

**PUBLIC UTILITIES DEPUTY DIRECTOR**

**Nature of Work:** Under limited supervision, performs complex staff and administrative duties assisting the division director in the operation of a utility regulation division of the Public Service Commission. Assists in the planning, organizing, directing and evaluating the work of the division assigned. Performs expert level staff work in the interpretation and application of utility regulation laws, rules and procedures. Wide latitude is given for independent action in the area of assignment. Performs related work as required.

**Examples of Work**

- Coordinates the work flow between units of the division and the Public Service Commission; reviews the work of administrative staff.
- Assists in the planning, organizing and evaluating the daily operation of the division.
- Assists in the formulation and implementation of technical procedures related to the work of the division.
- Monitors the application of work standards, policies and technical procedures to the work of the division.
- Assists in maintaining compliance of utility regulatory standards with state and federal laws and regulations in the areas of assignment.
- Prepares periodic and special reports on the status of division operations, goals and objectives.
- Provides expert technical consultation and policy interpretation to the Public Service Commission, subordinates, public officials and advocacy groups.
- Serves in a secondary liaison role with national, state and local government agencies, industry groups and others.

**Knowledge, Skills and Abilities**

- Knowledge of the theories, principles, and practices in the area of assignment.
- Knowledge of the laws, regulations and operations of public utilities.
- Knowledge of principles of management.
- Ability to supervise the operation of a utility regulatory division.
- Ability to prepare and execute complex office budgets; to evaluate professional, technical and support positions.
- Ability to establish and evaluate program and operational standards.
- Ability to synthesize and evaluate complex engineering, financial and utility operation data.
- Ability to communicate effectively, orally and in writing.
- Ability to supervise the work of others.

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PUBLIC UTILITIES DEPUTY DIRECTOR (CONT'D)

**Minimum Qualifications**

**Training:** Graduation from an accredited four-year college or university with a major or minor in accounting, finance, economics, business administration, management or closely related field or admission to the practice of law in West Virginia.

**Substitution:** Experience as described below may substitute for the required training on a year-for-year basis except for the admission to the practice of law.

**Experience:** Six years of full-time or equivalent paid part-time professional experience in a regulated utility, utility regulatory agency, utility consultation or in accounting or auditing, two years of which must have been in an administrative or supervisory capacity.

**Substitution:** Master's Degree in the above areas or approval as a Certified Public Accountant may substitute for two years of the required general experience.

Established: 9/16/93  
Effective: 10/16/93