documentation, public information request (PIA) responses, and internal reporting needs.
- Prepare materials for internal and external communications, including presentations, briefings, and documentation.
- Provide administrative support for procurement, contract, and grant-related documentation.
- Assist with team coordination and support broader program goals through cross-functional collaboration and follow-through on logistics and deliverables.
- 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**

- Bachelor's degree from an accredited college or university in public administration, business, communications, or related field; and
- Two (2) years of full-time professional experience in program coordination, operations, or executive-level administrative support involving cross-functional collaboration, workflow management, or process improvement.

## **PREFERRED QUALIFICATIONS**

- Experience supporting a state or federally funded grant or loan program, including application processing, compliance tracking, or documentation.
- Experience coordinating across functional areas such as legal, finance, vendor, or program teams.
- Demonstrated experience managing scheduling, logistics, or task tracking for meetings, stakeholder sessions, or site visits.
- Experience preparing program-related materials, such as eligibility documentation, reports, or public-facing communications.

## **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 administrative procedures, records, management, and program support functions.
- Knowledge of workflow coordination, scheduling practices, and internal communications.
- Knowledge of public sector operations or grant and loan program basics.
- Skill in using Microsoft Office (Excel, Outlook, PowerPoint, Teams, Word).
- Skill in organizing and maintaining accurate records and schedules.
- Skill in communicating clearly and professional in writing and verbally.
- Ability to manage multiple priorities and meet deadlines.
- Ability to coordinate tasks across teams and support varied workflows.
- Ability to maintain confidentiality and handles sensitive information.
- Ability to follow established procedures and adapt to changing priorities.
- Ability to work independently and as part of a team.
- 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.