



CLASS SPECIFICATION

5/24/12

UTILITY RATES AND POLICY SPECIALIST, 1681

Summary of Duties: Advises Executive Director/Ratepayer Advocate for the Office of Public Accountability (OPA) on utility policy, strategy, management and operations issues, and the water or power rate and service impacts; may supervise or act as a lead worker over a staff performing and communicating this work; applies sound supervisory principles and techniques in building and maintaining an effective work force; fulfills equal employment opportunity responsibilities; and performs related work.

Distinguishing Features: An employee in this class is responsible for advising the Executive Director/Ratepayer Advocate for the OPA on highly complex water and power utility policy, strategy, management and operations issues, and the related water or power rate and service impacts that could have effect on the Department of Water and Power (DWP) ratepayers, public, or the City. An employee in this class is responsible for the independent analysis of DWP rates and review of water and power utility policy, strategy, management and operations issues that may influence DWP rates and service. In discussions with the Mayor, City Council, Neighborhood Councils and the public, a Utility Rates and Policy Specialist represents the Executive Director/Ratepayer Advocate for the OPA. An employee in this class receives assignments in general terms, and work is reviewed for its adequacy and accuracy in solving problems, meeting policy requirements, and communicating the results.

Examples of Duties: A Utility Rates and Policy Specialist:

- Advises and recommends to the Executive Director/Ratepayer Advocate for the OPA, the Mayor, Council, DWP Board of Commissioners, Neighborhood Councils, and the public on water and power utility policy, strategy, management and operations issues, and the water or power rate and service impacts;
- Reviews analysis of economic and revenue trends;
- Reviews estimates of revenue from existing sources as well as from alternative sources of revenue;
- Analyzes and recommends alternative utility policies, including debt management issues and financing;
- Reviews funds balances and cost-revenue ratios for existing and projected levels of service for use in long-range planning and to anticipate financial and operational problems;
- Reviews and/or drafts existing and proposed legislation of the State and Federal governments, ordinances, and Charter provisions relating to utility matters, and recommends alternatives;

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- Confers with and advises the Mayor, Council, and other City officials on special water and power utility and related issues;
- Identifies and analyzes “best practices” in comparable jurisdictions for incorporation into the City’s utility practices and procedures;
- Develops and implements communication effort for the OPA, OPA reports, and related issues;
- Performs special assignments as directed;
- May supervise or act as a lead worker over staff performing this work;
- Represents the OPA before the Council and Council committees and in discussion with elected officials, City officers, Neighborhood Councils, and representatives of other public and private agencies; and
- May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications:

Knowledge of:

- Principles, methods and techniques of public utility planning, operations, rates, and finance including budgeting, expenditures, revenues, indebtedness, business processes, and utility-related public policy;
- Principles of economics and methods of economic analysis;
- Major principles, practices, methods and techniques of utility management;
- Utility regulation processes and policy; and
- Modern communications approaches related to disseminating policy recommendations, rate information, and results of reviews.

The ability to:

- Analyze and interpret general economic factors affecting the DWP’s plans, operations, rates, and finance;
- Perform independent research and interpret statistical computations, charts, and diagrams;
- Prepare and present oral and written reports, advice, and recommendations concisely, logically, and convincingly; and
- Communicate effectively with elected and appointed officials, City officers, representatives of public and private agencies, City employees, Neighborhood councils, the media, and the public.

Minimum Requirements: Graduation from a recognized four-year college or university **and** three years of professional experience in a utility or regulatory entity, with emphasis on financial analysis and/or management. Experience and knowledge in a municipal utility and or governmental regulatory agency is desirable.

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License: A valid California driver's license may be required.

Physical Requirements:

Strength to perform average lifting up to 5 pounds and occasionally over 15 pounds; good speaking and hearing ability; and good eyesight.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to reasonably accommodate the limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of any position shall be.