



STEVE SISOLAK  
*Governor*

STATE OF NEVADA  
PUBLIC UTILITIES COMMISSION

HAYLEY WILLIAMSON  
*Chair*

C.J. MANTHE  
*Commissioner*

TAMMY CORDOVA  
*Commissioner*

STEPHANIE MULLEN  
*Executive Director*

**Unclassified Job Announcement**

**COMMISSION POLICY ADVISOR**

The Public Utilities Commission of Nevada (PUCN) is seeking qualified applicants for the position of Policy Advisor in Policy Analysis. This is an unclassified, at-will, full-time exempt position within the State of Nevada.

**About the PUCN:** The PUCN is a quasi-judicial regulatory agency that, among other duties, ensures investor-owned utilities comply with all applicable state and federal laws. For more information about the agency, please visit the PUCN website at <http://puc.nv.gov>.

**The Position's Key Areas of Responsibility:**

- Evaluates, analyzes and interprets utility data and presents the results to the Commissioner or Presiding Officer.
- Assists in drafting Commission opinions and orders.
- Provides technical assistance to the Commission during hearings and rulemaking sessions based upon analysis.
- Analyzes evidence presented in utility hearings.
- Asks clarifying questions of witnesses at workshops and hearings to clarify the record.
- Advises the Chairman, Commissioners and Utilities Hearing Officer in various areas of utility regulation.
- In close association with the Presiding Officer determines the appropriate recommendation to the Commission.
- Prepares and presents testimony to legislative committees.
- Makes presentations to various state, local and federal agencies.
- Tracks activities of federal and regional entities including the US Federal Energy Regulatory Commission and the Federal Communications Commission and provides briefings to Commissioners on these activities periodically in writing or orally.
- May be expected to perform additional job-related duties and to have or develop additional specific job-related knowledge and skills.

**Skills Required:**

Must have a high degree of organizational professionalism, leadership qualities, and excellent oral and written communication skills. Must be able to work independently with minimal supervision as well as in a team environment in collaboration with Commissioners, other policy advisors, attorneys, economists, engineers, and auditors. Must be able to work with a broad range of people without letting personal opinions or positions influence work procedures, products or processes. Must be able to research, analyze, produce, review and edit work product; compile and summarize information and prepare correspondence, periodic or special reports related to assignments; and contribute effectively to the accomplishment of the team or agency goals,

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objectives, and activities. Required skills also include planning, prioritizing and executing timelines without the need for supervision. Must be available for travel (typically up to 25% of the time).

**Minimum Qualifications:**

Master's degree from an accredited college or university with major course work in engineering, economics, econometrics, finance, environmental studies, or a closely related field and five years of professional level experience in evaluating, analyzing and interpreting utility data; or an equivalent combination of education and experience. Professional engineer preferred.

**Salary:** Salary reflecting retirement (PERS) contributions by both the employee and the employer is up to \$105,951 (\$92,231 for employer only contribution). Salary offers are based on a wide array of factors such as a candidate's experience, skills, and education.

**Benefits:** The State benefits package includes enrollment into the Public Employees' Retirement System ([www.nvpers.org](http://www.nvpers.org)), a choice of health insurance plans ([www.pebp.state.nv.us](http://www.pebp.state.nv.us)), eleven paid holidays, and paid annual leave and sick leave, after appropriate waiting periods. Other optional benefits are also available, including a deferred compensation program.

**Position Location:** The position will be located in Carson City or Las Vegas.

**Application Deadline:** Recruitment needs are satisfied.

**Submit Cover Letter and Resume to:**

Bre Potter

Public Utilities Commission of Nevada

Email [bpotter@puc.nv.gov](mailto:bpotter@puc.nv.gov)

In subject line please reference: **Policy Advisor Position**

Posted: 09/19/22