

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE

UTILITY ANALYST 2

DEFINITION

Performs analytical work in the 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

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 assist in determining conformance with prescribed utility accounting systems.

Analyzes testimony, exhibits, work papers and data filed by regulated utility companies in rate 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.

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 the staff position in formal proceedings.

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

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

Collects data for 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 Departmental rules and regulations and adequacy of service provided by the utility to the public.

Conducts research projects concerning public utility regulation issues by following objectives outlined by higher level staff in 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.

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

Provides information for stipulation hearings with representatives of public utility companies to assist in presenting the Departmental staff position and determine points of agreement.

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

Evaluates operational methods and procedures to determine compliance with and/or recommend methods of compliance by utility companies with Departmental rules, regulations, refund plans, interest calculations and revenue calculations.

Reviews utility companies' applications for rate increase to ensure compliance with Departmental filing requirements.

Develops and/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 the general principles of utility regulation.

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

Knowledge of data retrieval methods in order to access computer information relative to data base 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 basic computer programming in order to develop or review programs to analyze pertinent data.

Knowledge of economic theory and research methodology.

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

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

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

Ability to formulate appropriate questions for use by Department 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, legal opinions, court decisions, and Departmental rules, regulatory procedures and precedents.

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 bachelors degree in accounting, business administration, finance, economics, operations research, computer science, environmental science, statistics or paralegal/legal assistant and 18 months of analytical experience in one or a combination of the above disciplines;

OR

graduation from an accredited four year college or university with major course work in industrial, mechanical, civil, or electrical engineering will be considered as qualifying;

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

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

OR

an equivalent combination of education and experience substituting one year of analytical experience in the above disciplines for one year of the required education to a maximum substitution of four years;

OR

possession of an Engineer certificate as issued by the Iowa Board of Engineering Examiners or by another jurisdiction with requirements, as determined by the Board, equal to Iowa standards;

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 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: 3/11 BR