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STATE OF NEVADA
PUBLIC UTILITIES COMMISSION

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Commissioner

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Executive Director

Unclassified Job Announcement

Sr. Utility Analyst

The Public Utilities Commission of Nevada (PUCN) is seeking qualified applicants for the position of Sr. Utility Analyst for the Regulatory Operations, Resource and Analysis Division. This is an unclassified, at-will, full-time exempt position within Nevada State Government.

About the PUCN: The PUCN is a quasi-judicial regulatory agency that, among other duties, ensures investor-owned utilities comply with all applicable state and federal laws. For more information about the agency, please visit the PUCN website at <http://puc.nv.gov>.

The Positions Key Areas of Responsibility:

- Performs review and analysis of tariff filings for electric, gas, LPG, telephone, geothermal, sewer and water utilities.
- Reviews and investigates annual report filings.
- Reviews and investigates applications of a certificate of public convenience and necessity (“CPC”) as well as any changes associated to the CPC.
- Reviews interconnection agreements pursuant to the Telecommunications Act of 1996.
- Provides technical interpretations of tariffs, codes and regulations.
- Provides timely updates to utility data in the utilities database.
- Performs special investigations to support the Commission in regulating jurisdictional utilities.
- Provides advice and assistance in the processing of non-routine, complex, CPC applications and cancellations.
- Reviews and analyzes Eligible Telecommunications Carrier (“ETC”) applications and identifies issues for further investigation.
- Coordinates and reviews recertification reports from ETCs for federal universal service funds.
- Supports the Division in gathering, organizing and updating utility data and statistics it maintains.
- Provides written testimony and orally defends testimony for proceedings brought before the Commission; and serves as an expert witness.
- May be expected to perform additional job-related duties and to have or develop additional specific job-related knowledge and skills.

Skills Required:

Must be highly professional, well-organized, self-motivated, and possess leadership skills. Must be able to work independently with minimal supervision as well as in a team environment in collaboration with other analysts, engineers, auditors, economists, and legal staff; compile and summarize information and prepare correspondence, periodic or special reports related to assignments; and contribute effectively to the accomplishment of the team or agency goals, objectives, and activities. Must possess skill in effective written and verbal communication; must be able to collaboratively or as a team complete writing assignments; required skills also include planning, prioritizing and executing timelines without the need for supervision.

Must be available for travel (typically up to 25% of the time).

Minimum Qualifications:

Bachelor's degree from an accredited college or university with major course work in economics, business administration or comparable quantitative discipline and two years professional level experience with a regulated utility company or an agency responsible for regulating utilities (a graduate degree or specialized training may be substituted for experience); OR an equivalent combination of education and experience.

Approx. Annual Salary Up To \$82,397 (Salary reflects retirement (PERS) contributions by both the employee and the employer. An employer paid contribution plan is also available with a reduced gross salary.)

Benefits: The State benefits package includes enrollment into the Public Retirement System (www.nvpers.org), a choice of health insurance plans (www.pebp.state.nv.us), eleven paid holidays, and paid annual leave and sick leave, after appropriate waiting periods. Other optional benefits are also available, including a deferred compensation program.

Position Location: The position will be located in Carson City or Las Vegas.

Applications Will Be Accepted Until: Recruitment needs are satisfied.

Submit Cover Letter, Resume and Writing Sample to:

Breanne Potter

Public Utilities Commission

Email bpotter@puc.nv.gov

In subject line please reference: **Sr Utility Analyst**

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