

PUBLIC UTILITY COMMISSION JOB VACANCY ANNOUNCEMENT



Financial Analyst (Financial Examiner II-III)

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: 2019-08
Division: Water Utility Regulation
Salary*: \$3,520.34 - \$4,083.34/month
(Commensurate with Qualifications)

Salary Group: B19, B21

Class: 1102, 1104

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: October 12, 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.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_AccountingAuditingandFinance.pdf

If you qualify for a Veteran Employment Preference, it is mandatory that you provide the required documentation with your State of Texas Application. Documentation must be provided before a Veteran Preference can be granted. Required documentation is as follows: Veteran – DD Form 214; Surviving Spouse of a Veteran who has not remarried – Marriage Certificate and DD Form 1300; Orphan of a Veteran who was killed during active duty – Birth Certificate and DD Form 1300.

GENERAL DESCRIPTION

Perform routine to moderately complex auditing work providing business and financial guidance and support to retail public water and sewer utilities. Work involves analyzing financial issues related to public utility companies, recommending fair rates of return on regulated utilities' invested capital, recommending a cost of service and evaluating financial integrity sufficiency for retail public utilities and wholesale water and sewer providers. Work under moderate to general supervision with limited latitude for the use of initiative and independent judgment.

ESSENTIAL FUNCTIONS

- Review retail water and sewer utility rate change applications, utility cost of service information, and process applications through final action dates to ensure rates are just and reasonable. Conduct special utility audits or reviews as directed.
- Participate in utility case Certificates of Convenience and Necessity (CCN) and rates settlement negotiations, prepare and provide testimony for evidentiary hearings, including discussing the outcome of audits prepared on utility books and records in relation to rate case proceedings for contested applications/cost of service appeals, CCNs, and Sale, Transfer, Mergers (STMs).
- Review, audit, analyze, and prepare comprehensive business plans and/or financial, managerial, and technical capacity information for retail public water or sewer utilities submitted in CCN and STM applications.

- Prepare analyses and written testimony on financial, accounting, and cost-recovery issues in formal complaint process and eventually rate proceedings and other cases before the Commission.
- Present testimony, defend position under cross-examination, and work closely with attorneys and other professional staff in the pre-hearing and post-hearing stages of contested cases.
- Conduct investigations and audits related to compliance with Commission rules and the determination of reasonable levels of expenses and revenues.
- Respond to inquiries from utilities, legislative representatives, other government agencies, and the general public regarding utility rate and cost-recovery issues.

MINIMUM QUALIFICATIONS

If a college degree or a particular educational certificate is a minimum required qualification, official or unofficial transcripts must be submitted with the application.

- Graduation from an accredited four (4) year college or university with major course work in accounting or finance.
- Financial Examiner II: Minimum of one (1) year of full-time work experience in utility accounting or finance, public accounting, or directly related work experience.
- Financial Examiner III: Minimum of two (2) years' of full-time work experience in utility accounting or finance, public accounting, or directly related work experience.

PREFERRED QUALIFICATIONS

- Knowledge of the NARUC System of Accounts, federal and state tax regulations and policies, and Commission Substantive Rules.

KNOWLEDGE, SKILLS AND ABILITIES

- Proficiency with Microsoft Office applications, particularly Excel and Word.
- Strong analytical and quantitative skills, including a working knowledge of financial forecasting modeling techniques, including the ability to develop and evaluate advanced computer models.
- Knowledge of Generally Accepted Accounting Principles.
- Ability to research emerging utility issues and evaluate financial implications of alternative ratemaking approaches.
- Ability to communicate effectively both orally and in writing.
- Ability to work independently and exercise sound judgment when dealing with complex and controversial issues.
- Ability and willingness to work harmoniously and communicate effectively with other staff members, industry representatives, and the public.
- Knowledge of Commission rules, policies, and procedures, and knowledge of the electric industry, the market for public utility securities, financial reports and reporting standards, and regulatory ratemaking principles.
- 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.
- 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, and/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.