



UTILITY AND ENERGY ANALYST 2

1156

GENERAL DESCRIPTION OF CLASS

The UTILITY AND ENERGY ANALYST 2 conducts utility research, analysis, inspections and investigations and recommends rules and policies for utility rates, energy facility siting, and operations. The Utility and Energy Analyst 2 works in support of State utility and energy regulation by conducting economic, accounting, financial, scientific or engineering studies and other types of research. Employees in this classification frequently participate as a member of a team, project or program and may lead other analysts on limited portions of a project, or projects with modest sensitivity or financial impact.

DISTINGUISHING FEATURES

This classification is the second level of a three-level series. Responsibility to independently complete assigned studies and the greater degree of judgment required to interpret, apply and develop policy and to recommend changes distinguishes this classification from the lower level.

The Utility and Energy Analyst 2 receives more technical guidance and is responsible for projects with less financial impact and controversy than the higher level. Employees at this level occasionally lead other analysts on limited projects but do not plan and coordinate analytical projects across utility program disciplines.

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 Utility and Energy Systems and Regulatory Issues

Independently evaluates the planning, design, construction, operation and maintenance of large utility or energy systems. Reviews designs, directs tests, analyzes utility or energy facility records and field inspects utility or energy facilities for safety, quality control, environmental impact, or reliability deficiencies. Reviews company standard procedures, inspection reports, system failure information and project cost estimates to ensure compliance with safety codes, state regulations and prudent industry practice. Recommends corrective action. Consults with company managers and agency management on operation issues.

Evaluates economic, financial, scientific, accounting, and engineering studies submitted by utilities or energy facilities for reasonable methods and assumptions. Independently analyzes utility rates and facility operations. Typical studies include assessing the propriety of utility expenditures and plans for capital investments such as power plants and/or telecommunications equipment, environmental impacts, organization capabilities and socio-economic impacts for facilities, determining the financial requirements of a utility, estimating demand for utility and energy services, determining the allocation of costs between a utility and its unregulated affiliates or between regulatory jurisdictions, and developing rate or other administrative structures for regulated services or designing and monitoring operating/administrative structures for companies authorized by the State, using public purpose funds, to provide energy efficiency services.

2. Expert Testimony

Serves as an expert witness or staff resource in contested cases, court cases and other proceedings. Presents findings and recommendations, and formal testimony defending technical accuracy of data and conclusions. Assists the Attorney General's office by clarifying case issues or application completion, developing cross-examination questions for proceedings experts, and participating in preparing legal briefs used in contested cases.

3. Policy Development

Researches utility and/or energy issues and regulatory policies. Proposes policies and rules to address issues raised by institutional and technological changes in regulated industries (e.g., changes in Federal regulation, national codes and industry standards or increases in competition to provide regulated services). Monitors activity and recommends agency participation and policy in Federal actions and other government proceedings affecting Oregon. Develops rules and policies to reduce case-by-case review of recurring issues. Prepares formal recommendations through Public Meeting Memoranda or staff reports and presents these recommendations to the Commission, Office, or Council at public meetings.

Occasionally meets with local public officials, agency heads, legislators, and legislative committees on utility safety, technology and operational issues or those involving long and short-range energy and telecommunications policies.

4. Laws, Rules and Policy Interpretation

Responds to inquiries from the public, the utility or energy industry, and agency management and staff, interpreting and applying existing laws, contracts, rules, and policies of various functional areas. Recommends solutions that may establish precedents and affect the utility or energy industry, customers, and stockholders. Analyzes proposed laws, negotiated agreements, rules, and policies and recommends changes or acceptance. Occasionally interprets legislative intent and develops rules and policies to carry out that intent. Sets standards for applying policy interpretation. Keeps up to date on changing case law, court standards, national codes and industry standards.

5. Miscellaneous

Writes rules, policies, reports, position papers and correspondence on investigative findings, analyses, and recommendations for Commission or Council action. Plans and presents informational programs to utility or energy company personnel, legislative committees, and the general public. Answers questions and defends technical accuracy of data and findings. As assigned, acts as project leader.

RELATIONSHIPS WITH OTHERS

The Utility and Energy Analyst 2 has regular contact by telephone, letter, or in person with private attorneys and industry management to discuss policy matters relating to energy and telecommunications issues, utility or public safety, service quality and other regulatory issues. The Utility and Energy Analyst 2 has contact with other agency management, and in limited circumstances to legislators, to advise and review policy issues and with the Attorney General's office to prepare testimony.

SUPERVISION RECEIVED

The Utility and Energy Analyst 2 works under the general supervision of an administrative superior who provides leadership and policy direction. Work is reviewed through occasional progress reports, evaluation of the impact of work products, and occasional meetings to solve problems and assure consistency and quality of work. When practices and procedures used lack precedents, the Analyst makes specific recommendations within only broad agency policy guidelines.

KNOWLEDGE AND SKILLS (KS)**General knowledge of:**

Analytical techniques.
Research and statistical methods.
Information sources.

Skill to:

Plan, organize, and complete studies and analyses within an identified time frame.
Write clear, concise technical reports.
Make oral presentations on technical or scientific subjects.
Interpret State and Federal laws regulating public utilities or energy companies and applying the laws to specific situations.
Develop effective working relationship with public utility or energy industry representatives.

Every position will require at least some of the following:**General knowledge of:**

Theories and applications of operations research, economics, finance, statistics, science, public administration, laws, and communications.
Technical or scientific aspects of utility design or energy facilities, installations, operations, and maintenance.
Accounting principles and methods.
Principles and theories of electrical, mechanical, or civil engineering.

Basic knowledge of:

Principles of natural gas pipeline and electric transmission line design and operation.
Utility and/or energy facility operations.

Skill to:

Use computers.
Use advanced techniques of econometric modeling.
Analyze general accounting practice and methods.
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