



Utility Specialist I

Salary Group: B20

Class Code: 2093

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
UTILITY SPECIALIST I	2093	B20	\$45,158 - \$73,788
UTILITY SPECIALIST II	2094	B22	\$51,614 - \$84,479

GENERAL DESCRIPTION

Performs complex (journey-level) utility planning, regulatory, and program development work. Work involves developing, administering, and evaluating utility programs. May provide guidance to others. Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Reviews utility construction reports, service quality reports, and utility tariffs for compliance with agency rules, policies, and objectives.

Performs tests and inspections of utility equipment for proper operation.

Inspects utility rate filing packages to develop data for use in utility rate hearings.

Responds to consumer complaints.

Disseminates information to consumers, and evaluates utility performance based on complaints.

Formulates recommendations to correct problems and deficiencies.

Assists with the formulation of statewide programs and policies.

May perform analysis of policy issues associated with the regulation of electric, telecommunications, and water and sewer utilities.

May plan and implement technical and analytical programs.

May prepare and present testimony as an expert witness.

May provide guidance to others.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience in utility regulatory work. Graduation from an accredited four-year college or university with major coursework in accounting, business administration, finance, statistics, or a related field is generally preferred. Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of principles, laws, rules, regulations, and practices of utility operations; of methods and techniques employed in the testing, computation, review, and analysis of utility matters; and of utility budgeting and financial planning.

Skill in using a computer and related software, in data analysis and problem solving, in generating financial and statistical reports, and in performing quantitative analysis.

Ability to maintain effective relationships with utilities, consumers, and the public; to communicate effectively; and to provide guidance to others.