

POSITION DESCRIPTION		AGENCY/DEPT ID Public Utilities Commission of Ohio
DIVISION OR INSTITUTION Utilities Department	UNIT OR OFFICE Rates & Tariffs, Energy & Water Division	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20070084 JOB TITLE Utility Specialist 3 JOB CODE 66953	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update			Position Hyperlinked to <input type="checkbox"/>
				Agency Organizational Tree
	USUAL WORKING TITLE OF POSITION Utility Specialist		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20070071, Public Utilities Administrator 3	
	<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): FROM: 8:00 a.m. TO: 5:00 p.m. Flextime Available May required overnight travel			
	JOB DESCRIPTION AND WORKER CHARACTERISTICS			
	%	Job Duties in Order of Importance		Knowledge, Skills & Abilities
	70%	<p>Under direction from supervisor, provides technical assistance to and/or works with Ohio utilities, state and federal agencies, Commission and staff: directs and maintains the development of the Utilities Department's utility mapping system (used in resolving electric boundary change cases, extended area service applications, telecommunications boundary line and switching locations, area code boundary locations); designs, directs and conducts basic research on economic and demographic trends relating to electric, natural gas, and telecommunications industries in the state by using computer and agency sponsored software to perform mathematical and graphical analysis of data (e.g., identifies appropriate data source, manipulates data and designs storage structures and display formats to conform with agency needs); maintains all electronic maps on the PUCO internet and intranet web sites; participates in special research projects by responding to requests from PUCO staff, utilities and other state agencies for custom designed maps or other types of technical support related to mapping and Geographic Information Systems (e.g., assists in resolving discrepancies among alternative GIS databases, provides graphical support for agency policy determinations and other decision-making processes).</p>		<p>Knowledge of: (13b) Agency Policies and Procedures (PUCO procedures relating to siting of facilities and identification of utility service territories); (14) Government Structure and Process (state and federal regulatory process); (20) Natural Sciences (energy, mathematics, statistics, & geographic information systems); (22) Electronic Data Processing (PC using Windows XP, Vista or later version; use of the Internet including Web browsers and Web siting authoring software; MS Windows word processing, data base, spreadsheet and communications software (e.g., MS Word, Excel, Access, Outlook), programming software (e.g., Visual Basic, Python, Javascript, Flex.), Geographic Information Systems software for desktop PCs and for internet applications (e.g., Arc GIS and ArcGiS Server); (23) Law (state & federal laws, rules, regulations & procedures governing utility industry). Skill in: (29) Operation of Standard Office Equipment (e.g., PC using Windows XP, Vista or later version using MS word processing, data base, spreadsheet and communications software (e.g., MS Word, Excel, Access, Outlook), programming software (e.g. Visual Basic, Python, Javascript, Flex.), Geographic Information Systems software for desktop PCs and for internet applications (e.g. Arc GIS and ArcGiS Server); printers and plotters, phone, copier, fax, etc.)</p>
	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE	DATE

POSITION DESCRIPTION

AGENCY/DEPT ID

Public Utilities Commission of Ohio

DIVISION OR INSTITUTION
Utilities DepartmentUNIT OR OFFICE
Rates & Tariffs, Energy & Water DivisionCOUNTY OF EMPLOYMENT
FranklinPOSITION NUMBER
20070084 Reclassification New Position UpdatePosition Hyperlinked to

Agency Organizational Tree

USUAL WORKING TITLE OF POSITION

Utility Specialist

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR

20070071, Public Utilities Administrator 3

 Permanent Temporary Intermittent Classified UnclassifiedOvertime: Eligible Exempt

If FLSA Exempt, exemption type:

Bargaining Unit 14

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NORMAL WORKING HOURS (Explain unusual or rotating shift):

FROM: 8:00 a.m. TO: 5:00 p.m.

Flextime Available

May required overnight travel

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%

Job Duties in Order of Importance

Knowledge, Skills & Abilities

15%

Monitors and evaluates trends and advancements in GIS and Internet technologies to develop and maintain state-of-the-art computer mapping capabilities for the Commission (e.g., determine relative accuracy and precision of various databases, evaluate advancements in mapping hardware and software to enhance the precision and clarity of presentation to output maps, evaluate and adopt new Internet technologies for online mapping); determines Geographic Information System data, software and hardware needs and makes recommendations for acquisition to Division Chief (e.g., analyzes options and makes selections based on maximizing value and minimizing resource

Ability to: (30h) apply principles to solve practical, everyday problems, (30l) define problem, collect data, establish facts and draw valid conclusions, (30m) interpret extensive variety of technical material in books, journals & manuals, (30o) understand somewhat abstract field of study (e.g., mathematics and statistics), (30p) deal with non-verbal symbols in formulas, equations or graphs, (30r) deal with many variables and determine specific action; with minimal oversight handle multiple technical assignments at the same time; (31g) use geometry and trigonometry; (32l) maintain accurate records, (32q) understand manuals and verbal instructions, technical in nature, (32t) use proper research methods in gathering data; (33e) gather, collate and classify information about data, people or things; (34c) cooperate with co-workers on group projects.

Knowledge of: (8) Employee Training and Development; (9a) Lead Work; 13b; 14; 20; 22. Skill in: 29. Ability to: 30h, 30l, 30m, 30p, 30r; with minimal oversight handle multiple technical assignments at the same time; 31g; 32q; 33e; (34b) work alone on most tasks, 34c.

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Utility Specialist 3JOB CODE
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Public Utilities Commission of Ohio

DIVISION OR INSTITUTION

Utilities Department

UNIT OR OFFICE

Rates & Tariffs, Energy & Water Division

COUNTY OF EMPLOYMENT

Franklin

POSITION NUMBER
20070084 Reclassification New Position UpdatePosition Hyperlinked to

Agency Organizational Tree

USUAL WORKING TITLE OF POSITION

Utility Specialist

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR

20070071, Public Utilities Administrator 3

 Permanent Temporary Intermittent Classified UnclassifiedOvertime: Eligible Exempt

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Bargaining Unit 14

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NORMAL WORKING HOURS (Explain unusual or rotating shift):

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Flextime Available

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JOB DESCRIPTION AND WORKER CHARACTERISTICS

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	constraints); evaluates system output to maximize informational value to agency and minimize resource constraints (e.g., meets with staff and administrators to continually collect systems feedback and improve modeling systems); periodically modifies and updates model structures as needed (e.g., improves models/systems using user feedback); develops training programs, provides training and information in the use of computer mapping models and techniques.	
10%	Provides technical expertise in the development of technical papers, research documents, and testimony for division staff; develops models and computer programs for data analysis and report generation; advises staff on the efficacy and use of energy consumption, and customer demographic information derived from computer generated data analysis; composes and/or edits written presentations for staff to deliver to other government agencies, professional groups and associations on agency's GIS applications.	Knowledge of: 9a; 13b; 20; 22. Skill in: 29. Ability to: 30l, 30m, 30p, 30r; 31g; 32q, (32y) originate and or edit technical, scientific or advanced literary publications; 33e; 34b, 34c.
5%	Performs clerical tasks related to position (e.g., Faxing, copying, mail, filing documents, typing, answering phones, labeling files, sorting correspondence, etc.).	Knowledge of: 29. Ability to: 30h; (31d) add, subtract, multiply and divide whole numbers; (32o) originate routine business letters reflecting standard procedures; (33a) arrange items in numerical or alphabetical order, (33b) sort items into categories according to established methods; 34b, 34c.

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AGENCY/DEPT ID

Public Utilities Commission of Ohio

DIVISION OR INSTITUTION

Utilities Department

UNIT OR OFFICE

Rates & Tariffs, Energy & Water Division

COUNTY OF EMPLOYMENT

Franklin

POSITION NUMBER
20070073

Reclassification

New Position

Update

Position Hyperlinked to

Agency Organizational Tree

USUAL WORKING TITLE OF POSITION

Utility Specialist

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR

20070071, Public Utilities Administrator 3

Permanent
 Temporary
 Intermittent

Classified
 Unclassified

Overtime: Eligible Exempt

If FLSA Exempt, exemption type:

Bargaining Unit 14

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