

**IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼**  
**HUMAN RESOURCES ENTERPRISE**

**UTILITY SPECIALIST**

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**DEFINITION**

Directs and evaluates work performed in the analyses and evaluation of public utility operations subject to regulation by the Utilities Division of the Iowa Department of Commerce; provides expert opinion and support evidence on issues pertaining to utility regulation by testifying in formal proceedings before the 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**

Assists supervisor by instructing employees, answering questions and distributing, balancing and checking work; may make suggestions on appointments, promotions, performance and reassignments.

Recommends staffing schedules, levels and amounts of support necessary to accomplish goals of project/program area overseen.

Provides input in the identification of internal programs, plans, and procedures necessary to ensure agency goals are met.

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

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

Acts as Departmental expert witness by testifying and being subject 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 subordinate staff members that perform analytical 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 with representatives of public utility companies in order to present Departmental staff position and assist in determining points of agreement with public utility companies.

Reviews current literature and attends seminars and conferences to maintain current knowledge of economics, finance, trends in public utility regulation, 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.

Assesses needs and develops computer applications for use in program area supervised.

Directs a subordinate staff in the collection of data for use in the establishment of computerized data base.

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

Collects and analyzes data for appraisal, valuation and depreciation studies of utility properties and engineering cost studies by examining or directing a staff that examines 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.

### **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 to access computer information relative to database established on regulated public utilities.

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

Ability to analyze filing, 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 Departmental legal staff in cross-examination of utility company witnesses in formal proceedings.

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

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, or electrical engineering, plus four years of complex analytical experience in one or a combination of the above disciplines;

OR

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

OR

thirty semester or equivalent hours of post-graduate course work in one of the above disciplines may be substituted for one year of the required 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 disciplines, plus one year of complex analytical experience in one or a combination of these disciplines will be considered as qualifying;

OR

possession of a Ph.D. degree from an accredited college or university in one of the above disciplines will be considered as qualifying;

OR

possession of a certificate of registration as a professional engineer as issued by the State of Iowa Board of Engineering Examiners will be considered as qualifying;

OR

possession of an Iowa 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

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

OR

employees with current continuous experience in the state executive branch that includes experience equal to twelve months of full-time experience as a Senior Utility Analyst;

OR

employees with current continuous experience in the state executive branch that includes experience equal to twenty-four months of full-time experience 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.