

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼  
HUMAN RESOURCES ENTERPRISE  
SENIOR UTILITY ANALYST

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**DEFINITION**

Performs advanced level work in the analysis and evaluation of public utility operations subject to regulation by the Utilities Division of the Department of Commerce; performs related work as required.

**The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.**

**WORK EXAMPLES**

Analyzes existing rates of utilities by reviewing, examining and evaluating cost studies and investigations of operational practices in order to recommend acceptance or suspension of rates and rate supplements.

Evaluates compliance and/or recommends methods of compliance by utility companies with Department approved refund plans, interest calculations and revenue calculations.

Reviews utility companies' applications for rate increases to ensure compliance with Department filing requirements.

Meets with officials of public utilities, private industry and the public on matters related to public utility regulation.

Analyzes and audits both purchased gas adjustments and energy adjustment clauses proposed by regulated utility companies to determine compliance with regulatory principles, Iowa law and Department policy and recommends approval and/or modifications.

Develops or directs other staff that develop computer programs for analyzing economic, financial and other data related to public utility regulation.

Conducts research projects concerning public utility regulation issues by determining objectives, collecting and analyzing data, forming conclusions based on research and analysis, and summarizing and documenting results.

Reviews current literature and attends seminars and conferences in order to maintain current knowledge of economics, finance, trends in public utility regulations, laws, policies and related fields impacting on work performed.

Collects and analyzes data for appraisal, evaluation and depreciation studies of utility properties and engineering cost studies by examining utility reports, records, operating data and physical facilities in order to determine compliance with Department rules and regulations and adequacy of service provided by the utility to the public.

Prepares information for stipulation meetings and hearings with representatives of public utility companies in order to assist in presenting the Departmental staff position and in determining points of mutual agreement with public utility companies.

Performs field audits of utility companies by applying generally accepted accounting and auditing principles and procedures in the examination of accounts, records and audit reports to determine companies' conformance with prescribed utility accounting system.

Analyzes testimony, exhibits, work papers and data filed by regulated utility companies in rate cases to determine cost of capital, revenue requirements and other economic and financial issues.

Compiles data base by conducting performance reviews of utility companies to obtain information regarding various aspects of utility operations such as coal procurement, labor relations, fleet

management, facilities operation and maintenance inventories, data processing management, and work force and equipment management to be utilized in Department policy making rate cases, staff training, long-range planning or drafting legislation.

Testifies and is subjected to cross-examination on technical issues including utility cost of capital, rate structures, engineering issues and related issues in order to present and support staff position in formal proceedings.

Formulates cross-examination questions for public utility company witnesses and provides input in the preparation of briefs and oral arguments presented to the Department to provide facts necessary for proper disposition of contested issues.

### **COMPETENCIES REQUIRED**

Knowledge of Departmental rules, regulatory procedures and precedents.

Knowledge of generally accepted accounting principles and practices, including cost accounting, depreciation accounting, tax accounting, property accounting and utility regulation accounting.

Knowledge of current trends, practices, principles and laws pertaining to the regulation of public utilities, including rate base, revenue requirement, cost of capital and rate design.

Knowledge of data retrieval methods in order to access computer information relative to database established on regulated public utilities.

Knowledge of methods used to determine the reasonableness of the treatment of financial and other management options and exceptions.

Knowledge of the Uniform System of accounts as prescribed for public utilities.

Knowledge of methods used to analyze financial and other management records of regulated public utilities.

Knowledge of basic computer programming in order to develop or review programs to analyze pertinent data.

Knowledge of economic theory and research methodology.

Ability to consider filings, testimony, data and exhibits submitted by utility companies for Departmental consideration.

Ability to make objective recommendations/decisions on regulatory issues based on applicable laws, policies, and precedents relative to the regulation of public utilities.

Ability to maintain composure while testifying and being cross-examined while representing the Commission as an expert witness in formal rate proceedings.

Ability to formulate appropriate questions for use by Commission Departmental legal staff in cross-examination of utility company witnesses in formal proceedings.

Ability to follow complicated oral and written instructions with a minimal amount of detailed explanation.

Ability to apply principles of public utility regulation, related laws and legal opinions and court decisions and Department rules, regulatory procedures and precedents.

Displays high standards of ethical conduct. Refrains from dishonest behavior.

Works and communicates with all clients and customers providing quality professional service.

Displays a high level of initiative, effort and attention to detail and commitment by completing assignments efficiently with minimal supervision.

Follows policy, cooperates with supervisors and aligns behavior with the goals of the organization.

Fosters and facilitates cooperation, pride, trust, group identity and team spirit throughout the organization.

Exchanges information with individuals or groups effectively by listening and responding appropriately.

**EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS**

Graduation from an accredited four year college or university with a bachelor's degree in accounting, business administration, finance, economics, operations research, computer science, environmental science, statistics, industrial engineering, mechanical engineering, civil engineering, electrical engineering and three years of complex, analytical work experience in one or a combination of the above disciplines;

OR

graduation from an accredited paralegal school with two years of legal research experience will be considered as qualifying;

OR

thirty semester or equivalent hours of post graduate course work in the above disciplines may be substituted for one year of experience with a maximum substitution of two years;

OR

graduation from an accredited college or university with a master's degree in one of the above areas will be considered as qualifying;

OR

possession of an Engineer certificate as issued by the State of Iowa Board of Engineering Examiners or by another jurisdiction with requirements as determined by the Board to be equal to Iowa Standards, and eighteen months of experience as an Engineer or an equivalent level of experience will be considered as qualifying;

OR

an equivalent combination of education and experience substituting one year of complex analytical work experience in the above disciplines for one year (thirty semester or equivalent hours equal one year) of the required education to a maximum substitution of four years;

OR

possession of a permit to practice as a Certified Public Accountant as issued by the Iowa Accountancy Board may be substituted for one year of the required experience;

OR

employees with current continuous experience in the state executive branch that includes experience equal to twelve months of full time work as a Utility Analyst 2.

**NOTE:**

Incumbents in many of these positions will be required to travel and stay out overnight. Incumbents will be required to make arrangements on their own regarding transportation to and from assigned work areas. Some out of state travel may be required as assigned by the agency of employment. Selected positions may require incumbents to provide their own means of transportation in order to conduct state business.

Effective Date: 07/13 BR