



UTILITY AND ENERGY ANALYST 1

1155

GENERAL DESCRIPTION OF CLASS

Under the guidance of higher-level utility and energy analysts, the UTILITY AND ENERGY ANALYST 1 conducts utility research, analysis, inspections and investigations. The Utility Analyst 1 works in support of State utility or energy facility regulation by conducting economic, accounting, financial, environmental or engineering studies and other types of research. Employees in this classification frequently provide research and analysis support to higher level utility and energy analysts and participate as a member of a team, project or program.

DISTINGUISHING FEATURES

This is the first level of a three-level series. The Utility and Energy Analyst 1 provides technical assistance, program information and analysis but does not make complex technical or policy interpretations. The limited scope of research and studies, the absence of responsibility for policy development, and the lack of lead responsibility distinguish this class from the higher levels.

DUTIES AND RESPONSIBILITIES

The duties listed below are not inclusive but characteristic of the type and level of work associated with this class. Individual positions may be assigned all or some combination of the duties listed below and other related duties.

1. Analysis of Regulatory Issues

Under the guidance of a higher-level analyst, researches and analyzes a range of regulatory policies relating to energy and/or telecommunications issues. Assists in developing and conducting surveys and analyzing detailed studies prepared by regulated utilities, developers or other experts. Reviews tariff filings, applications, special contracts, or petitions, identifies key issues, recommends agency actions and prepares staff reports or testimony.

Provides technical support to other analysts, including data gathering, tabulation and analysis. Reviews draft reports and testimony prepared by others and suggests improvement in the analysis and readability.

2. Expert Testimony

Prepares written testimony and testifies at regulatory policy, recommendation hearings. Analyzes data, writes such documents as draft orders, reviews, cross-examination questions or reports for utility, applicant and/or intervenor witnesses and assists the Attorney General's office with preparing legal briefs.

3. Policy Development

Researches utility and energy issues and regulatory policies. Monitors activity in federal actions and other government proceedings affecting Oregon.

4. Laws, Rules and Policy Interpretation

Responds to inquiries from the public, the utility and energy industry and agency management and staff, interpreting and applying existing laws, contracts, rules and policies of various functional areas.

5. Miscellaneous

Writes reports, analyses and makes recommendations for Commission, Office or Council action.

RELATIONSHIPS WITH OTHERS

The Utility and Energy Analyst 1 has regular contact by telephone, letter, or in person with the public, private attorneys and utility and energy industry management to discuss energy, telecommunications, service quality and other regulatory issues and with the Attorney General's office to prepare testimony.

SUPERVISION RECEIVED

The Utility and Energy Analyst 1 receives guidance from higher level, experienced utility analysts and supervision from an administrative superior. Work is reviewed by written and verbal comment on an informal as-needed basis to provide guidance and ensure conformance of work to agency policy and accepted standards.

State statutes, rules, federal laws and regulations provide guidelines regarding utilities and telecommunications regulations and operations.

KNOWLEDGE AND SKILLS (KS)

General knowledge of:

Analytical techniques.
Research and statistical methods.
Information sources.

Skill to:

Plan, organize, and complete studies, investigations and analyses within an identified time frame.
Write clear, concise technical or administrative reports.
Make oral presentations on technical or administrative subjects.
Use computers.

Every position will require at least some of the following:

Basic knowledge of:

Theories and applications of operations research, economics, finance, or statistics.
Scientific or technical aspects of utility design, power systems, installations, operations, and maintenance.
Accounting principles and methods.
Principles and theories of electrical, mechanical, or civil engineering.
Utility safety codes and utility industry standards.

Skill to:

Construct and analyze financial statements and reports.

NOTE: The KNOWLEDGE and SKILLS are required for initial consideration. Some duties performed by positions in this class may require different KS's. No attempt is made to describe every KS required for **all** positions in this class. Additional KS requirements will be explained on the recruiting announcement.

Adopted 1/98

Revised 10/02-Title change, minor revisions.

STATE OF OREGON
 Dept. of Administrative Services
 Human Resource Services Division