

# PUBLIC UTILITY COMMISSION JOB VACANCY ANNOUNCEMENT



## Director, Market Analysis (Program Specialist VII)

SUBMIT STATE OF TEXAS APPLICATION and Transcripts to:  
PUC Mail Room, 8<sup>th</sup> Floor, Rm 8-100, 1701 North Congress Avenue, Austin, TX 78701, or  
Email: [Recruiter@puc.texas.gov](mailto:Recruiter@puc.texas.gov), or  
Fax: (512) 936-7054, or  
[www.workintexas.com](http://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](http://www.workintexas.com), you must submit your transcripts via email to [recruiter@puc.texas.gov](mailto:recruiter@puc.texas.gov)). If you submit your application via [workintexas.com](http://www.workintexas.com), please do not submit another application directly to

**AMENDED AUGUST 20, 2018**

**Job Vacancy Number:** 2019-02

**Division:** Competitive Markets

**Salary\*:** \$7,083.34 to \$8,333.34/month

(Commensurate with Qualifications)

**Salary Group:** B25

**Class:** 1576

**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:** August 10, 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](http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_ProgramManagement.pdf)

### **GENERAL DESCRIPTION**

Manage programs and activities related to competition in the electric and telecommunications markets. Oversee staff engaged in contested cases, rulemaking projects and other research projects. Maintain working relationships with representatives of industry and consumers, other state agencies, and other Commission staff members. Advise the division director regarding status of current projects and emerging regulatory issues. Work under minimal supervision with extensive latitude for the use of initiative and independent judgment.

### **ESSENTIAL FUNCTIONS**

- Build, maintain, and lead a team of experts with strong knowledge of the competitive electric and telecommunications industries, including a succession plan for management.
- Maintain section workload and progress; plan, coordinate and assign work to staff to include guidance, training and delegation of authority; review work prepared by staff analysts.
- Develop and maintain metrics for measuring work output of the section and provide periodic updates to the division director.
- Implement goals, policies, and work plans for the market analysis team and develop ways to improve the efficiency of the section.
- Provide leadership in policy formulation related to analysis of the competitive electric and telecommunications markets and assist staff with developing positions in regulatory proceedings.
- Lead section as a cohesive, focused team; ensure appropriate workload and provide adequate training opportunities for staff.
- Maintain and encourage robust and effective communication among staff, between staff and Section Director, and between Section Director and Division Director.

- Identify and implement policies in the electric and telecommunications industries that facilitate a competitive environment.
- Identify emerging issues in Commission proceedings and recommend strategies to address them.
- Analyze the competitive, economic, and regulatory impact of proposed rules related to the electric and telecommunications industries.
- Organize and supervise data collection; select evaluation tools and methodologies; develop reporting requirements for service providers; prepare reports necessary to evaluate the economic and competitive policy implications of a variety of utility issues; and present relevant information to the industry and the public.
- Support the Oversight and Enforcement Division in formulating enforcement policies and in carrying out enforcement activities as needed.
- Participate in, and lead rulemaking activities and workshops in coordination with, other divisions and the Commissioners' offices.
- Respond to inquiries from internal and external stakeholders.
- Continue professional development in areas relevant to duties, including leadership and team building.
- Provide recommendations on staffing, budget, performance, and promotions.

### **MINIMUM QUALIFICATIONS**

- Bachelor's or post graduate degree from an accredited four (4) year college or university in economics, business administration, finance, public policy, engineering, law or related field.
- Three (3) years of experience in the competitive electric field.
- Electric or related industry work experience, including participation in regulatory proceedings to develop policy for the industry, participation in the legislative process, or similar responsible duties.

### **PREFERRED QUALIFICATIONS**

- Experience directing program activities and overseeing the work of others.
- Master's or other advanced degree from an accredited college or university with major course work in economics, business, finance, public policy, engineering, law or related field.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Proficiency in the use of personal computers, specifically with Microsoft Word and Excel.
- Knowledge of Commission rules, policies, and procedures.
- Leadership and motivational skills.
- Ability to communicate complex concepts, orally and in writing, to persons with little or no specialized economic training or industry knowledge.
- Ability and willingness to work harmoniously and communicate effectively with other staff members, industry representatives, and the public.
- Understanding of framework of competitive electric or telecommunications market in Texas.
- 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 Employment 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](mailto:humanresources@puc.texas.gov).