



PUBLIC UTILITY ANALYST

SCOPE OF WORK:

Work involves performing research and analysis of matters brought before the Public Service Commission related to regulated public utilities operating within the State of North Dakota.

DUTIES PERFORMED AT ALL LEVELS:

- Collect and analyze data related to end user rates established by regulated utility companies.
- Review and analyze utility issues; prepare and present results to the Division Director or Staff Advocacy Team as applicable.
- Assist Division Director or Staff Advocacy Team as applicable in procuring consultants for utility cases.
- Participate in task groups composed of industry and other interested parties relating to utility matters brought before the Commission.
- Participate in formal and informal investigations of utility issues.
- Prepare, interpret, and summarize proposals and events to the Division Director that require Commission administrative action.
- Obtain and maintain a working knowledge of regulated companies.
- Obtain and maintain historical data on regulated utility companies.
- Maintain communications with regulated utility companies.
- Respond to public inquiries and complaints.

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

PUBLIC UTILITY ANALYST

5330

GRADE J

LEVEL DEFINITION:

Work at this level is typically performed in a training capacity under close supervision.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- None

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree in economics, engineering, accounting, finance, or business with a minor in economics.

SENIOR PUBLIC UTILITY ANALYST

5331

GRADE L

LEVEL DEFINITION:

Work at this level is performed at a fully qualified level and involves complex issues.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Recommend regulatory actions to Division Director or Staff Advocacy Team as applicable for utilities.
- Research industry and regulatory issues as groundwork for proposed rules and statutes.
- Prepare written and oral testimony and recommendations for presentation to the Division Director or Staff Advocacy Team as applicable.
- Recommend computer programs to Division Director for use in analysis of technical issues.
- Propose and draft changes to existing utility laws and rules for Division Director review.
- Prepare complex documents and pleadings associated with utility cases such as notices, motions, orders, complaints, and affidavits for the Division Director or Staff Advocacy Team as applicable.
- Ensure consistent interpretation and application of laws and rules in developing recommendations to the Division Director or Staff Advocacy Team as applicable.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree in economics, engineering, accounting, finance, or business with a minor in economics and three years' work experience conducting complex research and analysis on telecommunications, gas or electric utilities, government regulation issues, or other related experience; OR a master's degree in the fields listed above and two years' work experience as described above.

Eff. Date: 05/88 – Three level series developed, class codes 5331, 5332, 5333
Rev: 11/91 – Updated format, changed to two levels, class codes 5331 & 5332
Rev: 08/94 – Updated format, changed to three level series
Rev: 04/99 – Minor corrections made in the evaluation section
Rev: 04/05 – Revised scope and minimum qualifications
Rev: 01/11 – Revised minimum qualifications at the first level, level definitions at all levels, and minor changes in duties at the first and second levels
Rev: 07/12 – Conversion to Hay System
Rev: 08/18 – Revised first level and grade; deleted highest level (5332); revised duties, level definitions, and minimum qualifications at both levels.