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STATE OF NEVADA  
BUREAU OF CONSUMER PROTECTION

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**October 2, 2019**

**UTILITY ANALYST**

*Unclassified Position Announcement*  
*Open Competitive - Open until filled*

**Bureau of Consumer Protection**

**POSITION TITLE: Utility Analyst**

**APPROXIMATE ANNUAL GROSS SALARY RANGE UP TO:**

\$96,066.00 – Employee/Employer Paid (Depending on Experience)  
\$83,809.00 – Employer Paid (Depending on Experience)

(Salary reflects retirement (PERS) contributions by both the employee and the employer. An employer paid contribution plan is also available with a reduced gross annual salary)

**PRIMARY DUTY STATION:** Carson City or Las Vegas, Nevada. The Bureau of Consumer Protection has offices in both Carson City and Las Vegas. Occasional travel with overnight stay may be required to either city and throughout the State. Additional travel nationwide may also be required.

**POSITION STATUS:** Exempt (FLSA); position serves at the will of the Consumer Advocate. Employment is contingent upon successful completion of background checks by the National Crime Information Center/Nevada Criminal Justice Information System (NCIC/NCJIS), and a fingerprint criminal history check.

**POSITION SUMMARY:** Reporting to the BCP Consumer Advocate and Consumer Counsel, this unclassified position will provide technical support to the Bureau of Consumer Protection on various issues related to utilities regulation in Nevada. Technical support includes least cost resource planning, accounting, and cost recovery as they relate to regulated utilities that deliver electricity, natural gas, and water in Nevada. The position will require interaction with staff and testimony before the Nevada Public Utilities Commission. Duties also include reviewing

filings, auditing books and records, obtaining additional information through written inquiry, on-site reviews, meetings with the respective company utility personnel, and providing written and oral testimony regarding any findings, conclusions, and analysis as required. Duties also include analyzing written testimony filed by other parties, developing strategies and positions relative to negotiations, and providing technical support to peer legal staff in preparation of cases, including cross-examination at hearings, position letters, briefs, motions, or other legal pleadings as required in utility proceedings. Support may include engineering, accounting, financial, or economic analysis depending on technical expertise. The position requires the ability to work independently to develop findings, conclusions, and analysis, as well as to work as a team with peer technical staff and attorneys to develop strategies regarding each matter. The position may also require the performance of additional job-related duties and to develop additional specific job-related knowledge and skills, as well as the performance of other duties assigned by the Consumer Advocate or Consumer Counsel.

## **QUALIFICATIONS**

**EDUCATION AND EXPERIENCE:** A Bachelor's degree from an accredited college or university with major course work in accounting, economics, or comparable quantitative discipline or closely related field.

**SKILLS REQUIRED:** Applicants must have effective written and verbal communication skills. Applicants must have strong analytical and problem solving skills, and experience with review and interpretation of laws, including the Nevada Revised Statutes and Nevada Administrative Code. Applicants must be able to develop findings, conclusions, and analysis and be prepared to defend their position regarding the same. Applicants must be able to work independently as well as in a team environment in collaboration with peer technical staff, attorneys, legal researchers, and support staff; compile and summarize information and prepare periodic or special reports related to case assignments; and contribute effectively to the accomplishment of team or office goals, objectives, and activities. Applicants must be highly professional, well-organized, self-motivated, and punctual.

**PHYSICAL DEMANDS:** This position requires mobility to work in a typical office setting, use standard office equipment, and to travel to various parts of the State and nationwide. Applicants must be willing to travel up to 10% of the time. It also requires vision to read printed materials and on computer screens, and hearing and speech to communicate in person and over the telephone. The applicant must be able to speak in a clear and understandable manner, and to hear and respond to questions posed. Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

**ADDITIONAL INFORMATION:** This position announcement lists the major duties and requirements of the job *and is not all-inclusive. The successful applicant will be expected to perform additional job-related duties and may be required to have or develop additional specific job-related knowledge and skills.*

Salary offers are based on a wide array of factors such as a candidate's experience, skills, and education. Once hired, salary growth within the job classification will be based on performance, development, and budget availability.

Interested applicants must submit a cover letter highlighting interest with the public utility ratemaking process (letter should also include how you heard about position), detailed resume, writing sample, and a list of three (3) professional references to:

Jana Whitson  
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Bureau of Consumer Protection  
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