

## Department of

<b>PCN</b>	<b>08T018</b>
<b>JOB TITLE</b>	<b>COMMISSION SECTION MANAGER</b>
<b>LOCATION</b>	<b>ANCHORAGE</b>
<b>RANGE</b>	<b>23</b>
<b>REPORTS TO</b>	<b>CHAIRMAN, REGULATORY COMMISSION OF ALASKA</b>
<b>FLSA EXEMPT</b>	<b>YES</b>
<b>REVIEWED BY (NAME AND DATE)</b>	<b>ANN WILDE, 4/17/17</b>
<b>APPROVED BY (NAME AND DATE)</b>	<b>CHAIRMAN ROBERT PICKETT, 4/17/17</b>

### **POSITION PURPOSE:**

This position functions as a deputy to the Chairman and acts on behalf of the Chairman as manager of the overall caseload for the Regulatory Commission of Alaska (RCA), including managing the adjudicatory process, the day-to-day administrative operations of the RCA, legislative interaction and ensures the agency complies with all statutory deadlines. The position also supervises the Administrative, Consumer Protection and Information, and the Commission sections.

### **ESSENTIAL FUNCTIONS:**

Under the general direction of the chairman and coordinating with the Advisory Section Manager and Chief Administrative Law Judge manage the docket caseload for the RCA. Review all cases filed with the RCA, determining the appropriate Commissioner panel for cases, considering the Commissioners' caseloads and expertise. Assign cases to Commissioners. Monitor the RCA's ongoing caseload, hearing schedules, the progress of all RCA dockets for statutory and pleading deadlines, to ensure the RCA is timely in all decisions and orders.

Ensure agency is responsive to requests for information from state legislative offices, congressional offices, Governor's Office, other state and federal departments or agencies, industry, and the general public. Draft proposed responses when appropriate, prepare final responses, and record all for future retrieval.

Monitor legislative bills, hearings, and actions. Draft or contribute to bill analyses and fiscal notes.

Prepare and file quarterly reports with the Legislative Budget and Audit Committee identifying all extensions ordered under AS 42.05.175(f) during the previous quarter as required by AS 42.05.175(g).

Manage the day-to-day administrative functions of the Commission section, supervise the Consumer Protection and Information section, direct all administrative work of the section including internal administrative functions (such as budget preparation and projections, supply, and personnel).

Responsible for the Commission's adjudicatory schedule, ensure that RCA orders are consistent with adjudicatory decisions, review and edit draft commission orders before commissioner review; coordinate agency resources with Chief Administrative Law Judge and Advisory Section Manager to ensure that the adjudicatory process is functioning within statutory deadlines. Responsible for all legislative ethics and timeline reporting.

Perform other duties as necessary to ensure the Commission is adequately addressing regulatory and adjudicatory issues.

Manage the public meeting process for the Regulatory Commission of Alaska. Attend public meetings as required and respond to Commissioners on matters brought to public meetings that affect legislative or administrative issues.

#### PHYSICAL REQUIREMENTS AND POTENTIAL HAZARDS:

##### Work Demands

The following identifies some of the physical and mental demands and potential hazards typically encountered by this position. These are job demands which can be ***reasonably anticipated and are an expectation of the job.***

Keeping in mind the essential functional areas and duty statements described in section 2, select the rating that best matches the requirement of this position according to the following descriptions:

<u>Rating</u>	<u>Description</u>
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<b>Not Required (N):</b>	<b>Not required</b> of this position.
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<b>Present (P):</b>	Requirement <b>is</b> present, but <b>is not</b> essential to the position.(For example, a receptionist may encounter aggressive or angry people, but this is not an essential assignment.)
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<b>Occasional (O):</b>	Required 33 percent of the time or less <b>and</b> essential to the position.(For example, a lifeguard swims only occasionally, but it is essential that a lifeguard be able to swim; a correctional
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officer must control aggressive/angry people who are life threatening.)

**Frequent (F):** Required over 33 percent of the time **and** essential to the position.

**Items checked below must be consistent with the duty statements listed in section 2.**

### Physical Requirements

Title	Rating			
	N	P	O	F
Sitting				X
Walking		X		
Standing		X		
Running	X			
Jumping	X			
Bending or twisting		X		
Squatting or kneeling		X		
Crawling	X			
Reaching above shoulder level		X		
Reaching below shoulder level		X		
Ascending or descending using a ladder or other conveyance	X			
Climbing stairs	X			
Driving cars, light duty trucks	X			
Driving heavy duty vehicles	X			
Using floor mounted foot controls to operate equipment (e.g., not driving a car)	X			
Repetitive motion of hands/fingers (e.g., keyboarding, turning pages)				X
Fine manipulation with fingers			X	
Pinching with fingers			X	
Grasping with hand, gripping			X	
Load, unload, aim, and fire handguns, shotguns or other firearms	X			
Lifting/carrying up to 25 pounds			X	
Lifting/carrying 26-50 pounds	X			
Lifting/carrying more than 50 pounds	X			
Pushing/pulling up to 25 pounds	X			
Pushing/pulling 26-50 pounds	X			
Pushing/pulling more than 50 pounds	X			
Balancing on moving surfaces	X			
Balancing on narrow surfaces	X			

Balancing on slippery surfaces	X			
Balancing on uneven surfaces	X			
Restraining/grappling with people in a public protection environment	X			
Seeing objects at a distance		X		
Seeing objects peripherally		X		
Using depth perception		X		
Seeing close work (e.g., typed print)				X
Distinguishing colors			X	
Hearing conversations or sounds				X
Hearing via radio or telephone			X	
Communicating through speech				X
Communicating by writing/reading				X
Distinguishing odors by smell	X			
Distinguishing tastes	X			

### Work Environment

Title	Rating			
	N	P	O	F
Work in/exposure to inclement weather	X			
Work in/exposure to cold water	X			
Work/live in remote field sites	X			
Work in confined areas (under desks, in heating vents, etc.)	X			
Exposure to dust, chemicals, or fumes	X			
Exposure to hazardous equipment (e.g., guns, chainsaws, explosives)	X			
Exposure to electrical current (not outlets)	X			
Swimming/scuba diving	X			
Work at heights up to 25 feet (e.g., towers, poles)	X			
Work at heights over 25 feet (e.g., towers, poles)	X			
Work in urban or highway traffic (other than driving)	X			
Work around moving machinery or mobile equipment	X			
Work around moving mechanical parts	X			
Work on and off moving equipment	X			
Work on slippery or uneven surfaces	X			
Work/travel in boat/small aircraft/helicopters	X			
Exposure to high noise levels	X			

Exposure to infection, germs, or contagious diseases (e.g., hospital, lab, clinic, etc.)	X			
Exposure to blood, body fluid, or materials potentially contaminated by blood or body fluids (e.g., hospital, lab, clinic, public protection environment)	X			
Exposure to needles or sharp implements (e.g., hospital, kitchens)	X			
Use of hot equipment (e.g., kitchen ovens, lab equipment)	X			
Exposure to wild/dangerous animals	X			
Exposure to insect bites or stings	X			
Exposure to aggressive/angry people in a public protection environment	X			

#### Other Work Demands

Title	Rating			
	N	P	O	F

Explain any special physical, mental, or behavioral requirements of the position that have not already been addressed.

The incumbent must be able to perform under stressful conditions created by heavy workload, deadlines, and the need to publicly defend written and oral work products. The incumbent must be able to clearly articulate complex concepts through written and oral presentation.

#### TECHNOLOGY, EQUIPMENT, SYSTEMS, AND TOOLS:

PC, laptop, tablet, smart board

Cisco IP Phone and voice mail message system

Photocopier/scanner, facsimile

Microsoft Word, Excel, PowerPoint, Outlook, Internet Explorer, Westlaw, For the Record

STAR – the RCA's proprietary case management system, Infobases, and Basis

#### CRITICAL KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of theory and practice of regulation in monopoly and competitive markets; general knowledge of utility and pipeline carrier regulatory accounting practices and procedures, revenue requirements and ratemaking principles, employment of cost-of-service studies, and economics for public utilities industry and pipeline carriers.

Ability to successfully manage professional level and administrative level staff in a quasi-judicial work environment.

Ability to successfully manage multiple units to work effectively as a team.  
Critical thinking skills required.  
Ability to apply state and federal statutes and regulations.  
Ability to make professional recommendations, both in writing and orally.  
Ability to perform research and analysis.  
Ability to identify and define regulatory issues.  
Ability to research law and administrative proceedings in Westlaw.  
Ability to research and apply legislative history, bills, statutes, and administrative code.  
Must have an understanding of the impact of legal precedence.  
Must have excellent ability to write professionally and concisely.  
Must have excellent oral and written communication skills.  
Ability to exercise good judgment even in stressful situations.  
Ability to work with a wide range of personalities in the general public, within the office, in other state agencies and departments, in the legislature, and in industry.  
Ability to prioritize and address multiple matters daily  
Ability to use a variety of computer programs, especially the Word Office Suite, proprietary databases, web browsers, Infobases, Basis, state and federal agency web sites.

**MINIMUM QUALIFICATIONS:**

Bachelor degree and four years of managerial experience with three years of supervisory experience working within a legal office, a regulatory, judicial, quasi-judicial environment, or a regulated entity (The managerial and supervisory experience may be earned concurrently or separately.);

or

Bachelor degree and three years of supervisory experience with the Regulatory Commission of Alaska;

or

Bachelor degree and four years of managerial experience, three years supervisory experience, and four years of State of Alaska experience working with a regulatory agency. The required experience may be earned concurrently or separately.

List licenses, certifications, registrations, physical or other standards required by state or federal law or regulation. Please cite the specific law or regulation.

**DISTINGUISHING CHARACTERISTICS: (FROM SIMILAR HIRE OR LOWER RANGE POSITIONS):**

**SUPERVISION: SUPERVISES: ASSIGNED LEVEL OF AUTHORITY**

<b>PCN 08T018's Responsibilities and Assigned Level of Authority</b>									
Positions	Employ (includes authority	Discipline (includes authority to suspend, demote, OR issue written warnings)	Discharge	Adjudicate Grievances (includes authority to respond to a first level grievance under a collective bargaining agreement)	Assign Work	Set Task Priorities	Check Quality of Work	Evaluate Perform- ance	Instruct & Train Staff
Directly Supervised  or Led by PCN 08T018's Responsibilities and Assigned Level of Authority	to hire, transfer, layoff, OR recall)								
08-6008	1	1	2	2	1	1	1	1	1
08-6023	1	1	2	2	1	1	1	1	1
08-6017	1	1	2	2	1	1	1	1	1

**Level Definition of Level of Authority Assigned**

- 1 = Has authority to take action; notification to supervisor may or may not be necessary afterward.
- 2 = Effectively recommends and discusses decision with supervisor; then takes action.
- 3 = Presents recommendations to supervisor; supervisor makes decision and directs position to take action.
- 4 = No authority to take or recommend action.