

CLASS TITLE: SENIOR REGULATORY CABLE ANALYST

Class Code: 02758600

Pay Grade: 29A

EO: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for performing difficult and/or complex field audits, research studies and analyses involving the accounting records and financial structure of Cable operations under the jurisdiction of the Division of Public Utilities and Carriers (DPUC). These analyses include the investigation of cable companies requesting rate relief and to interpret such rate requests in terms of (DPUC) requirements and to prepare acceptable alternatives for DPUC approval. The Senior Regulatory Cable Analyst participates in the complex formal and informal rate hearing proceedings as an advisor to the DPUC on such rate relief requests including the preparation and presentation of testimony in support of the DPUC position; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior who reviews work upon completion for results obtained and conformance to state laws, DPUC policies, rules and regulations, accepted principles, practices and standards of accounting, auditing, tariff and rate development, and the principles and practices of financial research and analysis.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To assist in the coordination and functioning of the various Service Area Citizens Advisory committees to insure maximum consumer input on policies and procedures governing the operation and monitoring of cable companies and the services they provide.

To serve as and/or assist the cable hearing officer at hearings that relate to consideration of potential violations of the cable rules of the state, the public access rules or consumer complaints.

To ensure that said hearings are conducted in a fair and orderly manner, that they comply with all federal and state mandates and that the decisions issued are clear, concise and address the issues raised.

Analyzing the more difficult and/or complex rate case filings of cable providers, including the breakdown of each service component; and to prepare and submit viable alternative solutions to the DPUC for consideration:

Interpret complex separations procedures relative to in-state and interstate cable service;

To participate in formal and informal hearing as an advisor to the DPUC on such rate relief requests including the preparation and presentation of testimony as an expert witness before the DPUC and legislative study commissions.

To provide technical assistance and guidance when working with outside consultants contracted by the DPUC to render particular service on behalf of the DPUC.

To assist Division's Legal Counsel in the preparation of formal rate case litigation.

To assist in handling inquiries and consumer complaints from the public concerning cable television laws, regulations, rates and services. Each inquiry must be evaluated, researched and appropriate solutions and/or recommendations developed.

To assist in the record keeping and analysis function of the cable television section as it relates to consumer complaints, hearings and procedures.

To assist the Associate Administrator in public relations issues.

To be responsible for understanding state and federal regulations, laws, and rules as they relate to the cable television industry.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles and practices of accounting and auditing; a thorough knowledge of the basic elements of finance and economic principles, practices and theory, as they relate to cable operations, and the ability to apply such knowledge in conducting field audits and financial and research analyses of the cable industry and its operations; the ability to critically evaluate innovative regulatory concepts the ability to provide clear and concise interpretations of the cable companies', business activities both orally and in written form; the ability to participate in formal and informal rate hearings and to prepare and present testimony as an expert witness; the ability to confer with utility management and to present the DPUC position on a variety of financial and economic matters; 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 including or supplemented by completion of courses of study in economics and finance as they relate to the public utility sector; and

Experience: Such as may have been gained through: employment as Public Utilities Analyst III; or employment in a responsible account-auditing position in a public utility regulatory agency or a public utility involving the performance of a variety of accounting and financial research studies and analyses involving tariffs and rates and their application within a public utility regulatory environment.

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

Class Created: November 19, 2000

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