

COMMUNICATIONS REGULATORY, CONTRACTS & RATES ANALYST

NATURE AND PURPOSE:

Positions are responsible for researching, identifying and performing regulatory compliance measures for a communications utility providing television, telephone and data services; as well as performing analyses and projections to establish wholesale and retail rates to be charged for the services, and participating in contract negotiations as required. Act as account specialist, handling wholesale customers, including contract negotiation, providing quotes, and managing all associated customer relations. Incumbents work with considerable independence, report to the Communications Support Services Administrator, and have no supervisory responsibilities.

ILLUSTRATIVE EXAMPLES OF WORK: (Note: These examples are intended only to illustrate the various types of work performed by incumbents of the class. All of the duties performed by any one incumbent may not be listed, nor does any one incumbent necessarily perform all these duties.)

Research laws, rules and regulations applicable to a full service communications utility, assure regulatory compliance and reporting are accurate and timely. Prepare reports, keep records, attends meetings with regulators as necessary. Keep abreast of proposed regulatory changes, projects impact, monitors work in that area, keeps management up to date. May attend public service commission meetings, notes changes, offers input as prudent.

Perform analyses of costs of providing services, project effects of different rate structures into future, recommends rates to be charged. Participate in contract, interconnect and joint use agreement negotiation and administration. Use guidelines, rate schedules in making agreements and contracts, either with service providers and with retail customers. Compile records, documents and reports as necessary to ensure television services comply with FCC regulations, that phone services comply with public service commission regulations and that the annual audit is performed and any problem areas are corrected.

Performs related work as required.

NECESSARY KNOWLEDGE, ABILITIES AND SKILLS:

Thorough knowledge of regulatory environment and reporting requirements of a utility providing cable television, telephone and internet service.

Knowledge of hardware, software and technology of fiber optics as used to provide these services to the home.

Knowledge to administer television programming contracts.

Ability to communicate clearly, verbally and in writing, to prepare reports timely, and keep data as necessary for their preparation.

Ability to maintain productive relations with, and willingness to attend meetings of, public service commission or other regulatory agencies.

Ability to use personal computer applications for data analyses, reporting, presentations and related with a high degree of expertise.

DESIRABLE QUALIFICATIONS:

Completed college in finance, accounting, or related, prior work experience in management analyses in the telecommunications industry, including regulatory compliance, contracts and rates.