

Position Code 1. DEPTALTAR60N

State of Michigan
Civil Service Commission
 Capitol Commons Center, P.O. Box 30002
 Lansing, MI 48909
POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete this form as accurately as you can as the position description is used to determine the proper classification of the position.

2. Employee's Name (Last, First, M.I.)	8. Department/Agency
	Licensing & Regulatory Affairs
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
	Public Service Commission
4. Civil Service Position Code Description	10. Division
Departmental Analyst 9-12	Regulated Energy
5. Working Title (What the agency calls the position)	11. Section
Analyst	Rates & Tariff
6. Name and Position Code Description of Direct Supervisor	12. Unit
Nick Revere, Departmental Manager 15	
7. Name and Position Code Description of Second Level Supervisor	13. Work Location (City and Address)/Hours of Work
William Stosik, State Division Administrator 17	7109 W. Saginaw Hwy, Lansing, MI 48917 M-F; 8 AM – 5 PM

14. General Summary of Function/Purpose of Position

As an senior level analyst, perform a full range of professional research and analyses of utility reports, financial records, and rate case presentations to determine the appropriate level of rates for regulated energy utilities, utilizing laws, regulations, and Commission policies and precedents. Must be able to articulate findings and recommendations in a written and oral format. Testifies as an expert witness in contested rate proceedings and also serves as case coordinator in contested rate proceedings. Maintain and ensure the accuracy and timeliness of information on the Commission's web site related to the section's responsibilities.

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary of Duty 1 **% of Time 50**

Analyze natural gas and electric rate case filings, Times Interest Earned Ratio (TIER) ratemaking petitions, and special contract applications of regulated energy utilities. Prepare and sponsor expert testimony and supporting exhibits in contested cases, including rate cases.

Individual tasks related to the duty.

- Evaluate, analyze and present findings on cost and load data, and on rate structures as well as other economic issues related to gas and electric utility industries.
- Analyze company's rate design testimony, exhibits, and supporting documents.
- Serve as a key staff witness, prepare expert testimony and exhibits and assist staff specialists in preparation of same, and defend such on cross-examination in administrative hearings.
- Analyze company's cost of service allocation studies and supporting documents.
- File testimony regarding rate design for complex contested natural gas and electric rate cases.
- Serve as the division's case coordinator in controversial cases with major and significant economic impact.
- Analyze cooperative's TIER ratemaking petition and supporting exhibits.
- Analyze company's special contract application and supporting documents.
- Analyze company's existing rules to determine if they require modifications.
- Oral and written communications with company personnel to obtain supplemental and explanatory information.
- Prepare summaries of factual information and case documentation for the Commissioners with alternative applications for preparation of Commission orders.

Duty 2

General Summary of Duty 2 **% of Time 20**

At the senior level, represent the Rate Section in interactions with other Commission staff members, and represent the Commission in communications with officials of regulated energy companies and third parties.

Individual tasks related to the duty.

- Conduct on-site reviews or desk reviews, as required.
- Discuss regulatory issues that arise with supervisor and other Commission staff members.
- Maintain good working relations between the Commission Staff and company personnel.
- Work independently with staff from other Divisions at the Commission on major special projects and controversial cases.
- Represent the Commission with regulated utility companies and interveners such as Association of Business Advocating Tariff Equity, Attorney General's office.
- Prepare and submit written reports to manager or other staff officials as required.
- Maintain political sensitivity.

Duty 3

General Summary of Duty 3

% of Time 10

Keep abreast of changes in the energy industry, new developments in utility rate design, and events that impact Commission regulated energy companies.

Individual tasks related to the duty.

- Read industry publications.
- Attend utility presentations at company premises or at the Commission's offices.
- Attend rate design and cost of service study seminars.

Duty 4

General Summary of Duty 4

% of Time 10

Act as the Section's web editor responsible for maintaining and ensuring the accuracy and timeliness of information on the Commission's web site related to the Section's responsibilities.

Individual tasks related to the duty.

- Prepare and ensure accuracy of rate comparisons for electric and natural gas utilities regulated by the Commission. Upload those documents to the website.
- Prepare and ensure the accuracy of revenue, sales, and customer data for electric and natural gas utilities in the state. Upload those documents to the website.
- Update the website to reflect outcomes of cases decided by the Commission.
- Inform manager of outdated information on the website.
- Attend meetings and training related to duties as the Section's web editor as requested.

Duty 5

General Summary of Duty 5

% of Time 10

Other duties as assigned by the manager.

Individual tasks related to the duty.

- Create spreadsheets for special analysis.
- Draft letters, memos, or reports as required.
- Review data for accuracy.
- Processing rate sheets and tariff sheets.
- Respond to customer complaints and inquiries referred to the section.

Duty 6

General Summary of Duty 6

% of Time _____

Individual tasks related to the duty.

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16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

As a senior level analyst this employee will independently develop and implement strategies for investigating and analyzing utilities' requests for rate relief, rate design proposals, cost of service allocations, and rules modifications in rate cases. This employee will also independently review TIER cases and special contract applications. The results of the findings will impact the quality of the section's work and subsequently the division's work product. Specifically:

1. Determining if proposed rates have been accurately calculated.
2. Assessing the completeness of rate, TIER and special contract applications.
3. Formulating appropriate responses to questions while testifying as an expert witness on behalf of staff.
4. Responding to technical questions received telephonically and via e-mail as they pertain to rates and tariff matters.

17. Describe the types of decisions that require the supervisor's review.

This employee will report all findings and analysis to the section manager who will assess the quality of the work product and make final recommendations to be adopted; the manager will make the decisions when there are conflicting priorities which are of equivalent importance; policy decisions, clarifications on policy directives.

18. What kind of physical effort is used to perform this job? What environmental conditions is this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Job is performed in an office setting. Limited travel is required to attend training seminars, perform on-site analysis at utility premises, and attend utility presentations. Must be able to use a telephone, monitor, and keyboard, with accommodation as needed.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis. (If more than 10, list only classification titles and the number of employees in each classification.)

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- | | |
|---|--|
| <input type="checkbox"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work. |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work. |
| <input type="checkbox"/> Approve leave requests. | <input type="checkbox"/> Review work. |
| <input type="checkbox"/> Approve time and attendance. | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand. | <input type="checkbox"/> Train employees in the work. |

22. Do you agree with the responses for Items 1 through 20? If not, which items do you disagree with and why?

Yes.

23. What are the essential functions of this position?

See duties listed previously.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

New position.

25. What is the function of the work area and how does this position fit into that function?

The Rate Section is responsible for the analysis and evaluation of energy utility financial data , and for making recommendations as to appropriate revenue requirements and rate design for energy companies subject to the Commission's regulatory jurisdiction.

This position is an senior level analyst position responsible for assisting in rate design and cost of service analysis, TIER case analysis, special contract analysis and other evaluations of energy utility companies' rules, rates, and tariffs.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position?

EDUCATION:

Bachelors Degree
Preferred: Bachelors Degree in statistics, economics, or engineering.

EXPERIENCE:

Departmental Analyst 9 - No specific type or amount is required.
Departmental Analyst 10 - One year of professional experience.
Departmental Analyst P11 - Two years of professional experience, including one year of experience equivalent to the intermediate (10) level in state service.
Departmental Analyst 12 - Three years of professional experience, including one year of experience equivalent to the experienced (P11) level in state service.

KNOWLEDGE, SKILLS, AND ABILITIES:

Excellent communication skills, both written and oral. Knowledge of computer based statistical applications, and ability to analyse statistical data and conclusions of other parties, knowledge of technical research methods. Ability to formulate procedures and to analyze and appraise issues in order to make effective recommendations. Good public relations skills. Good computer skills, including ability to use Microsoft Word, Excel, and ability to learn other software as needed.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid Michigan Drivers License is required.

NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor's Signature

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to statements of the employee(s) or supervisors.

I certify that the entries on these pages are accurate and complete.

Appointing Authority Signature

Date

TO BE FILLED OUT BY EMPLOYEE

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee's Signature

Date

NOTE: Make a copy of this form for your records.