

## Utility and Regulatory Analyst (Program Analyst)

People Soft Job ID **28881**

Location: 655 15th Street NW

Full-Time

Regular: Grade12

Career Service - Term Appt

Minimum Rate \$80,783.00

Maximum Rate \$103,333.00

Target Openings 1

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### INTRODUCTION:

The Office of the People's Counsel is an independent agency of the District of Columbia government. By law, it advocates for consumers of natural gas, electric, and telephone services in the district. The District of Columbia law designates the Office as a party to all utility-related proceedings before the Public Service Commission. The Office also represents the interests of District ratepayers before federal regulatory agencies. The Office is authorized to investigate the operation and valuation of utility companies independent of any pending proceeding.

The incumbent serves as a Program Analyst for the Technical Division within the Office of the People's Counsel. The incumbent conducts a quantitative and qualitative analysis that supports technical regulatory, economic, and engineering standards. The primary purpose of this position is to collect and analyze relevant data and prepare reports that assist in developing and implementing utility and regulatory best practices and solutions. This incumbent reports to the Account Rate Case Manager under the Technical Division of the Office of the People's Counsel.

### Major Duties

The Program Analyst for Utility and Regulatory verifies analytical processes and procedures for the Technical Division that contribute to the performance of both the Technical and Legal divisions. This includes identifying the resources needed and coordinating with essential internal and external stakeholders to complete Engineering and Technical Services requirements.

The incumbent establishes processes and procedures to ensure that necessary administrative and regulatory requirements are met to support Engineering and Technical Services. Establish and maintain policies and procedures to ensure the services provided align with divisional goals and objectives.

### **Data Analysis and Technical Support:**

- Collect, analyze, and interpret technical data related to engineering programs.

- Maintain accurate and up-to-date documentation of all engineering activities. Ensure compliance with organizational policies, procedures, and regulatory requirements.
- Monitors databases; gathers reports & studies files by regulated utilities in the District with the PSC
- Provide support for technical regulatory, economic, and engineering standards, assisting in the development and implementation of engineering projects and solutions.
- Executes data proofs, verifications, and tests on monthly, quarterly, and annual compliance reports.
- Analyzes reports submitted by WGL and/or Pepco & DC Water and studies filed by the Utilities.

#### **Program Management and Development:**

- Monitor the progress of regulatory, economic, and engineering projects, ensuring they are completed on time, within scope, and within budget. Identify and resolve any issues that may arise during project execution.
- Assist in the planning, development, and evaluation of regulatory, economic, and engineering programs. Ensure that programs align with organizational goals and comply with relevant regulations and standards
- Research & produce documentation on utility processes, procedures & best practices for Gas, Electric & Water Utilities.

#### **Stakeholder Communication:**

- Communicate effectively with internal and external stakeholders, providing updates on project status and technical issues.
- Facilitate meetings and presentations as needed.

#### **Continuous Improvement:**

- Identify opportunities for process improvements and recommend innovative solutions to enhance the efficiency and effectiveness of regulatory, economic, and engineering programs. Performs other related duties as assigned.

### **QUALIFICATIONS & EXPERIENCE**

Applicant must possess one (1) year of specialized experience equivalent to CS-11 grade level of the District of Columbia government service or its non-District equivalent that demonstrates knowledge, ability and a proven track record with progressively responsible experience in a professional environment. Three (3) years of experience as an Analyst. Specialized experience related to qualitative and/or quantitative analysis or any other associated fields.

### **EDUCATION**

Desired but not required: Bachelor's degree

### **LICENSE AND CERTIFICATION**

None

**WORKING CONDITIONS/ENVIRONMENT**

Work is performed in a typical office environment. The work may involve visits to work sites, and requires standing, bending, stooping and carrying light items.

**PROMOTION POTENTIAL**

None

**OTHER SIGNIFICANT FACTS**

The incumbents of this position will be subject to enhanced suitability screening pursuant to Chapter 4 of DC personnel regulations, Suitability.

**EEO Statement:** The District of Columbia Government is an Equal Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap, or political affiliation.