

PUBLIC UTILITY COMMISSION JOB VACANCY ANNOUNCEMENT



Commissioner's Advisor (Director II)

SUBMIT STATE OF TEXAS APPLICATION and Transcripts to:
PUC Mail Room, 8th Floor, Rm 8-100, 1701 North Congress Avenue, Austin, TX 78701, or
Email: Recruiter@puc.texas.gov, or
Fax: (512) 936-7054, or
www.workintexas.com

Application Process: Complete a State of Texas Application for Employment documenting how you meet the minimum qualifications. Resumes are not accepted in lieu of a completed application. If a college degree is a minimum required qualification, official/unofficial transcripts are required and must be submitted with the application (if you submit your application via www.workintexas.com, you must submit your transcripts via email to recruiter@puc.texas.gov). If you submit your application via workintexas.com, please **do not** submit another application directly to the PUC. Incomplete applications will not be accepted for consideration. Applicants interviewed will receive written non-selection notification.

Job Vacancy Number: 2018-33
Division: Commissioner D'Andrea's Office
Salary*: \$10,000.00 - \$10,416.67/month
(Commensurate with Qualifications)

Salary Group: B27

Class: 1621

Type: Full-time Part-time Temporary

*The salary for an ERS Retiree or non-contributing member will be 9.5% less than the offered salary.

**Positions exempt from the Fair Labor Standards Act (FLSA) will earn compensatory time off rather than overtime for hours in excess of 40 hours per week.

Opening Date: June 6, 2018
Closing Date: Open Until Filled
Hours Per Week: 40
Established Work Hours: 8:00–5:00, M-F
(Flextime may be available with supervisory approval)
FLSA:** Exempt
EEO Category: Professional

VETERAN'S PREFERENCE

Veterans, Reservists, or Guardsmen with a Military Occupation Specialty (MOS) or additional duties that fall in the fields listed in the below link who meet the minimum qualifications are encouraged to apply.

The MOS codes applicable to this position can be accessed at:

http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_ProgramManagement.pdf

GENERAL DESCRIPTION

Perform advanced (senior level) advising work providing direction and guidance in strategic operations and planning for the Commissioner's Office. Work involves advising the Commissioner on matters pending before the Commission, including contested cases, rulemakings, and general policy development. Serves as the liaison between the Commissioner's Office and Commission staff, other state and federal agencies, legislative staff, the Governor's staff, industry personnel and the general public. Work under minimal supervision with extensive latitude for the use of initiative and independent judgment.

ESSENTIAL FUNCTIONS

- Assist the Commissioner in preparing for open meetings by reviewing matters scheduled for consideration and assist the Commissioner in analyzing them.
- Perform research on issues relating to utility regulation and oversight of competitive telecommunications, electric and water utility markets.
- Assist in formulation of Commission policy.
- Serve as the liaison with other state and federal agencies, the Governor's office, and offices of legislators.
- Draft reports and correspondence on utility issues for the Commissioner.
- Review final orders and other documents prepared for the Commissioner's signature.
- Prepare speeches and presentations.
- Oversee staff in the Commissioner's Office.

MINIMUM QUALIFICATIONS

- Bachelor's degree from an accredited four (4) year college or university.
- Eight (8) years' work experience in the electric utility industry or electric utility regulation.

PREFERRED QUALIFICATIONS

- Experience in the ERCOT stakeholder process.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to research and analyze a wide range of complex areas including competitive market issues, economics, engineering, accounting, finance, law and government regulation.
- Ability to effectively communicate complex issues clearly and concisely.
- Ability to work independently with a minimum amount of direct supervision.
- Ability to work effectively under pressure and to work overtime as necessary.
- Ability to travel as required representing the Commissioner and attending conferences and seminars.
- Ability to exercise mature judgment in carrying out assignments, and to deal diplomatically with staff, members of the public and industry representatives.
- Ability to attend work regularly and adhere to approved work schedule.

REMARKS

- An internal applicant who is selected for a position in their current salary group with the same or new state classification title will not receive a salary increase.
- An internal applicant is not eligible to apply for a class title within their current classification series in their division unless it is a supervisory position.
- Candidates invited to interview may be given a writing skills exercise.
- If required for position, licensure as a Professional Engineer or to practice law in Texas will be verified on the selected candidate through either the Professional Board of Engineers or the State Bar of Texas.
- Some positions may require additional work hours including evenings, weekends, or holidays to meet critical deadlines. Employees will earn compensatory time or overtime dependent on FLSA status.
- More than one position may be filled under this posting. Employees are required to comply with agency policies and provisions outlined in the employee handbook.
- The job posting in no way states or implies that the duties listed above are exclusive. Employees are required to perform other duties as may be assigned.
- A satisfactory driving record is required for driving a state or personal vehicle to conduct agency business. Selected candidates will have their driving record evaluated in accordance with the Commission's Traffic Safety policy.
- For males born on or after January 1, 1960, the PUC will verify proof of Selective Service registration through the online Selective Service System. Any males born after January 1, 1960 who are not registered will need to provide proof of exemption from the Selective Service registration requirement.
- The Public Utility Commission participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.
- The PUC has a *Post-Employment Restriction* – details furnished upon request.
- Female and minority applicants are encouraged to apply.
- The PUC is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, national origin, sexual orientation, veteran status, age or disability in employment or the provisions of services.
- In compliance with the Americans with Disabilities Act (ADA), the PUC will provide reasonable accommodation for individuals with a disability. An individual requiring a reasonable accommodation should contact Human Resources at (512) 936-7060 or humanresources@puc.texas.gov.