

CLASS TITLE: PUBLIC UTILITIES ANALYST II

Class Code: 02817200
Pay Grade: 22A
EO: C

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To perform professional field audits and analyses of various public utility companies' financial records; as required, to testify before utility rate hearings resulting from such field audit findings; to determine utility company's compliance with the National Association of Regulatory Utility Commissioners (NARUC) standards; and to do related work as required.

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

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To perform professional field audits and analyses of various public utility companies' financial records including such related activities as: preparing written reports in such field audits and analyses and submitting to superior for review and evaluation; presenting verbal testimony under oath at utility rate proceedings as required; assisting outside consultants and legal counsel with cross examinations and testimony of company witnesses; proposing rate case adjustments and recommendations based on results of field work; drafting of written compliance exceptions as prescribed by the NARUC Uniform System of Accounts; and assisting superior with tariffs submitted by the Public Utilities Commission (PUC).

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

To prepare 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 maintain an historical record of all PUC rates cases, fuel clause adjustments, purchase gas adjustments, and purchase power cost adjustments.

To conduct budget analysis and monthly reconciliation of divisional accounts.

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 questionnaire requested by NARUC.

To answer 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 each regulated utility industry's own specialized system of accounts; 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 rate case adjustments and recommendations based on field audits; the ability to provide oral testimony at utility rate hearings; 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 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 utility regulatory agency or a public utility involving the application of professional accounting-auditing practices and procedures including some analysis and interpretation of basic utility tariffs and rates.

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

Class Created: November 13, 1983

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