



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services
Phone: (701) 328-3290

Class Code(s): 5320

PUBLIC UTILITY DIVISION DIRECTOR

GRADE P

SCOPE OF WORK:

Work involves directing the staff and activities of the Compliance and Competitive Markets Division or the Economic Regulations Division within the Public Service Commission (PSC).

DUTIES PERFORMED:

- Plan, develop, coordinate, supervise, monitor, and evaluate the operations of the division including staff, consultants, contractors, functions, programs, services, and resources.
- Ensure division complies with state and federal laws, rules, regulations, policies, and procedures.
- Plan, develop, implement, interpret, review, monitor, and evaluate regulatory laws, rules, regulations, standards, policies, procedures, goals, objectives, strategies, and outcomes for the division.
- Recommend and draft proposed changes to laws and rules pertaining to the division; prepare testimony and testify at public and legislative hearings.
- Participate in or oversee staff participation in formal and informal proceedings; analyze case findings, present testimony, and provide technical support to the PSC.
- Plan, prepare, implement, and monitor the division budget; administer bonds, funds, and fees.
- Prepare and provide reports to the PSC for approval, direction, and support.
- Oversee or perform inspections and investigations of regulated companies to ensure and enforce compliance with applicable laws, rules, orders, procedures, and tariffs; respond to complaints.
- Communicate division activities and issues to the PSC, staff, legislators, industry, stakeholders, media, other government agencies, and the general public.
- Maintain working knowledge of plans, activities, and issues of regulated companies.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree in engineering, accounting, finance, economics, business administration, or management and six years of professional public utility administration, analyst, or regulatory work experience that included administrative or supervisory work

experience. A master's degree in one of the above fields may substitute for one year of the work experience requirement.

Eff. Date: 06/09

Rev: 07/12 – Conversion to Hay System