

POSITION DESCRIPTION		AGENCY/DEPT ID PUC900000
DIVISION OR INSTITUTION Energy & Environment Department	UNIT OR OFFICE Efficiency & Renewables Division	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20085394	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/>	
			Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Utility Analyst		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20076988, Public Utilities Administrator 1	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit 14 Page 1 of 3
	NORMAL WORKING HOURS (Explain unusual or rotating shift): 8:00 a.m. TO 5:00 p.m. Flextime Available May require overnight travel			
	JOB DESCRIPTION AND WORKER CHARACTERISTICS			
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	60%	<p>Under immediate supervision from supervisor, assists with ongoing review of electric distribution utilities' and electric service companies' compliance with energy alternative requirements; receives training on specific energy alternative reduction requirements of Chapter 4928. ORC; assists with research and analysis on initiatives by electric utilities to develop energy resource and technology alternatives; assists with on-going review and analysis of electric distribution and electric service companies' compliance with and/or modifications to applicable benchmarks and related matters pursuant to Section 4928. ORC and rules established by the Commission; assists with research to determine if specific energy resource alternatives are reasonably available in sufficient quantities in order for regulated companies to comply with minimum benchmarks; requests information necessary to understand the issues under investigation; provides consultants with relevant information, reviews consultant work product, and uses the information obtained to help senior staff prepare for Commission proceedings; reviews reports submitted from company, consultants and staff by application of knowledge gained in alternative and traditional energy measures, energy-related laws, regulations, and current energy issues; maintains computer and paper files on applicable energy matters by the use of agency computer systems and file cabinets; assists in the collection of relevant information by preparing written information requests, attending investigative interviews, reviewing internally available information and summarizing collected information; analyzes numerical data, both by the manual use of algebra and statistics, and by the use of calculators and/or computers with agency sponsored software; and receives training to staff in applicable energy alternative matters.</p>	<p>Knowledge of: (13b) Agency Policies & Procedures (e.g., PUCO procedures for submission & review of energy and energy related information)*, (14) Government Structure & Process (e.g., State & Federal regulatory structure & processes)*, (16) Interviewing (e.g., investigative), (18) Engineering (e.g., traditional and renewable energy resources), (20) Natural Sciences (e.g., sciences applicable to utility regulation such as physics, mathematics, environmental, engineering, business, economics, regional planning, cartography, or related area), (23) Law (e.g., State & Federal laws, rules, regulations, policies, & procedures pertaining to energy & utility regulation)*; Skill in: (25b) Word Processing (e.g., MS Word, Outlook, Excel, Access* & agency work-related databases*), (29) Equipment Operation (e.g., personal computer & standard office equipment); Ability to: (30b) recognize unusual or threatening conditions and take appropriate action (e.g., during plant inspections observe industrial safety requirements), (30l) define problems, collect data, establish facts & draw valid conclusions, (30m) interpret extensive variety of technical material in books, journals & manuals, (30r) deal with many variables & determine specific action (e.g., research, analysis), (31e) calculate fractions, decimals & percentages, (31f) use algebra, (31h) use statistical analysis,</p>	
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POSITION NUMBER 20085394 JOB TITLE Utility Analyst 1 JOB CODE 66941	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Utility Analyst		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20076988, Public Utilities Administrator 1	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit 14 Page 2 of 3
	NORMAL WORKING HOURS (Explain unusual or rotating shift): 8:00 a.m. TO 5:00 p.m. Flextime Available May require overnight travel			
	JOB DESCRIPTION AND WORKER CHARACTERISTICS			
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	20%	Assists senior level staff and receives training in the development of written testimony on energy issues of narrow scope; attends hearings on utility matters related to energy alternative requirements; assists with inter-divisional and interdepartmental work groups in order to understand development of agency policy positions on energy alternatives, and related issues; assists in hearing related activities by participating in meetings with Attorney General staff, explaining technical analyses of energy related issues, and attending hearings; receives training at state, federal and industry symposiums, hearings and meetings; attends meetings with company officials, other government agency representatives and others, in order to explain, understand, and discuss relevant issues.	(32pp) interview effectively (e.g., interview applicants regarding submissions for energy efficiency measures and renewable energy facilities), (32q) understand manuals & verbal instructions, technical in nature, (32r) prepare meaningful, concise & accurate reports (e.g., properly apply punctuation, grammar, sentence & paragraph structure), (32t) use proper research methods in gathering data (e.g., gather, maintain & evaluate data), (33e) gather, collate and classify information about data, people or things, (A1) formulate thought & express both orally & in writing, (34c) cooperate with co-workers on group projects. Knowledge of: 13b*, 14*, 16, 18, 20, 23*; Skill in: 25b, 29; Ability to: 30l, 30m, 30r; 31e, 31f, 31h, 32pp, 32q, 32r, 32t, 33e, A1, 34c, (A2) establish and present positive image representing the division, the Energy & Environment Department and the Commission in a public forum.	
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	JOB DESCRIPTION AND WORKER CHARACTERISTICS			
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	10%	Assists higher level staff and receives training in the development of rules, policies and procedures for recommendation to immediate supervisor or Division Chief: gains and uses knowledge of regulations regarding energy alternatives; gains and uses technical expertise in utility energy generation, distribution, and consumption regulations in the development of policy recommendations; assists in the implementation of procedures to be used in research and analysis of issues related to energy generation, distribution, and consumption in electricity related cases.	Knowledge of: 13b*, 14*, 18, 20, 23*; Skill in: 25b, 29; Ability to: 30l, 30m, 30r, 32r, A1, 33e, 34c.	
	10%	Performs clerical tasks related to the position (e.g., faxing, copying, errands, mail, filing documents, typing, answering phones, labeling files, sorting correspondence, etc.); assists in other Divisional or Departmental utility regulatory activities on a project basis, by application of expertise in primary areas of responsibility to the specific project (e.g., assists in analysis necessary for Power Siting Board review activities, Ohio Biomass Energy Program or other energy programs; conducts investigations of utility and customer facilities and technologies; conducts analysis in conjunction with utility cost recovery proceedings; etc.); assists in responding to complaints from the general public regarding utility activities by investigating the factual basis for the complaint, providing mediation between the utility and the customer, and preparing written and/or oral response to customer.	Knowledge of: 13b*, 14*, 18, 20, 23*; Skill in: 25b, 29; Ability to: 30l, 30m, (31d) add, subtract, multiply & divide whole numbers, 32l, (32o) originate routine business letters reflecting standard procedures, 32r, (32s) proofread technical materials, recognize errors and make corrections, 32t, A1, 33e, (34b) work alone on most tasks, 34c, (34i) resolve complaints from angry citizens and government officials.	
			* Developed after employment	
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