

CLASS TITLE: PUBLIC UTILITIES ANALYST I

Class Code: 02817100

Pay Grade: 20A

EO: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: Under supervision, to perform routine audits and analyses of various public utility companies' financial records; as required, to assist in the determination of utility companies' compliance with the National Association of Regulatory Utility Commissioners (NARUC) standards; and to do related work as required.

SUPERVISION RECEIVED: Works under the close supervision of a superior who reviews work in process and upon completion for conformance to established public utility policies, procedures and regulations and accepted accounting-auditing principles, practices and standards.

SUPERVISION EXERCISED: Usually none.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

Under supervision, to perform routine field audits and analyses of various public utility companies' financial records; as required, to assist in the determination of utility company's compliance with the National Association of Regulatory Commissioners (NARUC) standards.

To assist in analyzing submitted utility company annual reports and prepare written reporting exceptions as prescribed by PUC regulations.

To work with a supervisor in preparing interim billings and annual assessments to utility companies and taxicabs for the PUC Reserve Fund, Special Fund Studies and Research, and the fixed percentage of the Division's operating budget.

To assist in maintaining a historical record of all PUC rate cases, fuel clause adjustments, purchase gas adjustments, and purchase power cost adjustments.

To journalize all daily receipts and deposits for decals (transportation vehicles), transfers, permits, applications and assessments of the Motor Carrier Section within the Division.

To complete utility questionnaires requested by NARUC.

To answer routine telephone inquiries from interested parties and the general public regarding utility tariffs and rates.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of the principles and practices of accounting-auditing; a familiarity with the various basic regulatory tariffs and rates utilized by public utilities regulatory commissions; the ability to conduct field audits and analyses of public utility companies' financial records and prepare written reports thereon to determine compliance with a public utilities regulatory commission; the ability to propose recommendations based on field audits; the ability to prepare itemized billings and annual assessments; the ability to operate a calculator and typewriter not requiring the services of a qualified operator; the ability to answer routine inquiries from interested parties and the general public regarding utility tariffs and rates; 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 Accounting or Business Administration; and

Experience: Such as may have been gained through: employment in a public or private agency involving the application of professional accounting-auditing practices and procedures.

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

Class Created: April 27, 1986

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