

CLASS TITLE: DEPUTY COMMISSIONER, OFFICE OF ENERGY RESOURCES

Class Code: 02501801

Pay Grade: 45A

EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: Within the Office of Energy Resources to perform responsible administrative/executive duties in the planning, coordinating, directing and controlling the function of the office; to serve as Commissioner of the Office of Energy Resources as directed in the absence of the Commissioner to discharge the powers and duties of the office; to represent the Commissioner at various meetings with private and public stakeholders groups, state, regional and federal officials, and provide executive leadership in the development of Rhode Island energy policies and objectives; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of the Commissioner with wide latitude for the exercise of initiative and independent judgement; work is reviewed through conferences and submitted reports for compliance with policy, provision of state and federal laws, rules, and regulations.

SUPERVISION EXERCISED: Plans, supervises, directs, coordinates and reviews the work of office personnel.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To perform responsible administrative/executive duties in the planning, coordinating, directing and controlling the function of the office.

To serve as Commissioner of the Office of Energy Resources as directed in the absence of the Commissioner to discharge the powers and duties of the office.

To represent the Commissioner at various meetings with stakeholders, state, regional and federal officials, and to provide executive leadership in the development of departmental policies and objectives.

To provide policy leadership for the state on wholesale energy markets, including the Forward Capacity Market, transmission planning processes, interstate transmission rates, electric generation dispatch, the interplay between state/regional/federal-level energy regulation, reliability requirements, generation interconnection, and to track and understand the potential impact of regional energy economic analyses/studies on Rhode Island.

To be responsible for the overall supervision of the department's budget process.

To inform agency officials of the Commissioner's decisions and recommendations on programs and policies and to ascertain the actions taken to implement those decisions and recommendations.

To perform liaison work with energy utilities and energy advocacy groups, state departments, regional energy entities, federal agencies, local governments and private providers of energy services to coordinate energy policies, regulations and programs.

As assigned, to advise, guide and cooperate with various commissions and agencies of federal, regional, state and local governments or entities on matters affecting the programs and regulations administered by the office.

As assigned, to conduct public hearings on such matters as may be under the agency's

jurisdiction.

To be responsible for the development and implementation of programs, policies and regulations to ensure the effective and efficient achievement of state energy policies, goals and objectives; to ensure that office resources are utilized in conformance with state federal laws, rules, and regulations.

To be responsible for the evaluation of management and procedures within the office as to their effectiveness and efficiency, and to recommend future plans and budget allocations based on this evaluation.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles and practices of the energy system including fluency in technical, regulatory, energy policy issues; in depth knowledge of the highly-complex and integrated regional energy system that largely governs the economic and reliability of Rhode Island's electric grid; the ability to exercise critical thinking skills; the superior ability to communicate highly-complex material to diverse stakeholder groups; demonstrated ability to effectively manage teams/agencies in a dynamic field; thorough knowledge of the principles and practices of governmental management as applied to budget execution, and control; the ability to plan and direct the execution of economic and policy studies and the composition of reports thereon; the ability to plan, develop, coordinate, and supervise the work of staff engaged in performing departmental fiscal and administrative tasks; the ability to establish and maintain an effective working relationship with utilities, stakeholders, state, regional and federal officials, subordinates and superior(s); and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: Possession of Master's Degree in Economics, Political Science, Public Administration or Business Administration or a closely related field; and

Experience: Such as may have been gained through: employment in a highly responsible administrative position responsible for planning, developing and coordinating energy policy and planning including the overall management and fiscal administration of an energy policy/planning program.

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

Class Created: March 20, 2016