

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼  
HUMAN RESOURCES ENTERPRISE  
UTILITY ADMINISTRATOR 1

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**DEFINITION**

Manages programs consisting of complex technical analysis of public utility operations subject to regulation by the Utilities Division of the Iowa Department of Commerce; acts as an authority on technical regulatory matters, supervises administrative personnel; responsible for financial matters of the agency; 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**

Supervises and evaluates the work of subordinates; recommends personnel actions related to selection, disciplinary procedures, performance, leaves, grievances, work schedules and assignments; administers personnel policies and procedures.

Prepares agency's budget by approving expenditures and administration of funds.

Identifies economic, cost of service, rate design and related issues by reviewing/analyzing testimony and exhibits filed by public utilities and special interest groups.

Directs the compilation of supporting staff testimony and exhibits used in formal proceedings based on existing policies, procedures and precedents.

Acts as an expert witness by testifying and being subjected to cross-examination on technical issues including utility cost of capital, cost of service rate structures, engineering issues and related issues 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 Utilities Board to provide facts necessary for the proper disposition of contested issues.

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

Develops methods and procedures of work, interpretations of data and formulates conclusions based on technical expertise.

Directs subordinate project supervisors in the collection and compilation of data used in the continuous review of regulated public utility operations that affect rates and services.

Directs through subordinate staff, studies such as cost and rate structures of utilities, corporate financial structures, and management operations of utilities, impacts of rate changes on demands for utility services and related research and analysis using such methods as computer simulation techniques, econometrics and on site reviews to provide support information so that alternative treatment of issues in contested case proceedings may be assessed.

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

Directs, through a subordinate staff, appraisal, evaluation, and depreciation studies of utility properties and engineering cost studies by examining utility reports, records, operating data and physical facilities to determine compliance with rules and regulations, and adequacy of service provided by the utility to the public.

**COMPETENCIES REQUIRED**

Knowledge of the principles of supervision.

Knowledge of agency 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 used to access computer information.

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

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

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

Ability to analyze filings, testimony, data and exhibits for Board consideration.

Ability to make objective recommendations/decisions concerning regulatory issues based on applicable laws, policies and precedents.

Ability to communicate complex, technical information, both orally and in writing to the public, special interest groups, consultants and public utility staff.

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

Ability to formulate appropriate questions for use in the cross-examination of utility company witnesses to obtain pertinent facts relative to contested issues in formal rate case proceedings.

Ability to plan, organize, control and supervise the work of subordinates.

Displays high standards of ethical conduct by refraining from dishonest behavior.

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

Displays a high level of initiative, effort, 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 college or university with a Bachelor's Degree in Accounting, Business Administration, Finance, Economics, Operations Research, Computer Science, Statistics, Industrial Engineering, Mechanical Engineering, Civil Engineering, and/or Electrical Engineering, Business Management, Education, Public Relations, Journalism or Mass Communications, and five years of full-time complex analytical experience in the above disciplines which include at least one year of experience in developing and directing programs, projects or policy development;

OR

an equivalent combination of education and experience substituting thirty semester hours of graduate level course work in one of the above disciplines for each year of the required experience to a maximum substitution of two years;

OR

graduation from an accredited college or university with a Master's degree in one of the specified disciplines and two years of full-time complex analytical experience in any combination of the above areas;

OR

graduation from an accredited college or university with a Doctorate degree in one of the specified disciplines and one year of full-time complex analytical experience in any combination of the above areas;

OR

licensure as a professional engineer by the Iowa Board of Engineering Examiners and one year of full-time professional engineering experience;

OR

certification as a Certified Public Accountant may be substituted for one year of the required experience;

OR

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

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 Specialist.

**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: 03/10 JH