

**CLASS TITLE: PUBLIC UTILITIES POLICY
AND HEARING OFFICER**

**Class Code: 02528800
Pay Grade: 31A
EO: B**

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To plan, organize and conduct formal hearing in accordance with Title 39 and as governed by the policies, procedures, rules and regulations of the Public Utilities Commission and Carriers and the Division of Public Utilities and Carriers; to render decisions thereon; and to answer inquiries to all parties concerning rights under this Act.

SUPERVISION RECEIVED: Works under the general supervision of DPUC Administration and Operations Officer with latitude for the exercise of independent judgment; work is subject to review upon completion for conformance with policies, rules, regulations and provisions of Title 39.

SUPERVISION EXERCISED: Supervises and reviews the work of a staff assigned to assist.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To plan, organize and conduct formal hearings in accordance with the Title 39 and as governed by the policies, procedures, rules and regulations of the PUC and DPUC; and to render preliminary decisions thereon.

To explain to those persons appearing for such hearings the rules, regulations, policies and provisions of Title 39 and their rights under the act.

To ensure hearings are conducted in a fair and orderly manner.

To analyze and evaluate pertinent case information and make evaluations and conclusions thereon.

To be responsible for understanding laws and orders of the public utility administration on all matters concerning such public utilities as electricity, gas, water, telephone, cable and transportation facilities, such as railroads, trucks, buses, ferries, taxicabs and jitneys.

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

To receive complaints against public utility and transportation companies.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge and understanding of the Rhode Island Title 39; a thorough knowledge of the principles, practices and procedures of Title 39 and the ability to make decisions based upon the facts presented at such hearings; the ability to establish and maintain effective working relationships with all parties; the ability to write decisions and assess penalties.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through graduation from a college of recognized standing and;

Experience: Such as may have been gained through employment in a responsible capacity involving the analysis, evaluation and application of Title 39, rules, regulations and provisions as they relate to utility or motor carrier operation.

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

Class Created: June 7, 1998

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