

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

PUBLIC UTILITY RATE ANALYST

I. INTRODUCTION

A. Purpose Of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Adm. Code for making classification decisions relative to present and future professional Public Utility Rate Analyst positions located within the Public Service Commission. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of positions that currently exist, or those that result from changing program emphasis in the future. Rather, it is designed to serve as a framework for classification decision-making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This series encompasses professional positions located within the Public Service Commission which perform an analysis of utility rate proposals and related work. Positions allocated to this classification are, for the majority of the time, responsible for conducting an analysis of rates, service offerings, and certification proposals initiated by telecommunication, gas, electric, water, and water and sewer utilities; developing alternative proposals; preparing testimony for presentation before the Public Service Commission in disputed cases; administering the tariffs of regulated utilities; investigating customer complaints; and conducting special policy studies related to utility services and regulation.

C. Exclusions

Excluded from this series are the following types of positions:

1. Positions which spend the majority of the time conducting audits of utility rate applications and are more appropriately classified as Public Utility Auditor.
2. Positions which spend the majority of the time conducting policy analysis and presenting position papers as it relates to specific utilities and are more appropriately classified as Program and Planning Analyst.

3. Supervisory, confidential, or management positions as identified in s. 111.81, Wis. Stats.
4. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into And Progression Through This Series

Employees enter positions within this classification series by competitive process. Progression through the levels will occur through reclassification.

II. DEFINITIONS

PUBLIC UTILITY RATE ANALYST

This is the entry/developmental level for positions which, for a majority of the time, perform utility rate analyst work as identified by the senior level analysts. Work is performed under close progressing to limited supervision.

PUBLIC UTILITY RATE ANALYST - SENIOR

This is the senior level for positions which perform utility rate analyst work at the Public Service Commission. Positions allocated to this level are responsible for conducting an analysis of rates, service offerings, and certification proposals to identify potential issues in assigned cases; analyzing proposed rate structures, individual contracts, auditors findings, and related information to develop staff positions and alternative proposals for formal cases; preparing testimony for filing with the Commission and participating in prehearing conferences and hearings; providing testimony in hearings before the Public Service Commission and being subjected to cross-examination; providing technical assistance to the Commission in the preparation of orders; administering the tariffs of regulated utilities; and investigating customer complaints. Positions participate in agency and division work teams to address a variety of policy and procedural issues and coordinate with auditors, planning analysts, engineers, economists and attorneys in the analysis of cases and issues and in developing recommendations for action. The work is performed under general supervision.

PUBLIC UTILITY RATE ANALYST - PRINCIPAL

This is the principal level for positions which perform utility rate analyst work at the Public Service Commission. In addition to performing work defined at the Senior level, positions allocated to this level are responsible for leading and conducting policy-related assignments. Examples include: developing, recommending, and communicating new policies, operating procedures, and rules related to utility rates, services, rules and regulations; representing the agency through participation in and liaison responsibilities with national, regional or state committees or organizations dealing with utility rate and regulatory issues; intervention with federal regulatory agencies by developing, recommending and communicating agency rate and policy directives and representing the agency at meetings and other functions; representing the agency through liaison responsibilities with state and federal legislators and agencies dealing with utility rate and regulatory issues; and serving as point-of-contact or expert witness for a major utility with regard to rate or regulatory policy development, complex issues or innovative initiations. Positions at this level also lead studies and provide expert policy and procedural guidance and advice, technical knowledge, and insight to work teams, core management teams, and the commissioners. The work is performed under general supervision.

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

IV. ADMINISTRATIVE INFORMATION

This classification series specification was modified effective March 9, 2003 and announced in Bulletin MRS-SC-148 to more accurately describe the duties assigned to Public Utility Rate Analyst – Advanced positions.

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