Iowa Department of Administrative Services – Human Resources Enterprise
Classification Series Guidelines

Utility Administrator Series

Classes in the Series

Class Code	Class Title
00535	Utility Administrator 1
00538	Utility Administrator 2

Series Concept

Manages complex technical analyses of public utility operations subject to regulation by the Utilities Division of the Iowa Department of Commerce including utility rates, depreciation and performance review. Develops, administers, and supervises technical and administrative staff.

Exclusions

Incumbents who perform operations' research and evaluation or specialized engineering work should be classified as Utilities Regulations Engineers. Incumbents who perform analysis and evaluation of public utility operations should be classified as Utility Analysts

Class Distinctions

Utility Administrator 1

Incumbents in this class work at the Utilities Division of the Department of Commerce.

Incumbents manage programs consisting of complex technical analysis of public utility operations subject to regulation by the Utilities Division of the Iowa Department of Commerce; act as an authority on technical regulatory matters, supervise technical and administrative personnel and are responsible for financial matters of the agency. Incumbents provide expert opinion and advice to the Utilities Board members on regulatory issues in formal and informal proceedings conducted before the Utilities Board in matters involving rates and policy.

Utility Administrator 2

Incumbents in this class work either at the Utilities Division of the Department of Commerce or in the Office of Consumer Advocate of the Department of Justice.

Utilities Division. Incumbent 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 pertaining to broad areas such as utility rates, depreciation and performance review. Incumbent provides expert opinion and advice to the Utilities Board members on regulatory issues in formal and informal proceedings conducted before the Utilities Board in matters involving rates and policy.

Office of Consumer Advocate. Under administrative direction, incumbents develop, administer, and supervise a major operating unit that includes two or more technical programs pertaining to broad areas such as utility rates, and performance review; provide expert guidance and advice on regulatory

specialty area; perform related work as required. Incumbents provide expert opinion and supporting evidence on regulatory issues by testifying in formal proceedings conducted before the Utilities Board. Incumbents also provide expert opinion and advice to the Consumer Advocate on regulatory issues involving rates and policy.

Effective date: 03/10 JH