



STATE OF COLORADO
invites applications for the position of:

DORA/Public Utilities Commission: Rate/Financial Analyst IV's

This position is open only to Colorado state residents.

CLASS TITLE: RATE OR FINANCIAL ANALYST IV

LOCATION: Denver Metro, Colorado

PRIMARY PHYSICAL WORK ADDRESS: 1560 Broadway, Suite 250 Denver, CO 80202

SALARY: \$6,500.00 - \$8,000.00 Monthly

OPENING DATE: 10/04/19

CLOSING DATE: 10/25/19 11:59 PM

JOB TYPE: Full Time

DEPARTMENT INFORMATION:



COLORADO

Department of
Regulatory Agencies

The Department of Regulatory Agencies (DORA) is dedicated to preserving the integrity of the marketplace and is committed to promoting a fair and competitive business environment in Colorado.

Consumer protection is our mission.

DORA values and promotes diversity, supporting a workforce that is inclusive of people from different backgrounds and experiences; creating an environment that is reflective of our communities; promoting positive relationships; and putting forth unique perspectives to fulfill our mission.

DESCRIPTION OF JOB:

NOTE: This announcement is being used to fill multiple vacancies in this class.

Positions (4): SGA 5038, 5101, 5103, & 5142

DORA's Public Utilities Commission (PUC) serves the public interest by effectively regulating utilities and facilities so that the people of Colorado receive safe, reliable and reasonably-priced services consistent with the economic, environmental and social values of our state.

These Rate/Financial Analyst IV positions are based in either the PUC's Policy Advisory Unit or the Research and Emerging Issues Section. The Policy Advisory Unit directly supports the PUC Commissioners and Administrative Law Judges (ALJs). Advisors provide technical analysis and policy advice, manage cases, and assist the Commissioners and ALJs in reaching decisions in formal proceedings. Such proceedings include both adjudicated cases and rulemakings. Advisors also occasionally assist the Commissioners and ALJs with research and analysis outside of formal proceedings, such as workshops and special projects. Nearly all of the work completed by the Policy Advisory Unit is conducted within a privileged deliberative process that is distinct from all other members of the Commission's staff.

For positions in the Policy Advisory Unit, duties include, but are not limited to:

- Analyzing and evaluating utility and stakeholder filings considered in formal Commission proceedings, including applications, advice letters, tariff filings, testimony, plans, reports, rules, statutes, and other requests or proposals;
- Preparing recommendations on technical and policy issues for decision-makers, such as Commissioners, Administrative Law Judges (ALJs), and other senior Commission staff;
- Preparing memorandums, information summaries, exhibit lists, scripts, and draft orders in matters addressed by the Commissioners;
- Assisting Commissioners and ALJs in preparing for pre-hearing conferences and evidentiary hearings;
- Presenting concise and informative explanations and recommendations to Commissioners in open meetings, and answering Commissioner inquiries based on expert knowledge of the proceeding record;
- Assisting legal counsel in regard to procedures and matters regarding the technical aspects of utility regulation;
- Conducting comprehensive surveys based on research in order to formulate suggested positions on various technical or policy-related matters upon request from Commissioners, Administrative Law Judges, or other senior Commission staff;
- Staying informed of changes in both state and federal regulations that impact Commission consideration of issues raised in utility filings, and adhering to best practices in regulatory accounting in conducting these research-based surveys.

The Research and Emerging Issues Section provides expert-level professional analysis, technical and policy evaluation, and strategic advice on economic, financial, engineering and operational policy matters. The work unit is a small specialized group of technical and policy staff, and functions as a team to challenge, develop, present and evaluate complex financial, engineering and policy approaches to new and emerging issues in utility regulation. The team functions largely outside of formal legal proceedings and relies on original research, informal negotiations and contacts with regulated companies, members of the industry, other stakeholders, and consultation with peers and colleagues in other organizations across the state and nation. An increasingly important function of the unit is to assist in the evolution of new regulatory incentive structures in the face of the changing business and political environment brought about by the development of new technologies and ideas which challenge traditional utility operations.

For positions in the Research and Emerging Issues Section, duties include, but are not limited to:

- Conducting research on emerging regulatory policy matters, as identified by the Commissioners or PUC management;
- Developing and implementing project work plans that are timely, thorough and deliver a quality product to the commissioners/commission;
- Functioning as a project team lead, and coordinating efforts of team members to complete project milestones and meet overall goals and objectives;
- Gathering, synthesizing and analyzing pertinent and substantive information relevant to the subject area(s) assigned, and providing information in a format that is clear, concise and of value (e.g., readily useable by commissioners and staff), thereby assisting them in carrying out their duties;

- Ensuring that monthly reports of key accomplishments and progress on research projects are submitted to supervisors timely and in the format requested;
- Consulting with deputy directors, section heads and legal counsel to make decisions on how to achieve the gubernatorial and legislative intent of the PUC sunset statute and its sub-components (i.e. markets study, performance-based regulation study, electric rates survey/study, among others);
- Providing well-supported analyses of issues to inform the Commission's decision-making and consideration of the public interest;
- Designing and coordinating Commission educational initiatives (e.g., information sessions, symposiums, workshops, roundtable discussions) on new and emerging issues;
- Regularly monitoring PUC proceedings of other states, and attending Colorado PUC proceedings, when subject matter is relevant to assigned projects or subject matter areas.

MINIMUM QUALIFICATIONS, SUBSTITUTIONS, CONDITIONS OF EMPLOYMENT & APPEAL RIGHTS:

MINIMUM QUALIFICATIONS (MQs):

- Graduation from an accredited college or university with a bachelor's degree in accounting, business, public administration, public policy, economics, finance, engineering, or in a field of study closely related to the work assignment;
- Five (5) years of progressively responsible, professional* experience, in one (1) of the following two (2) areas:
 - Professional* utility industry experience, including analyzing financial and economic information in order to report findings on rate and/or cost design, management, and impact; OR
 - Professional* experience working in an academic, consulting or regulatory environment researching and analyzing emerging policy and/or technical matters.

Document this experience in your application IN DETAIL, as your experience will not be inferred or assumed. Part time experience will be prorated.

SUBSTITUTIONS:

- A combination of professional* work experience in the occupational field or specialized subject area of the work assigned to the job, which provided the same kind, amount, and level of knowledge acquired in the required education, may be substituted on a year-for-year basis for the bachelor's degree.
- A master's or doctorate degree from an accredited college or university in a field of study related to the work assignment may be substituted for the required experience on a year-for-year basis.

**Professional work involves exercising discretion, analytical skill, judgment and personal accountability and responsibility for creating, developing, integrating, applying, and sharing an organized body of knowledge that characteristically is: uniquely acquired through an intense education or training regimen at a recognized college or university; equivalent to the curriculum requirements for a bachelor's or higher degree with major study in or pertinent to the specialized field; and continuously studied to explore, extend, and use additional discoveries, interpretations, and application and to improve data, materials, equipment, applications and methods.*

Preferred Qualifications/Competencies: *NOTE:* These four positions have different job duties and areas of responsibility, therefore it is NOT expected that a candidate possess all of the preferred qualifications listed below (e.g., a position primarily responsible for addressing energy matters before the commission is not required to have experience with motor carriers or the transportation industry).

- Experience working with public utility regulations;

- Experience evaluating the technical viability of concepts that affect Colorado utilities or regulatory practices;
- Public policy experience;
- Experience understanding, interpreting, analyzing, and providing recommendations on legislative and policy proposals;
- Project management experience, including organizational skills, prioritization and working with other team members;
- Demonstrated experience working in a high-stress, high-profile environment communicating with various stakeholders and discerning hidden agendas;
- Certified Public Accountant (CPA);
- Experience utilizing and performing financial accounting practices;
- Experience implementing new technological and system-based initiatives;
- Experience working with the motor carrier vehicle inspection process;
- Experience working in the regulated transportation industry;
- Experience in reviewing and analyzing evidence in litigated proceedings and performing analysis on key fundamental issues in those proceedings;
- Financial modeling experience (experience in analyzing and quantifying impacts on a business entity from changes in financial inputs, such as rate of return or tax law changes);
- Experience with demand-side management and other energy-efficiency efforts;
- Experience gathering, synthesizing and summarizing existing financial, policy and technical studies including technological, economic and policy changes concerning the generation, transmission, distribution and consumption of energy (electricity, water and/or natural gas).

Required Competencies: The following knowledge, skills, abilities, and personal characteristics are required competencies and may be considered during the selection process (including examination and/or interview):

- Critical thinking and analysis skills, including having the ability to evaluate and analyze information in order to apply knowledge and decide on the most appropriate course of action;
- Demonstrated interpersonal skills and the ability to work effectively on collaborative, multi-disciplinary teams;
- Oral communication skills, including the ability to verbally communicate effectively to a diverse audience;
- Written communication skills, including the ability to complete reports in a clear, accurate, and concise manner;
- Demonstrated attention to detail;
- Professional demeanor;
- Demonstrated ability to conduct research and gather pertinent information;
- Demonstrated understanding of how to effectively function in state government, along with the ability to build consensus in a complex and high-pressured, politically-charged environment;
- Flexibility and adaptability with regard to change management, including the ability to adhere to changes in work processes, adapt to changing priorities, and maintain a willingness to comply with and support organizational change(s);
- Demonstrated ability to understand and abide by workplace principles, practices and behaviors as internally identified and defined by the division;
- Ability to represent the department and the PUC in a positive, professional and objective manner, and support a positive workplace environment;
- Ability to handle sensitive and/or highly confidential information in a professional and ethical manner, and in accordance with state and federal laws;
- Comfortable demonstrating expertise in front of authorities, including defending well-researched recommendations;
- Knowledge of and/or ability to facilitate the legislative and rulemaking processes;
- Ability to read and analyze laws, rules, regulations and policies and interpret them in order to explain them to various stakeholders;

- Strategic thinking, including the ability to identify emerging issues, anticipate trends, and provide recommendations on strategies to minimize risk impacts;
- Demonstrated ability to diplomatically deal with difficult interactions with decision-makers;
- Demonstrated time management skills, including the ability to manage competing priorities and meet hard deadlines;
- Proficiency in the use of various PC software applications including Microsoft Office (Word, Excel, PowerPoint, etc.), and Google Suite.

Conditions of Employment: Candidates who fail to meet the conditions of employment will be removed from consideration.

- The successful passing of a reference check and/or, if required, a background check.
 - A reference check may include but is not limited to: contacting previous and current supervisors to verify employment and discuss performance, a review of the personnel file, a review of the performance record, etc.
 - The type of background check depends on the job duties of the position, and can include a review of any criminal record, credit report, and/or driving record.

SUPPLEMENTAL INFORMATION:

PLEASE READ - Required Application Materials

Interested individuals must submit the following online:

1. **A completed State of Colorado Application** (log-in to your current NeoGov account or create a NeoGov account to complete the online application). Note: Incomplete applications, including incomplete work history sections or "see résumé," "see attachment," or "see addendum" statements, will not be accepted in lieu of a completed application form.
2. **A current email address** on your application, as all communication pertaining to this position will be conducted via email. Please set up your email to accept messages from info@governmentjobs.com and '@state.co.us' addresses, and check your email often. Note: The department cannot guarantee the successful delivery of email, including incorrect filtering into junk mail folders.
3. **A detailed cover letter**, explaining how you meet the required competencies and how your accomplishments, qualifications, skills, areas of expertise, personal characteristics, etc. make you a good fit for this position; you may also attach additional documents that demonstrate this.

Comparative Analysis Process: Structured Application Review

Part of, if not the entire, comparative analysis process for this position will involve a review of the information you submit in your application materials; Therefore, it is paramount that in the experience portion of your application and cover letter, you describe the extent to which you possess the education, experience, and competencies outlined in the job announcement as well as the required and/or preferred qualifications/competencies. You are also encouraged to attach additional documents to that effect. Failure to include adequate information or follow instructions may affect your score and prevent you from competing in subsequent measures used to arrive at a top group of applicants.

Veterans' Preference: Candidates who wish to assert Veterans' Preference should attach a copy of their DD214 to their application. Failure to do so will result in being denied Veterans Preference.

PLEASE NOTE: Former State Personnel System employees who were disciplinarily terminated or resigned in lieu of termination must disclose this information on the application. Colorado Revised Statutes require that all state employees be hired and promoted through competitive examination of merit and fitness. Failure to include the required information, failure to follow

instructions, and/or failure to submit materials by the application deadline may result in your application not being considered for the position and may affect your score or inclusion in the final pool of qualified candidates.

ADAAA Accommodations: Any person with a disability as defined by the ADA Amendments Act of 2008 (ADAAA) may be provided a reasonable accommodation upon request to enable the person to complete an employment assessment. To request an accommodation, please contact Addison Dittrich via email at addison.dittrich@state.co.us at least five business days before the assessment date to allow us to evaluate your request and prepare for the accommodation. You may be asked to provide additional information, including medical documentation, regarding functional limitations and type of accommodation needed. Please ensure that you have this information available well in advance of the assessment date.

Appeal Rights: If you receive notice that you have been eliminated from consideration for the position, you may protest the action by filing an appeal with the State Personnel Board/State Personnel Director within 10 days from the date you receive notice of the elimination.

Also, if you wish to challenge the selection and comparative analysis process, you may file an appeal with the State Personnel Board/State Personnel Director within 10 days from the receipt of notice or knowledge of the action you are challenging.

Refer to Chapters 4 and 8 of the State Personnel Board Rules and Personnel Director's Administrative Procedures, 4 CCR 801, for more information about the appeals process. The State Personnel Board Rules and Personnel Director's Administrative Procedures are available at www.colorado.gov/spb.

A standard appeal form is available at: www.colorado.gov/spb. If you appeal, your appeal must be submitted in writing on the official appeal form, signed by you or your representative, and received at the following address within 10 days of your receipt of notice or knowledge of the action: Colorado State Personnel Board/State Personnel Director, Attn: Appeals Processing, 1525 Sherman Street, 4th Floor, Denver, CO 80203. Fax: 303-866-5038. Phone: 303-866-3300. The ten-day deadline and these appeal procedures also apply to all charges of discrimination.

HOW TO APPLY: Thank you for your interest. Submit an on-line application by clicking the link below or submit a State of Colorado Application for Announced Vacancy and all supplemental questions according to the instructions provided below. Failure to submit a complete and timely application may result in the rejection of your application. Applicants are responsible for ensuring that application materials are received by the appropriate Human Resources office before the closing date and time listed above.

IF NOT APPLYING ON-LINE, SUBMIT APPLICATION TO:

Only online applications will be accepted for this position.

DEPARTMENT CONTACT INFORMATION:

Addison Dittrich: addison.dittrich@state.co.us

METHODS OF APPOINTMENT: Appointment to the vacancy or vacancies represented by this announcement is expected to be from the eligible list created. However, at the discretion of the appointing authority, the position(s) may be filled by another method of appointment for a valid articulated business reason.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.colorado.gov/jobs>

Position #SGA-Rate/Financial Analyst IV'
DORA/PUBLIC UTILITIES COMMISSION: RATE/FINANCIAL
ANALYST IV'S
AD

THE STATE OF COLORADO IS AN EQUAL OPPORTUNITY EMPLOYER.

DORA/Public Utilities Commission: Rate/Financial Analyst IV's Supplemental Questionnaire

- * 1. DORA Q1: Please provide your Social Security Number. NOTE: This information will be kept strictly confidential and is only accessible to Human Resources Personnel.
- * 2. DORA Q2: Are you a current or previous State of Colorado employee? Enter "yes" or "no" in the space provided. If "yes", enter 1) the State agency name, 2) dates of employment, and 3) your official classification title.
- * 3. DORA Q3: If you are a current or former State of Colorado classified employee, have you ever been disciplinary terminated, resigned in lieu of termination, or deemed to have resigned without notice (Board Rule 7-6, Automatic Resignation)? NOTE: Current and former State Personnel System employees who were disciplinary terminated, resigned in lieu of termination, or who were deemed to have resigned without notice (Board Rule 7-6, Automatic Resignation) must disclose this information on the application. Failure to disclose this information and/or falsification of application materials may result in being removed from consideration for this position.
- ☐ N/A - I am not a current or former State of Colorado classified employee.
- ☐ YES, I have been disciplinary terminated, resigned in lieu of termination, or deemed to have resigned without notice (Board Rule 7-6, Automatic Resignation).
- ☐ NO, I have NEVER been disciplinary terminated, resigned in lieu of termination, or deemed to have resigned without notice (Board Rule 7-6, Automatic Resignation).
- * 4. DORA Q4: Current or Former Classified Employees: Are you a transfer, non-disciplinary (voluntary) demotion, or reinstatement applicant?
- ☐ Yes
- ☐ No
- ☐ N/A - I am not a current or former State of Colorado classified employee.
- * 5. DORA Q5: VETERAN'S PREFERENCE NOTE: If you are not eligible for/seeking Veteran's Preference, please skip down to the bottom and select option "N/A". REQUIRED DOCUMENTATION: Candidates who wish to assert Veterans' Preference should attach a copy of their DD214 reflecting dates of service, type of discharge, and, if appropriate, a campaign badge or service medal. If information regarding a campaign badge or service medal is necessary to award preference points and is not reflected on the DD214, other documents reflecting the grade or medal must be provided. Other types of documentation may be required for ten point preference. *Note 1: For a complete list of service dates and campaigns used in awarding preference points visit: <http://www.opm.gov/veterans/html/vgmedal2.htm> **Note 2: Medal holders and Gulf War veterans who originally enlisted after September 7, 1980, or entered active duty on or after October 14, 1982, without having previously completed 24 months of continuous active duty; must have served continuously for 24 months or the full period called or ordered to active duty. ***Note 3: Effective October 1, 1980, military retirees at or above the rank of major or equivalent, are not entitled to preference unless they qualify as disabled veterans. Reservists who are retired from the Reserves but are not receiving retirement pay are not considered "retired military" for purposes of veterans' preference. REMINDER: Proof of eligibility must be provided before points are allowed. Please attach documentation to your application. If you have not done so, please go back and do so now. Veteran's Preference points WILL NOT be applied without the appropriate documentation. PLEASE CHECK ALL THAT APPLY:
- ☐ N/A - I am not eligible for/seeking Veteran's Preference.

- ☐ A) I was honorably separated (this means an honorable or general discharge) and I served on active duty (excluding active duty for training) in the Armed Forces: During any war declared by Congress
- ☐ B) I was honorably separated (this means an honorable or general discharge) and I served on active duty (excluding active duty for training) in the Armed Forces: During the period April 28, 1952, through July 1, 1955;
- ☐ C) I was honorably separated (this means an honorable or general discharge) and I served on active duty (excluding active duty for training) in the Armed Forces: For more than 180 consecutive days, any part of which occurred after January 31, 1955, and before October 15, 1976;
- ☐ D) I was honorably separated (this means an honorable or general discharge) and I served on active duty (excluding active duty for training) in the Armed Forces: During the Gulf War period beginning August 2, 1990, and ending January 2, 1992;
- ☐ E) I was honorably separated (this means an honorable or general discharge) and I served on active duty (excluding active duty for training) in the Armed Forces: For more than 180 consecutive days, any part of which occurred during the period beginning September 11, 2001, and ending on the date prescribed by Presidential proclamation or by law as the last day of Operation Iraqi Freedom; or,
- ☐ F) I was honorably separated (this means an honorable or general discharge) and I served on active duty (excluding active duty for training) in the Armed Forces: In a campaign or expedition for which a campaign medal has been authorized*, such as El Salvador, Lebanon, Granada, Panama, Southwest Asia, Somalia, and Haiti.
- ☐ G) I have served on active duty in the Armed Forces at any time and have a present service connected disability or are receiving compensation, disability retirement benefits, or pension from the military or the Department of Veterans Affairs; or
- ☐ H) I am a Purple Heart recipient;
- ☐ I) I am the spouse of a veteran unable to work because of a service-connected disability;
- ☐ J) I am the unmarried widow/widower of certain deceased veterans; and
- ☐ K) I am the mother of a veteran who died in service or who is permanently and totally disabled.

- * 6. DORA Q6: Part of the required application materials includes a detailed cover letter, explaining how you meet the required competencies and how your accomplishments, qualifications, skills, areas of expertise, personal characteristics, etc. make you a good fit for this position; you may also attach additional documents that demonstrate this. Q: Have you included this cover letter as an attachment to your application? (If not, you may go back and do so now). Yes, I have attached the required cover letter explaining how I meet the required competencies and how my accomplishments, qualifications, skills, areas of expertise, personal characteristics, etc. make me a good fit for this position; I may also attach additional documents that demonstrate this. No, I have not attached the required cover letter to my application. Note: I understand that failure to include this information and follow instructions may prevent me from competing in subsequent measures used to arrive at a top group of applicants.

☐ Yes ☐ No

- * 7. DORA Q7: Do you currently possess a bachelor's degree in accounting, business, public administration, public policy, economics, finance, engineering, or in a field of study closely related to the work assignment? If yes, please list the type of the degree in the space provided below.

- * 8. DORA Q8: Clearly describe and provide examples of how you meet the following minimum qualifications: Five (5) years of progressively responsible, professional* experience, in one (1) of the following two (2) areas: (1) Professional* utility industry experience, including analyzing financial and economic information in order to report findings on rate

and/or cost design, management, and impact; OR (2) Professional* experience working in an academic, consulting or regulatory environment researching and analyzing emerging policy and/or technical matters.

- * 9. DORA Q9: Clearly describe and provide examples of how you meet the following preferred qualification: Experience working with public utility regulations.
- * 10. DORA Q10: Clearly describe and provide examples of how you meet the following preferred qualification: Experience evaluating the technical viability of concepts that affect Colorado utilities or regulatory practices.
- * 11. DORA Q11: Answer yes or no in regard to whether you meet the following preferred qualification: Public policy experience.
- * 12. DORA Q12: Clearly describe and provide examples of how you meet the following preferred qualification: Experience understanding, interpreting, analyzing, and providing recommendations on legislative and policy proposals.
- * 13. DORA Q13: Clearly describe and provide examples of how you meet the following preferred qualification: Project management experience, including organizational skills, prioritization and working with other team members.
- * 14. DORA Q14: Clearly describe and provide examples of how you meet the following preferred qualification: Demonstrated experience working in a high-stress, high-profile environment communicating with various stakeholders and discerning hidden agendas.
- * 15. DORA Q15: Clearly describe and provide examples of how you meet the following preferred qualification: Certified Public Accountant (CPA).
- * 16. DORA Q16: Clearly describe and provide examples of how you meet the following preferred qualification: Experience utilizing and performing financial accounting practices.
- * 17. DORA Q17: Clearly describe and provide examples of how you meet the following preferred qualification: Experience implementing new technological and system-based initiatives.
- * 18. DORA Q18: Clearly describe and provide examples of how you meet the following preferred qualification: Experience working with the motor carrier vehicle inspection process.

- * 19. DORA Q19: Clearly describe and provide examples of how you meet the following preferred qualification: Experience working in the regulated transportation industry.
 - * 20. DORA Q20: Clearly describe and provide examples of how you meet the following preferred qualification: Experience in reviewing and analyzing evidence in litigated proceedings and performing analysis on key fundamental issues in those proceedings.
 - * 21. DORA Q21: Clearly describe and provide examples of how you meet the following preferred qualification: Financial modeling experience (experience in analyzing and quantifying impacts on a business entity from changes in financial inputs, such as rate of return or tax law changes).
 - * 22. DORA Q22: Clearly describe and provide examples of how you meet the following preferred qualification: Experience with demand-side management and other energy-efficiency efforts.
 - * 23. DORA Q23: Clearly describe and provide examples of how you meet the following preferred qualification: Experience gathering, synthesizing and summarizing existing financial, policy and technical studies including technological, economic and policy changes concerning the generation, transmission, distribution and consumption of energy (electricity, water and/or natural gas).
- * Required Question