

**CLASS TITLE: ASSOCIATE PUBLIC UTILITIES ADMINISTRATOR FOR
MOTOR CARRIERS**

Class Code: 02591900

Pay Grade: 36A

EO Code: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for the administration, coordination and supervision of a regulatory staff engaged in the enforcement of all laws, rules, regulations, policies and procedures relevant to taxis, limousines, towers, movers, and ferries carrying passengers for hire within the state; to assist the Attorney General's Regulatory Unit on all matters relating to the motor carrier industry under the provision of Title 39 R.I.G.L.; to administer the federal Unified Carrier Registration (UCR) system; and to do related work as required.

SUPERVISION RECEIVED: Works under the general direction of a superior with considerable latitude for the exercise of initiative and independent judgment; work is subject to review for results obtained and conformance to federal law, state law, rules and regulations, as well as compliance with agency policy and objectives.

SUPERVISION EXERCISED: Plans, organizes, supervises and reviews the work of a staff engaged in the enforcement of state laws and regulations relevant to the motor carrier industry.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for the administration, coordination and supervision of a regulatory staff engaged in the enforcement of all laws, rules, regulations, policies and procedures relevant to taxis, limousines, towers, movers, and ferries carrying passengers for hire within the state.

To assist the Attorney General's Regulatory Unit on all matters relating to the motor carrier industry under the provision of Title 39 R.I.G.L.

To administer the federal Unified Carrier Registration (UCR) system and collect the State of Rhode Island's share of UCR funds.

To be responsible for supervising the regulation of motor carriers and hired transportation services within the state including the establishment of reasonable requirements with respect to continuous and adequate service of motor carriers, a uniform system of accounts and records of reports.

To evaluate current motor carrier standards and propose innovative approaches to problems in the motor carrier industry and governing regulation.

To represent the Administrator, Division of Public Utilities at legislative, judicial and other meetings and conferences as requested.

To preside over administrative hearings pertaining to motor carrier operations and to be responsible for the issuance of decisions.

To be responsible for the investigation of consumer complaints and illegal operations and for prosecution of violations of law and regulations regarding motor carriers.

To ensure the safe and efficient operation of motor carriers and transportation services for hire within the state.

To coordinate the state's rail safety program including the review of all railroad crossings.

To be responsible for a comprehensive recordkeeping system for all motor carriers operating within the state.

To advise the administrator and division staff in regard to policy decisions involving motor carrier operations.

To be responsible for the audit procedures established to review the accounting procedures of motor carriers authorized to operate in the state.

To be responsible for the implementation of a program designed to inspect and verify the accuracy of meters used to charge customers for transportation services.

To design and defend the implementation of tariffs that reflect the cost of the services provided yet are reasonable in terms of the services provided to customers.

To represent the administrator on the National Conference of State Transportation Specialists to obtain the necessary data on the UCR system in an effort to maximize its share of funds for the State of Rhode Island.

To assist in the assignment of auditing staff on motor carrier and transportation related investigations.

To testify at legal proceedings regarding motor carriers operations and the appropriate records keeping responsibilities of such operations.

To be responsible for preparing reports and orders pertaining to motor carriers.

To perform public relations functions relating to transportation and its regulations.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILL, AND CAPACITIES: A thorough knowledge of federal and state laws and the rules and regulations governing motor carriers and transportation services for hire and the ability to explain these laws and rules so that they can be easily understood by customers, legislators and court personnel; a working knowledge of the concepts and goals of the National Transportation policy; a working knowledge of the policies and procedures of the Interstate Commerce Commission; the ability to supervise professional, technical and clerical personnel engaged in motor carriers regulation; the ability to conduct public hearings; the ability to analyze data and write comprehensive reports and orders based on such analysis; the ability to assume responsibility for change in the methods of record keeping and regulatory activities concerned with motor carriers and transportation regulations; the ability to maintain and establish effective working relationships with motor carrier officials, subordinates, superiors and the general public, 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 closely related field; and

Experience: Such as may have been gained through: employment in a responsible supervisory level position in a regulatory agency involving the compliance of motor carrier or transportation laws, policies, procedures, and regulations.

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

Class Revised: November 12, 2005

Class Revised: July 1, 2012