

PUBLIC UTILITY COMMISSION JOB VACANCY ANNOUNCEMENT



Enforcement Analyst (Program Specialist II-VI)

SUBMIT STATE OF TEXAS APPLICATION and Transcripts to:
PUC Mail Room, 8th Floor, Rm 8-100, 1701 North Congress Avenue, Austin, TX 78701, or
Email: Recruiter@puc.texas.gov, or
Fax: (512) 936-7054, or
www.workintexas.com

Application Process: Complete a State of Texas Application for Employment documenting how you meet the minimum qualifications. Resumes are not accepted in lieu of a completed application. If a college degree is a minimum required qualification, official/unofficial transcripts are required and must be submitted with the application (if you submit your application via www.workintexas.com, you must submit your transcripts via email to recruiter@puc.texas.gov). If you submit your application via workintexas.com, please **do not** submit another application directly to the PUC. Incomplete applications will not be accepted for consideration. Applicants interviewed will receive written non-selection notification.

Job Vacancy Number: 2019-16

Division: Oversight and Enforcement

Salary*: \$3,293.42 - \$5,200.00/month

(Commensurate with Qualifications)

Salary Group: B18, B19, B20, B21, B23

Class: 1571, 1572, 1573, 1574, 1574

Type: Full-time Part-time Temporary

*The salary for an ERS Retiree or non-contributing member will be 9.5% less than the offered salary.

**Positions exempt from the Fair Labor Standards Act (FLSA) will earn compensatory time off rather than overtime for hours in excess of 40 hours per week.

Opening Date: November 13, 2018

Closing Date: Open Until Filled

Hours Per Week: 40

Established Work Hours: 8:00–5:00, M-F

(Flextime may be available with supervisory approval)

FLSA:** Exempt

EEO Category: Professional

VETERAN'S PREFERENCE

Veterans, Reservists, or Guardsmen with a Military Occupation Specialty (MOS) or additional duties that fall in the fields listed in the below link who meet the minimum qualifications are encouraged to apply.

The MOS codes applicable to this position can be accessed at:

http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_ProgramManagement.pdf

If you qualify for a Veteran Employment Preference, it is mandatory that you provide the required documentation with your State of Texas Application. Documentation must be provided before a Veteran Preference can be granted. Required documentation is as follows: Veteran – DD Form 214; Surviving Spouse of a Veteran who has not remarried – Marriage Certificate and DD Form 1300; Orphan of a Veteran who was killed during active duty – Birth Certificate and DD Form 1300.

GENERAL DESCRIPTION

Perform moderately to highly complex analytical reviews, audits, investigations and implementation of enforcement actions. Work involves reviewing and analyzing compliance with Commission rules and working on rulemaking projects and reports within the electric, telecommunications, and water and sewer utility industries. Work involves extensive contact with the representatives of utilities, competitive service providers, consumers, other Commission staff members, and legislative offices. Work under general to minimal supervision with limited to considerable latitude for the use of initiative and independent judgment.

ESSENTIAL FUNCTIONS

- Conduct reviews and audits of information and reports to determine the need for investigation.
- Conduct investigations through information gathering and analysis.
- Prepare recommendation memos regarding disposition of each review, audit, and/or investigation.
- Prepare enforcement actions, including describing and documenting violations, determining appropriate penalties and/or recommended action.
- Prepare and present testimony as an expert witness in docketed proceedings before the State Office of Administrative Hearings.
- Participate in prosecution of Notices of Violation, including potentially testifying as a witness.

- Perform reviews of industry information and performance metrics.
- Participate in stakeholder meetings to promote compliance and effective enforcement.
- Participate in policy development and rulemaking activities in coordination with other divisions to facilitate enforcement activities.
- Develop and review PUC rules to facilitate enforcement activities.
- Continue professional development, maintain knowledge of contemporary issues affecting electric, telecommunications, and water and sewer utilities and maintain knowledge of current Texas laws and rules.

MINIMUM QUALIFICATIONS

If a college degree or a particular educational certificate is a minimum required qualification, official or unofficial transcripts must be submitted with the application.

- Program Specialist II – Graduation from an accredited four (4) year college with a degree in economics, business, engineering, public policy, or related field. Four (4) years of full-time work experience in a professional work environment may substitute for education.
- Program Specialist III – VI - Graduation from an accredited four (4) year college or university with a degree in economics, business, finance, engineering, public policy, or related field. Graduate degree in economics, business, finance, engineering, public policy, or related field may substitute for work experience on a year for year basis. A minimum of one (1) year full-time work experience in a professional environment.

PREFERRED QUALIFICATIONS:

- Experience in the application and/or enforcement of State rules regulating public utilities.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of computer spreadsheet software.
- Strong analytical skills.
- Excellent writing ability and communication skills.
- Ability to establish and follow timelines for projects.
- Ability to perform complex tasks with minimal supervision.
- Ability and willingness to work harmoniously and communicate effectively with other staff members, industry representatives, and the public.
- Ability to attend work regularly and adhere to approved work schedule.

REMARKS

- An internal applicant who is selected for a position in their current salary group with the same or new state classification title will not receive a salary increase.
- Candidates invited to interview may be given a writing skills exercise.
- If required for position, licensure as a Professional Engineer or to practice law in Texas will be verified on the selected candidate through either the Professional Board of Engineers or the State Bar of Texas.
- Some positions may require additional work hours including evenings, weekends, and/or holidays to meet critical deadlines. Employees will earn compensatory time or overtime dependent on FLSA status.
- More than one position may be filled under this posting. Employees are required to comply with agency policies and provisions outlined in the employee handbook.
- The job posting in no way states or implies that the duties listed above are exclusive. Employees are required to perform other duties as may be assigned.
- A satisfactory driving record is required for driving a state or personal vehicle to conduct agency business. Selected candidates will have their driving record evaluated in accordance with the Commission's Traffic Safety policy.
- For males born on or after January 1, 1960, the PUC will verify proof of Selective Service registration through the online Selective Service System. Any males born after January 1, 1960 who are not registered will need to provide proof of exemption from the Selective Service registration requirement.
- The Public Utility Commission participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.
- The PUC has a *Post-Employment Restriction* – details furnished upon request.
- Female and minority applicants are encouraged to apply.

- The PUC is an Equal Employment Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, national origin, sexual orientation, veteran status, age or disability in employment or the provisions of services.
- In compliance with the Americans with Disabilities Act (ADA), the PUC will provide reasonable accommodation for individuals with a disability. An individual requiring a reasonable accommodation should contact Human Resources at (512) 936-7060 or humanresources@puc.texas.gov.