

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE

UTILITY ANALYST 1

DEFINITION

Performs entry level work in the analysis and evaluation of public utility operations subject to regulation by the Utilities Division of the Iowa 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

Learns and prepares for advanced level assignments in public utility regulatory work by performing one or more of the following functions:

Participates in 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 conformance with prescribed utility accounting systems.

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

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

Analyzes and audits both purchased gas adjustment and energy adjustment clauses proposed by regulated utility companies to assist in determining compliance with regulatory principles, Iowa law and Departmental policy.

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

Compiles data base by conducting performance reviews of utility companies to assist in obtaining 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 Departmental policy making, rate cases, staff training, long-range planning or drafting legislation.

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

Testifies and is subjected to cross-examination on supportive issues including methodologies, work papers and results of field audits, and related issues in order to present and support staff position in formal proceedings.

Provides information for stipulation hearing with representatives of public utility companies in order to assist in presenting Departmental staff position and in determining points of agreement.

Conducts research concerning public utility regulation issues by following objectives outlined by higher level staff in collecting and analyzing data, formulating 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 regulation, laws, policies and related fields impacting on work performed.

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

Evaluates compliance or assists in recommending methods of compliance by utility companies with Departmental rules, regulations, refund plans, interest calculations and revenue calculations.

Develops or assists in the development of computer programs for analyzing rate, service, economic, financial and other data related to public utility regulation.

COMPETENCIES REQUIRED

Knowledge of generally accepted accounting principles and practices and their application.

Knowledge of economic, finance and accounting theory.

Knowledge of research methodology that applies to business, finance and economics.

Knowledge of statistical inference.

Knowledge of the use of computers in problem solving.

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

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest or unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Follows policy and cooperates with supervisors.

Aligns behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust, and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds 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, or paralegal/legal assistant;

OR

graduation from an accredited paralegal school will be considered as qualifying;

OR

an equivalent combination of education and experience, substituting one year of professional level analytical experience in one or a combination of the areas listed above for one year (30 semester hours or its equivalent) of the required education to a maximum substitution of four years.

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: 6/2007 SH