

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE
UTILITY ADMINISTRATOR 2

DEFINITION

Develops, administers, and supervises a major operating unit that includes two or more technical programs of the Utilities Division of the Iowa Department of Commerce or Office of Consumer Advocate pertaining to broad areas such as utility rates, depreciation and performance review; provides expert guidance and advice on regulatory specialty area; provides expert opinion and supporting evidence by testifying in formal proceedings before the Utilities Board; 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.

Responsible for division operations; consults with and reports to the Iowa Utilities Board Chairperson, coordinating/directing the work of the agency. Oversees technical and administrative staff including project performance, staff assignments, and the agency's strategic plan.

Assesses needs and develops individual capabilities of subordinate staff members in order to increase analytical skills and broaden the level of understanding necessary to perform utility regulatory work.

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.

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.

Directs through subordinate program managers, 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 the Department may assess alternative treatment of issues in contested case proceedings.

Prepares information for stipulation meetings and hearings in order to present the Consumer Advocate position and assist in determining points of mutual agreement with public utility companies.

Directs, through subordinate program managers, the collection and compilation of data used in the continuous review of regulated public utility operations that affect rates and services.

Advises highest level management within the agency on regulatory issues of key importance to agency goals, programs and missions.

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

Develops methods and procedures of work, interprets data, formulates conclusions based on technical expertise, and recommends appropriate treatment of regulatory issues for which no precedents exist.

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

Defines staffing schedules, levels and amounts of support necessary to accomplish goals of program areas directed.

Assesses or directs through subordinate staff the assessment of data processing needs and the development of computer applications for use in program areas.

Determines internal programs, plans and procedures necessary to ensure agency goals are met.

Attends professional seminars and meetings in order to maintain current knowledge of regulatory trends, issues and analytical methods and shares this information with other staff.

COMPETENCIES REQUIRED

Knowledge of the principles of supervision.

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.

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

Knowledge of the 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 basic computer programming techniques.

Ability to analyze filings, testimony, data and exhibits submitted by utility companies.

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 when acting as an expert witness in formal proceedings.

Ability to formulate appropriate questions for use in the cross-examination of utility company witnesses.

Ability to plan, organize, control and effectively 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 six 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 three 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 two years 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 two years 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 hours) 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 Administrator 1.

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