

STATE OF OHIO (DAS)
CLASSIFICATION
SPECIFICATION

CLASSIFICATION SERIES: Public Utilities Commissioner Aide	SERIES NO.: 6324
MAJOR AGENCIES: Public Utilities Commission Only	EFFECTIVE DATE

SERIES PURPOSE

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

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

CLASS TITLE

Public Utilities Commissioner Aide

CLASS NUMBER:

63241

EFFECTIVE DATE

12/15/1991

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 Commissioner of Public Utilities in statewide regulatory duties & internal administrative tasks (e.g., policy development, preparation of legislation, research).

CLASS TITLE Public Utilities Commissioner Aide	CLASS NUMBER: 63241	BARGAINING UNIT: EX
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EFFECTIVE DATE

12/15/1991

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

Assists Commissioner 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 &/or commissioner 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 Commissioner with assigning & assessing projects & duties of staff, acts as liaison between Commissioner & 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 agency 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 alternative, equivalent evidence of the Major Worker Characteristics noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Not applicable.