

STATE OF OHIO (DAS)CLASSIFICATION
SPECIFICATION**CLASSIFICATION SERIES**

Public Utilities Aide

SERIES NUMBER

6324

MAJOR AGENCIES

Public Utilities Commission Only

EFFECTIVE

04/08/2012

SERIES PURPOSE

The purpose of the public utilities aide occupation is to assist with the definition, development & implementation of Commission-wide goals & objectives relative to statewide regulatory policy, public policy & internal administrative policy.

At the full performance level class, incumbent assists with the definition, development & implementation of Commission-wide goals & objectives relative to statewide regulatory policy, public policy & internal administrative policy.

JOB TITLE

Public Utilities Aide

JOB CODE

63241

PAY GRADE

13

EFFECTIVE

04/08/2012

CLASS CONCEPT

The full performance level class works under direction & requires thorough knowledge of agency, state & federal laws, rules & guidelines pertaining to regulatory, administrative & legislative policies & procedures of Public Utilities Commission in order to assist in statewide regulatory duties & internal administrative tasks (e.g., policy development, preparation of legislation, research).

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Public Utilities Aide	63241	EX	04/08/2012	13

JOB DUTIES IN ORDER OF IMPORTANCE (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Assists in definition, development & implementation of Commission-wide goals & objectives in relation to statewide administrative, regulatory & public policies.

Assists in development of regulatory policies, programs & procedures; reviews, analyzes & develops highly sensitive commission orders & opinions; analyzes &/or directs preparation of legislation & agency policies.

Acts for commission (e.g., explains & interprets decisions & directives of commission to staff, government officials & general public, implements & monitors policies & procedures, represents Commissioner at meetings, conferences & workshops; monitors testimony given at agency's public hearings & relevant legislative committee meetings.

Reviews, analyzes, evaluates & makes recommendations concerning policies, programs, procedures & legislation; researches regulatory policy issues at state & federal level; reads & summarizes professional publications & industry related documents; monitors docketing activity & reads filings on all major cases filed with commission; writes technical reports, substantive correspondence & internal memoranda on policy issues; reads & evaluates proposed legislation affecting agency &/or utility industry.

Assists with assigning & assessing projects & duties of staff, acts as liaison between staff to ensure accomplishment of tasks assigned to departments, provides technical assistance to staff regarding policy or program issues & agency procedures; monitors duties of staff, of other divisions, temporarily assigned to assist with projects.

Provides information on Commission programs & policies to government officials, general public, private organizations & regulated industries.

MAJOR WORKER CHARACTERISTICS

Knowledge of public administration; business administration; research methods, agency, state & federal laws, rules & guidelines pertaining to regulatory, administrative & legislative policies & procedures of public utilities; technical writing; research methods; employee training & development*; public relations. Ability to deal with highly sensitive & confidential commission & company case information; interpret extensive variety of technical material in books, journals & manuals; deal with many variables & determine specific course of action; proofread technical material, recognize errors & make corrections; use research methods in gathering data; write & edit complex public utilities reports & research materials.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

Completion of undergraduate core program in any combination of following academic areas: business administration, public administration, natural resources, or environmental science; valid driver's license.

-Or 24 mos. trg. or 24 mos. exp. in agency, state & federal laws, rules & guidelines pertaining to regulatory, administrative & legislative policies & procedures of public utilities; 12 mos. trg. or 12 mos. exp. in research methods; 12 mos. trg. or 12 mos. exp. in public relations; 3 courses or 9 mos. exp. in technical writing; valid driver's license.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT

Not applicable.

UNUSUAL WORKING CONDITIONS

Not applicable.