

## **CLASS TITLE: PUBLIC UTILITIES DEPUTY ADMINISTRATOR**

Class Code: 02528900

Pay Grade: 46A

EO: A

### **CLASS DEFINITION**

**GENERAL STATEMENT OF DUTIES:** To direct responsible operational administrative, supervisory and regulatory functions of the Division under the Division of Public Utilities (DPUC) and Carriers Administrator; assist the Administrator of the Division; by providing overall assistance and support to the Administrator in the areas involved with planning, coordination, and implementation of all departmental activities; to assume the responsibility for the overall administration of the agency in the absence of the Administrator; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general direction of a superior from whom advice concerning matters of policy are received; work is subject to review for conformance with applicable law, policy directives and professional standards.

**SUPERVISION EXERCISED:** Supervises and reviews the operational, administrative and clerical staff.

### **ILLUSTRATIVE EXAMPLES OF WORK PERFORMED**

To direct responsible operational administrative, supervisory and regulatory functions of the Division under the Division of Public Utilities (DPUC) and Carriers Administrator; assist the Administrator of the Division; by providing overall assistance and support to the Administrator in the areas involved with planning, coordination, and implementation of all departmental activities; to assume the responsibility for the overall administration of the agency in the absence of the Administrator.

To assume the responsibility for the overall administration of the division in the absence of the administrator, and to provide overall assistance and support to the administrator.

To approve division orders and other regulatory approvals that has full effect of law.

To assign, direct and review the work of the administrative, operational and clerical staff of the DPUC.

To be responsible for the administration, coordination and supervision of all 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 be responsible for the engineering function and the consumer protection activities of the DPUC. To design innovative approaches to problems in utility regulation.

To be responsible for enforcement of laws and order of the Public Utilities Commission pertaining to electricity, gas, water, telephone and other public utilities.

To receive and investigate complaints against public utility companies.

To direct investigations and take necessary action to have violators prosecuted and violations corrected. To advise utility companies about reports required and to examine these when received.

To be responsible for the administration, coordination and supervision of all regulatory staff engaged in the enforcement of all laws, rules, regulations, policies and procedures relevant to

Transportation Network Companies (TNC) within the state.

To be responsible for exploring how to modernize electric utility rates to achieve the states policy goals; this initiative seeks to meet the greenhouse gas reduction targets set in the Resilient RI Act (R.I. Gen. Laws § 42-6.2).

To be responsible for various demand-side management programs for electric and natural gas utilities on an annual basis. The agency will continue to oversee these programs as the enabling statute sunsets in 2024 (R.I. Gen. Laws § 39-1-27.7(c) (4), unless it is extended by the legislature.

To be responsible for the oversight of statutory renewable contracting standards for new clean energy resources. The Long-term Contracting Standard for Renewable Energy (R.I. Gen. Laws § 39-26.1) sought to procure 90 MW of contracting capacity (the fraction of the nameplate capacity that actual operation should produce) from commercially reasonable resources.

To be responsible for the Distributed Generation Standard Contracts (R.I. Gen. Laws § 39-26.2) mandated procurement of 40 MW of new nameplate renewable power generation from smaller facilities connected to distribution facilities in Rhode Island.

To be responsible for grid modernization concepts that seek to address issues facing a changing electric and gas distribution system.

To be responsible for The Long-Range Energy Plan (R.I. Gen. Laws § 39-24-2) that requires every gas company whose total annual sales in the preceding calendar year exceeds five million cubic feet (5,000,000 cu. ft.) to submit, every two (2) years, to the agency a long-range energy plan for the five (5) year period subsequent to the date the plan is submitted.

To be responsible for the administration, coordination and supervision of all 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 assume the agency lead in Emergency Management issues involving public utilities and carriers and assist other State agencies in supporting Emergency Management Administration.

To analyze and promote new laws for the effective operation of the DPUC.

To be responsible for the enforcement of laws and orders of the PUC and DPUC in all matters, concerning such public utilities as electricity, gas, water, telephone and cable and transportation facilities, such as railroads, ferries, trucks, buses, taxicabs and jitneys.

To direct inquiries of the public concerning rights and duties under these laws.

To direct complaints and investigations of public utility and transportation companies.

To direct necessary action to have violators prosecuted and violations corrected.

To advise utility and transportation companies about reports required and to examine these when received.

To conduct information hearings to include on matters arising under the provisions of Title 39, Public Law of 1956, as amended, and to make recommendations.

To direct all division correspondence and arrange for whatever attention or action is required.

To direct preparation of the budget, grants and all aspects of federal grant management to include completing applications, reporting, and monitoring of federal dollars performance management and control costs.

To direct, audits, informal, formal hearings arising under the provisions of Title 39, Public Law of 1956, as amended, and to make recommendations.

To facilitate cross-agency collaboration amongst the Rhode Island Public Utilities Commission, Office of Energy Resources and the Division of Public Utilities and Carriers and other state and federal agencies, particularly as it relates to program analysis and regulatory assurance.

To authorize on a continuing basis all expenses applicable to the agency's budget.  
To prepare written reports as required.  
To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of laws regulating public utility and transportation companies; the ability to conduct public hearings on rate and tariff applications and applications for convenience and necessity; the ability to analyze data and write comprehensive reports and orders based on such analysis; the ability to handle correspondence concerning regulations, policies and procedures; the ability to handle important personal contacts; the ability to assume responsible charge of clerical and regulatory activities in a government agency concerned with business regulation; and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: graduation from a college of recognized standing with an engineering or business degree; and

Experience: Such as may have been gained through: 10 years employment in a responsible supervisory position in a public utility company, or in a governmental agency regulating such companies.

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

Class Created: 6/29/14

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