

March 27, 2008

- Working Title:** Regulatory Analyst
- Type of Position:** Full-Time, Permanent
- Location:** Olympia, Washington
- Salary Range:** Up to \$5,035 per month
- Benefits:** The UTC offers a comprehensive benefits package
- Closing Date:** This position is open until filled. To ensure consideration for initial interviews, please submit your materials by April 18, 2008. The announcement may close at anytime after April 18, 2008. It is in the applicant's best interest to submit the application materials as soon as possible. This recruitment will be used to fill this position at the Regulatory Analyst 1 or 2 level, depending on qualifications.

**Do you want to ensure the consumers of Washington are treated fairly?  
Do you have an intense pride in your work?  
Do you like a challenge?**

The Washington Utilities and Transportation Commission (UTC) is seeking an individual to review and analyze interconnections agreements and other important regulatory filings by telecommunications companies.

#### **AGENCY OVERVIEW**

The UTC regulates the rates, services, and practices of privately-owned utilities and transportation companies, including electric, telecommunications, natural gas, water, and solid waste collection companies, private commercial ferries, buses, and household goods movers. The agency also enforces pipeline and railroad safety standards.

The mission of the UTC is to protect consumers by ensuring fairly priced, available, reliable, and safe utility and transportation services. The UTC helps consumers make informed choices; provides regulatory oversight in the absence of competitive markets; ensures consumer protection is maintained during and after the transition to more competitive markets; and ensures public safety is achieved by minimizing hazards resulting from company practices.

#### **POSITION ROLE AND RESPONSIBILITIES**

This position reviews, analyzes and develops recommendations on regulatory filings by telecommunications companies. In particular this position is responsible for review of interconnections agreements, which allow different telephone companies to interconnect their networks and make it possible for customers of different phone companies to call each other. This position also works on teams conducting major rate and merger cases and examining rules and policies affecting telecommunications in Washington.

#### **REQUIRED QUALIFICATIONS -**

- A Bachelor's degree involving major study in economics, accounting, business or public administration, public policy, or a related field.

Knowledge of:

- Washington laws regulating the provision of telecommunications services by regulated companies. (Note: for an appointment at the RA-1 level, the UTC will consider applicants without this specific knowledge if the application indicates relevant knowledge of complex contract negotiations from another jurisdiction, agency or field.)
- General business activities, legal constraints and trends in the telecommunications industry.

**Skills and Abilities:**

- Effectively communicate verbally and in writing using language appropriate to both the complexity of the topic and the knowledge and understanding of the audience.
- Publicly write, present and defend factual testimony, reports and recommendations.
- Work as a team member; seek and implement direction from supervisor or more senior staff when appropriate.
- Organize multiple assignments to produce work products that are accurate, thorough, and on time.
- Use computer programs: Microsoft Word, Microsoft Excel (or equivalent).

**DESIRED QUALIFICATIONS** -- The UTC is most interested in candidates who have the following:

- One to three years of professional regulatory experience. An advanced degree or professional certification in a related field will substitute for one year of experience. (Note: for an appointment at the RA-1 level the UTC will consider applicants without this level of experience if the application indicates relevant knowledge of complex contract negotiations from another jurisdiction, agency or field.)
- Willingness to study and maintain a detailed knowledge of contemporary telecommunications regulation.

**Knowledge of:**

- State and federal laws and orders defining requirements for filing of interconnection agreements.
- State and federal laws, orders and guidelines regarding use of telephone number resources.

**SPECIAL NOTES:**

Conflict of Interest: RCW 80.01.020 limits UTC's ability to employ any person who owns stock in any company the UTC regulates or is otherwise financially interested in such company. Such interests include those of an employee's spouse.

Authorization to Work: UTC may only hire those who are legally authorized to work in the United States. If you are not a US citizen, please let us know your visa or residency status.

**Union Security:**

This position is covered by a union shop provision. Therefore, as a condition of employment, candidates who are appointed are required to become members of the Washington Federation of State Employees (WFSE) and pay dues or as a non-member pay an agency shop fee, a non-association fee or a representation fee. The union shop provision shall be effective no later than the 30th day following the effective date of the appointment.

**APPLICATION PROCESS:** Please submit the following materials:

1. A cover letter describing how your interest, education, experience and qualifications relate to the job profile and position qualifications.
2. A résumé that includes your relevant employment history.
3. Supplemental questionnaire: Explain your work experience and/or education for each of the following qualifications. Type or write your answers in a clear, legible document, indexing your answer to correspond with each item listed below. Also, indicate the capacity in which you gained that experience.
  - A. One to three years of analytical experience, such as experience reviewing contracts, planning documents, business plans, etc.
  - B. Ability to write, review, publicly present and defend reports and recommendations on complex issues.

- C. Knowledge of Washington laws regulating the provision of telecommunications services; and general business activities, legal constraints and trends in the telecommunications industry.
  - D. Computer skills in word processing, database, electronic mail, and internet tasks.
3. 3-5 references with direct knowledge of your qualifications for this position along with current contact information for each. Please include at least one reference from a current or former supervisor, and one from a current or former peer.
  4. The UTC would appreciate your voluntary cooperation in filling out the applicant profile data form and submitting it with your application materials. This information is for reporting purposes only and is strictly confidential. To download the form click **\*\*Applicant Profile Data form**

**Please send your materials to:**

<b>Email is preferred</b>	<b>If email is not possible mail materials to</b>
Email: <b>Jobs@wutc.wa.gov</b> Subject Line: <b>Recruitment # 0308 0109 RA</b>	<b>Recruitment # 0308 0109 RA</b> Human Resource Office Washington Utilities and Transportation Commission PO Box 47250 Olympia, WA 98504-7250
By submitting materials you are indicating that all information is true and correct. The state may verify information. Any untruthful or misleading information is cause for removal from the applicant pool or dismissal if employed.	

**QUESTIONS?** Please call (360) 664-1130 if you have any questions about this recruitment.

Visit these links to learn more about the UTC <http://www.utc.wa.gov>, the state of Washington <http://www.experiencewa.com>, and the **Olympia area**.

The Utilities and Transportation Commission is an equal opportunity employer. We strive to create a working environment that includes and respects cultural, racial, ethnic, sexual orientation and gender identity diversity. Women, racial, and ethnic minorities, persons with disabilities, persons over 40 years of age, disabled and Vietnam era veterans and people of all sexual orientations and gender identities are encouraged to apply. Persons needing accommodation in the application process or this announcement in an alternative format may contact Paula Gay at [pgay@wutc.wa.gov](mailto:pgay@wutc.wa.gov) or 360 664-1130. Our statewide toll free TTY number is 800 416-5289.