

CLASS TITLE:

**ASSOCIATE ADMINISTRATOR
CABLE TV AND LEGISLATIVE LIAISON
FOR DIVISION OF PUBLIC UTILITIES
AND CARRIERS**

Class Code: 02990200**Pay Grade: 36A****EO: B****CLASS DEFINITION:**

GENERAL STATEMENT OF DUTIES: Under the administrative direction of the Administrator - Division of Public Utilities and Carriers (DPUC), to be responsible for the administration, coordination and supervision of a regulatory staff engaged in the enforcement of all laws, regulations, policies and procedures relevant to cable television operations within the state; to assist the Assistant Attorney General - Regulatory with legal guidance provided to the Administrator on all matters relating to cable television under the provisions of R.I.G.L. Title 39, 1956, as amended; to serve as the legislative liaison between the Division and the RI General Assembly on all Division-related legislation; and to do related work as required; to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of the Administrator-Division of Public Utilities and Carriers with wide latitude for the exercise of initiative and independent judgement; work is subject to review for results obtained and conformance to state laws, rules and regulations as well as compliance with agency policies and objectives.

SUPERVISION EXERCISED: Plans, organizes, supervises and reviews the work of a staff engaged in the enforcement of laws and regulations relevant to cable television.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

Under the administrative direction of the Administrator - Division of Public Utilities and Carriers, to be responsible for the administration, coordination and supervision of a regulatory staff engaged in the enforcement of all laws, regulations, policies and procedures relevant to cable television operations within the State.

To plan and organize programs for the administration of new laws and regulations relating to cable television for the benefit of the rate paying public.

To serve as legislative liaison between the Division and the RI General Assembly on all Division-related legislation on a diversity of topics (e.g. LNG, gas, electricity, telecommunications, water, waste water, motor carrier, etc.)

To answer inquiries from the public concerning their rights and obligations under cable television laws and regulations, and to interpret such laws and regulations, as required, for both the public, cable television subscribers, and cable television companies doing business or desiring to do business in the state.

To receive all complaints and/or charges of violations made by the public and/or subscribers of cable television services against relevant laws and regulations relating to cable television operations and functions of the Division.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the state rules and regulations as well as state and federal statutes governing cable companies; possess the skills necessary to oversee a regulatory staff engaged in the enforcement of all laws, regulations, policies and procedures relevant to cable television within the state; the ability to analyze data and write comprehensive reports;

the ability to handle correspondence concerning regulations, policies and procedures and customer complaints; the ability and diplomatic skills needed to conduct public hearings regarding cable TV companies' rate increase requests; familiarity and working experience in a government affairs environment and the legislative process within the state; the ability to draft legislative proposals; the ability to establish and maintain an effective working relationship with cable television providers, cable subscribers, the general public, and interested groups and advisory committees involving cable television and operations; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with specialization in Business or Public Administration, or a related field; and

Experience: Such as may have been gained through: employment in a responsible administrative/management level position in a governmental regulatory agency involving the development, application of and compliance with various laws, policies and procedures, and regulations affecting public utilities.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: March 28, 1999

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