



**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:**

- Develop methodology for collecting and analyzing data needed to conduct studies of the rate structure established by regulated utility companies.
- Review and analyze utility issues and cases; prepare and present results to the Commission.
- Ensure consistent interpretation and application of laws and rules in developing recommendations to the Commission.
- Organize and coordinate staff or consultants involved in the processing of utility cases.
- Plan, organize, coordinate, and participate in task groups composed of industry and other interested parties relating to utility matters brought before the Commission.
- Conduct or participate in formal and informal investigations of public utility issues.
- Present written and oral testimony and recommendations to the Commission.
- Prepare, interpret, and summarize proposals and events that require a formal vote or administrative action by the Commission.
- Obtain and maintain a working knowledge of regulated companies.
- Maintain historical data on regulated utility companies.
- Maintain communications with regulated utility companies.
- Provide information to the public; respond to 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 I**

5330

GRADE K

**LEVEL DEFINITION:**

Work at this level is typically performed under close supervision in a training capacity involving progressively increasing complexity and responsibility.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Recommend regulatory actions for gas, electric, and telecommunications companies.
- Prepare documents and pleadings associated with utility cases, such as notices, motions, orders, complaints, and affidavits, and submit to supervisor and legal counsel for final review.
- Research industry and regulatory issues as groundwork for proposed rules and statutes.
- Administer the organization and maintenance of reference files and a reference library.
- Develop or obtain computer programs for use in analysis of technical issues.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree in economics, engineering, accounting, finance, business administration, public administration, or another closely related field and two years work experience conducting complex research and analysis on a variety of issues; OR a bachelor's degree in another field and two years work experience conducting complex research and analysis in telecommunications, gas or electric utilities, or government regulation; OR a master's degree in the fields listed above; OR a law degree from an accredited school.

**PUBLIC UTILITY ANALYST II**  
GRADE L

5331

LEVEL DEFINITION:

Work at this level is typically performed under general supervision at a fully qualified level and involves complex issues and cases.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Prepare complex documents and pleadings associated with utility cases, such as notices, motions, orders, complaints, and affidavits; and submit to supervisor and legal counsel for final review.
- Propose and draft changes to existing utility laws and rules.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree in economics, engineering, accounting, finance, business administration, public administration, or another closely related field and three years work experience conducting complex research and analysis on issues affected with the public interest; OR a bachelor's degree in another field and four years work experience

conducting complex research and analysis in telecommunications, gas or electric utilities, or government regulation; OR a master's degree in the fields listed above and two years work experience conducting complex research and analysis on issues affected with the public interest; OR a law degree from an accredited school and one year work experience conducting complex research and analysis on issues affected with the public interest.

**PUBLIC UTILITY ANALYST III**

5332

GRADE N

**LEVEL DEFINITION:**

Work at this level is typically performed under minimal supervision and involves the most complex cases.

**ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:**

- Participate in the supervision of division staff and the control of workflow; provide general administrative assistance to the division director.
- Serve as technical advisor on cases involving pipeline safety; may conduct safety inspections during absence of safety inspector.
- Provide damage assessments of public utility facilities in conjunction with Federal Emergency Management Agency (FEMA) activities following disaster emergency situations.
- Participate in the review of proposals by other analysts and provide guidance in the preparation of related documentation.

**MINIMUM QUALIFICATIONS:**

Requires a bachelor's degree in economics, engineering, accounting, finance, business administration, public administration, or another closely related field and five years work experience conducting complex research and analysis on issues affected with the public interest; OR a bachelor's degree in another field and six years work experience conducting complex research and analysis in telecommunications, gas or electric utilities, or government regulation; OR a master's degree in the fields listed above and four years work experience conducting complex research and analysis on issues affected with the public interest; OR a law degree from an accredited school and two years work experience conducting complex research and analysis on issues affected with the public interest.

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

CLASS CODES: 5330  
5331  
5332

ND Class Description  
Public Utility Analyst

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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