

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

Public Utilities Administrator

SERIES NO.:

2315

MAJOR AGENCIES:

Public Utilities Commission, Consumers' Counsel

EFFECTIVE DATE:

01/09/2005

SERIES PURPOSE:

The purpose of the public utilities administrator occupation is to direct operations, analysis, research & investigative activities of sections, special projects or divisions with statewide impact in order to assure compliance with state & federal regulations.

At the lowest level, incumbents supervise & administer a section or team or serve as specialist responsible for a specific, assigned area of expertise.

At the middle level, incumbents direct & administer operations of major section or special project as expert in area assigned.

At the highest level, incumbents administer major division, directing & supervising programs having statewide impact.

All levels supervise lower-level staff.

This class series is restricted to technical programs with direct impact on service quality analysis; compliance; public interest center; project management; facilities; siting & environmental analysis; gas water & steam; telecommunications; market monitoring & assessment; electricity & excludes budgetary/fiscal management programs & activities, legislative matters, personnel/labor relations or any other administrative & business support services.

CLASS TITLE

Public Utilities Administrator 1

CLASS NUMBER

23151

PAY RANGE

14

EFFECTIVE

09/12/1999

CLASS CONCEPT:

The management level class works under general direction & requires thorough knowledge of state & federal laws & regulations pertaining to public utility area of expertise in order to administer section, program or team & supervise assigned staff.

CLASS TITLE

Public Utilities Administrator 2

CLASS NUMBER

23152

PAY RANGE

15

EFFECTIVE

01/09/2005

CLASS CONCEPT:

The second management level class works under administrative direction & requires thorough knowledge of federal & state laws & regulations pertaining to public utility area of expertise in order to develop, organize & direct all activities of major section & supervise assigned staff.

CLASS TITLE

Public Utilities Administrator 3

CLASS NUMBER

23153

PAY RANGE

16

EFFECTIVE

09/12/1999

CLASS CONCEPT:

The third management level class works under administrative direction and requires extensive knowledge of utility regulatory processes & applicable state & federal laws in order to develop, approve & implement policies & procedures in major division, direct & supervise programs having statewide compliance & enforcement impact & supervise assigned staff.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Public Utilities Administrator 1	23151	EX	09/12/1999	14

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.)

Administer section, program or team (e.g., organizes & directs investigation activities of section such as electric, telephone, gas, water, household goods, customer service, performance monitoring & enforcement of minimum standards or assessing effectiveness or competition; organizes & directs complex cost recovery proceedings, alternative regulation or other commission investigations or audits of utility company's compliance with minimum service standards, codes of conduct & accounting procedures & practices; directs operations, research, analyses & investigative activity of unit such as economic development, energy analysis, financial statistics, water, sewer or gas analysis, market oversight, enforcement, dispute resolution; develops, interprets, applies & enforces minimum standards or assesses effectiveness of competition; provides expert technical direction in study & analysis of projects in area of utility rate structure or competitive market oversight; participates in negotiation or mediation to resolve outstanding issues) & supervises assigned staff.

Provides technical & administrative guidance for personnel & analyzes staff needs; schedules or assists in scheduling work; develops in-house training programs.

Develops & evaluates programs & policies; studies & evaluates program needs; serves as specialist responsible for specific, assigned area of expertise.

Directs preparation of, reviews & approves complex, technical reports; provides up-dated information on section operations & needs for division administrators; reviews & analyzes state & federal legislation & makes recommendations to superiors.

Represents agency at meetings of state & federal agencies & at highly technical hearings & conferences; participates in formal & informal processes for dispute resolution & settlements & development of stipulations; assists in strategic planning of staff actions; assists in presentation of offers & counter offers; participates in sensitive discussions & exchanges about regulatory policy & complex technical issues; responds to inquiries & complaints from government agencies, industries & general public.

MAJOR WORKER CHARACTERISTICS:

Knowledge of public utility service standards; or uniform system of accounts; or customer service standards; or codes of conduct; or dispute resolution; or enforcement; or regulatory accounting; auditing techniques; investigative analytical techniques; utility cost recovery procedures; state & federal law & administrative code; general management; supervisory principles/techniques; government structure & process for competitive market oversight or utility regulation*; employee training & development; workforce planning; counseling; interviewing principles/techniques. Ability to deal with large number of variables & determine specific course of action; interpret & explain technical material in books, magazines, journals & on-line sources; use statistical analysis; handle unusual pressure & sustain concentration; negotiate or mediate issues; write instructions, specifications & technical reports; prepare & present reports, speeches or testimony in highly technical areas; communicate with government officials, industry representatives & general public on technical matters.

(*) Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core program in business administration, public administration, finance, accounting, economics or engineering (i.e., field of study must correlate with duties to be assigned).

-Or 24 mos. exp. in position involving research, legal, auditing/accounting, rate analyses, supervisory/managerial duties or other aspect of public utility or transportation fields.

-Or 24 mos. exp. in position comparable to Public Utilities Administrator 1, 23151 with government agency or public utility.

-Or 36 mos. exp. as utility rate specialist with expertise in specific area to be assigned.

-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.

CLASS TITLE	CLASS NUMBER	B. U.	EFFECTIVE	PAY RANGE
Public Utilities Administrator 2	23152	EX	01/09/2005	15

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.)

Develops, organizes & directs all activities of major section (e.g., cost recovery proceedings; rate/tariff design; contract review; financial analysis; economic analysis; fuel & cost analysis; customer service; enforcement; market oversight; directs special research activities & programs; assures compliance with state & federal laws & administrative codes; develops, interrupts, applies, monitors & enforces minimum standards; assesses effectiveness of competition; reviews & approves highly complex, technical statistical, financial & management reports, complex cost recovery proceedings, alternative regulation, other commission investigations or audits of utility company compliance with minimum service standards, codes of conduct & commission orders; develops training programs & provides training & instruction) & supervises assigned staff.

Develops, analyzes & executes policies, procedures & work methods in specialized area & recommends division-wide policy changes; authorizes & monitors budget expenditures.

Represents agency in highly technical & highly sensitive meetings, hearings & conferences (e.g., prepares & presents expert testimony; prepares & presents speeches, position papers & reports before highly specialized groups; conducts negotiation); participates in formal & informal process for settlements & development of stipulations; assists in strategic planning of staff actions; assists in preparation of offers & counter offers; participates in sensitive discussions & exchanges about regulatory policy & complex technical issues; reviews & analyzes legislation.

MAJOR WORKER CHARACTERISTICS:

Knowledge of general management; supervisory principles/techniques; government structure & process for utilities regulation; laws & regulations pertaining to area of expertise & assignment (e.g., utility auditing, fuel purchase & consumption practices & cost adjustment & pass through policies, statistical analysis; securities & exchange commission regulations; customer & utility minimum service standards & codes of conduct; competitive market oversight; dispute resolution; development & enforcement of minimum standards; utility economics; rate structure; utility finance; utility accounting; utility engineering; uniform system of accounts); public utilities commission regulatory process; rate case policy, procedure & process; budgeting; workforce planning; employee training & development; counseling; interviewing principles/techniques. Ability to use statistical analysis; write & edit complex, technical reports, instructions & specifications; deal with large number of highly complex variables & determine specific course of action; understand & explain complex formulas & concepts; handle extreme & unusual pressure; write policy papers & statements; prepare & present reports, speeches & testimony; handle sensitive contacts & inquiries.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of graduate core program in business administration, public administration, finance, economics, accounting or engineering (i.e., field of study must correlate with assigned duties); 6 mos. trg. or 6 mos. exp. in public utilities field.

-Or completion of undergraduate core program in business administration, public administration, finance, economics, accounting or engineering; 12 mos. exp. in enforcement of public utility service standards; 12 mos. exp. in enforcement of transportation safety or economics regulations, or auditing public utilities for compliance with accounting practices & procedures, or public utility research, or rate structure analysis; 6 mos. trg. or 6 mos. exp. in supervisory principles/techniques or management.

-Or 36 mos. exp. in position comparable to Public Utilities Administrator 2, 23152 in government agency or public utility; 6 mos. trg. or 6 mos. exp. in supervisory principles/techniques or management.

-Or 12 mos. exp. as Public Utilities Administrator 1, 23151.

-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.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Public Utilities Administrator 3	23153	EX	09/12/1999	16

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.)

Develops, approves & implements policies & procedures in major division (e.g., telecommunications; public interest center; service quality analysis; compliance; facilities, siting & environmental analysis; gas, water & steam; market monitoring & assessment; electricity; project management) having state-wide impact to ensure compliance with state & federal law & applicable administrative codes, administers division budget & plans, develops & administers division programs & supervises assigned staff.

Directs & supervises programs; monitors all planning, operations & results, including all final reports issued by division; determines staff needs & selects staff.

Maintains contact with officials of utility companies & conducts sensitive & difficult negotiations & meetings; reviews & recommends legislation; represents public utilities commission at state & federal hearings & at national association of utility commissions meetings & functions; participates in formal & informal processes for settlements, development of stipulations; assists in strategic planning of staff actions; assists in preparation of offers & counter offers; participates in sensitive discussions & exchanges about regulatory policy & complex technical issues; acts as representative for agency in high-level difficult negotiations; explains, interprets & presents division positions in technical matters.

MAJOR WORKER CHARACTERISTICS:

Knowledge of budgeting; general management; government structure & process & utility regulatory processes; supervisory principles/techniques; state & federal law & administrative codes in area of expertise (e.g., utility accounting & uniform system of accounts, securities & exchange commission & Ohio Power Siting Commission regulations, utility rate systems & energy sources & systems, utility operations & minimum operational safety standards, customer & utility minimum standards & codes of conduct, performance monitoring & enforcement of minimum standards, competitive market oversight, dispute resolution, development & enforcement of minimum standards, utility economics & finance, rate case policies, procedures & processes, utility engineering); workforce planning; employee training & development; counseling; interviewing principles/techniques. Ability to deal with large number of variables & determine specific course of action; understand & interpret complex, technical formulas & concepts; write complex, technical instructions & specifications; explain complex, technical formulas & concepts; handle extreme & unusual pressure; handle sensitive contacts & inquiries with government officials, utility executives & general public; prepare & present speeches, testimony & documentation on highly technical matters.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of graduate core program in business administration, public administration, accounting, economics, finance or engineering (i.e., field of study should correlate with assigned job duties); 12 mos. exp. in enforcement of public utility service standards, or auditing public utilities for compliance with accounting practices & procedures, or public utility research, or rate structure analysis; 6 mos. trg. or 6 mos. exp. in supervisory principles/techniques or management.

-Or completion of undergraduate core program in business administration, public administration, accounting, economics, finance or engineering; 24 mos. exp. in enforcement of public utility service standards, or auditing public utilities for compliance with accounting practices & procedures, or public utility research, or rate structure analysis; 6 mos. supervisory/managerial exp.

-Or 12 mos. exp. as Public Utilities Administrator 2, 23152.

-Or 24 mos. exp. as Public Utilities Administrator 1, 23151.

-Or 48 mos. exp. in position comparable to Public Utilities Administrator 3, 23153 with government agency or public utility; 6 mos. trg. or 6 mos. exp. in management.

-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.