

**STATE OF VERMONT
PUBLIC UTILITY COMMISSION PAY PLAN**

It is the intent of the Public Utility Commission to compensate exempt employees equitably, subject to budgetary constraints, based on experience, expertise, responsibilities, and meritorious performance. Job definitions and position responsibilities are subject to change at any time at the discretion of the Commission Chair.

DEPARTMENT OF HUMAN RESOURCES

UPDATED

Effective Dates: February 28, 2021 to June 30, 2021



ANALYST SERIES

Principal functions, duties and responsibilities:

- Advise the Commission on technical, financial, environmental, and policy matters.
- Serve as a hearing officer.
- Assist other hearing officers as required.
- Draft Commission decisions, proposals for decision, and proposed rules.
- Perform complex and detailed (economic, environmental, engineering and/or policy) analyses.
- Review economic, environmental, engineering and/or policy impacts and consequences of proposals submitted to the Commission.
- Under the direction of the Commission Chair, assist in drafting proposed legislation and provide information to legislators.
- Conduct research projects in all subject areas within the Commission's jurisdiction.
- Assist and advise the Commission and other staff on state, regional and national policy issues, initiatives, and programs related to utility industries.

Specific functions, duties and responsibilities:

Individual analysts may focus primarily on financial, engineering, environmental, or policy analysis. However, specific work assignments are made based upon an individual's knowledge and skills. As a result, any of the specific duties listed below may be assigned to any analyst with the requisite expertise, regardless of the analyst's title. In addition, any analyst may be assigned other duties, as needed.

Utilities Analyst

- Advise the Commission on technical matters requiring economic and/or financial expertise.
- Review and advise the Commission regarding utility tariff filings, alternative regulation rate adjustments, special contracts, requests for accounting orders, proposed financing plans, integrated resource plans, reports filed pursuant to Commission Rule 5.200, and other utility financial matters.
- Analyze complex financial and other spreadsheets and models filed with the Commission.
- Develop and maintain financial and other spreadsheets used by the Commission in its oversight of regulated entities.
- Advise the Commission and other hearing officers regarding:
 - Cost-of-service and rate design issues;
 - Avoided costs;
 - Economic issues associated with proposals for new utility infrastructure or other generation sources;
 - Resource planning issues, including load forecasts, generation mix, possible new generation sources, wholesale power sales; and
 - Regional and national wholesale power market issues.

Engineering Analyst

- Advise the Commission and other hearing officers on utility engineering issues.
- Provide technical engineering analysis of projects reviewed by the Commission.
- Demonstrate significant knowledge of utility engineering reliability and planning standards as well as generation, transmission, and distribution system operation, maintenance and design issues.

Environmental Analyst

- Advise Commission and other hearing officers on environmental issues.
- Review the environmental impacts and consequences of proposals submitted to the Commission by utilities and other entities regarding construction of transmission or generation facilities.
- Demonstrate significant knowledge of environmental implications of utility-related development, as well as a thorough understanding of national, state and local environmental and land use review procedures.
- Assist and advise the Commission and other staff on state, regional and national environmental issues, initiatives, and programs related to utility industries.

Policy Analyst

- Advise the Commission and other hearing officers on policy issues.
- Review and advise the Commission regarding utility service quality plans.
- Advise the Commission and other hearing officers on energy efficiency issues, including the Energy Efficiency Utility and utility energy efficiency programs.

Analyst Levels

Analyst I

At this level, individuals are under the direct supervision of senior staff for carrying out routine tasks with technical competence and professional skill commensurate with experience. Examples of specific responsibilities include providing support and assistance to more experienced staff on routine cases, reviewing routine proposals filed by parties, performing routine analyses, drafting orders and memoranda in routine cases, and serving as a hearing officer in routine cases.

Desirable Qualifications: Entry at Analyst I typically requires a bachelor's degree and 0-2 years of related experience (accounting, public or business administration, economics, finance, environmental studies, natural resources, land use planning, geography, political science, public policy, or public administration).

Analyst II

At this level, individuals are responsible for carrying out both routine and non-routine tasks with practical and professional skill under the general supervision of senior staff. Examples of specific responsibilities include serving as a hearing officer in cases that are routine or of

medium complexity, performing analyses of moderate complexity, providing support and assistance to more experienced staff on complex cases, drafting orders and memoranda in cases of moderate complexity, and serving as a team leader in cases of moderate complexity.

Desirable Qualifications: Entry at Analyst II typically requires a bachelor's degree and 2-5 years of direct or related experience (accounting, public or business administration, economics, finance, environmental studies, natural resources, land use planning, geography, political science, public policy, or public administration) at increasing levels of responsibility.

Analyst III

At this level, individuals are responsible for carrying out complex tasks with practical and professional skill under the general supervision of senior staff. Examples of specific responsibilities include: serving as a hearing officer in complex cases, serving as a team leader and key support to the Commission in major cases, reviewing impacts and consequences of complex proposals submitted to the Commission, drafting orders and memoranda in complex cases, drafting reports required by the Legislature, reviewing draft orders prepared by more junior analysts, and providing guidance to more junior analysts.

Desirable Qualifications: Entry at Analyst III typically requires a bachelor's degree and 5-8 years of direct or related experience (accounting, public or business administration, economics, finance, environmental studies, natural resources, land use planning, geography, political science, public policy, or public administration) at increasing levels of complexity and responsibility.

Analyst IV

At this level, individuals perform advanced, specialized work with minimal supervision by senior staff. Examples of specific responsibilities include serving as a hearing officer in complex cases, serving as a team leader and key support to the Commission in major cases, reviewing impacts and consequences of the most complex proposals submitted to the Commission, performing comprehensive and detailed analyses, drafting orders and memoranda in complex cases, drafting reports required by the Legislature, providing advice on complex policy issues to the Commission and other staff, reviewing draft orders prepared by other Commission staff, and helping train and mentor more junior analysts.

Desirable Qualifications: Entry at Analyst IV typically requires a bachelor's degree and 8 or more years of direct or related experience (accounting, public or business administration, economics, finance, environmental studies, natural resources, land use planning, geography, political science, public policy, or public administration) at increasing levels of complexity and responsibility.

Chief Economist and Policy Director

The Chief Economist and Policy Director advises the Commission on utility regulatory matters involving economic, financial, and/or policy issues under the general direction of the Commission Chair. The Chief Economist and Policy Director supervises, trains, and advises

analysts, and may serve as a team leader, hearing officer, and key support to the Commission in major cases as well as routine matters.

Principal functions, duties, and responsibilities:

- Review and make recommendations to the Commission regarding the economic and/or policy impacts and consequences of proposals filed with the Commission, including: utility tariff filings, alternative regulation plans, special contracts, requests for accounting orders, proposed financing plans, integrated resource plans, energy efficiency issues, renewable energy issues, and utility service quality plans.
- Initiate recommendations and assist the Commission with formulation of policies, rules, and regulations related to the services, operations, and practices of utilities and other regulated entities.
- Advise the Commission and other hearing officers regarding cost-of-service and rate design issues; avoided costs; economic issues associated with proposals for new utility infrastructure or other generation sources; resource planning issues; and regional wholesale power market issues.
- Serve as a hearing officer.
- Assist other hearing officers as required.
- Draft Commission decisions, proposals for decision and proposed rules.
- Supervise, train, and advise analysts.
- Serve on management team.
- Under the direction of the Commission Chair, assist in drafting proposed legislation and providing information and testimony to legislators.

Desirable Qualifications: Typically requires a bachelor's degree and 10 or more years of direct or relevant experience (accounting, public or business administration, economics, finance, environmental studies, natural resources, land use planning, geography, political science, public policy, or public administration) at increasing levels of complexity and responsibility.

ADMINISTRATIVE POSITIONS

Public Utility Commission Clerk

The Clerk's statutory responsibilities include keeping a full record of the Commission's proceedings, filing and preserving all documents and papers entrusted to his or her care, having custody of the Commission's seal; and performing such other duties as the Commission or the Chair may prescribe, including preparing papers and notices, issuing subpoenas for witnesses, and administering oaths in all cases before the Commission or pertaining to the duties of the office. The Clerk performs his or her duties under the general direction of the Commission Chair.

Specific functions, duties and responsibilities:

- Manage processes and systems related to the administrative aspects of processing cases, including analyzing and implementing changes to those processes and systems to optimize their efficiency.
- Respond to inquiries from parties, attorneys, and members of the public, including maintaining the confidentiality of Commission deliberations.
- Hire, train, assess, and supervise those administrative staff who report to the Clerk.
- Manage implementation of contracts for court reporter services.
- Serve on the Commission's Archives Team, Office Administration Team, and SharePoint Team.
- Support the Commission in the implementation and management of the Commission's electronic filing and case management system (ePUC).
- Maintain familiarity with Public Utility Commission procedural rules, policies, procedures and practices, and statutory notice requirements.
- Interact with members of the public, including those facing imminent disconnection of utility service.
- Serve as the Commission's Records Officer.
- Establish and maintain procedures for preserving documents filed with the Commission, issued by the Commission, and entrusted to the Clerk by the Commission, including ensuring the protection of any such documents that contain confidential information.
- Maintain official case files for each proceeding to include all documents received, all documents issued, all pertinent dates, service lists, and any other chronological information required.
- Prepare Commission agendas and packets at the direction of the Commission Chair.
- Work with other Commission employees to carry out the following duties:
 - Monitoring and reporting on the operational efficiency of the Commission's quasi-judicial activities including, but not limited to routine statistical, case flow, and case processing information;
 - Compiling case statistics for reporting;
 - Identifying operations that can benefit from information technology and recommending to the Commission's Technology Committee implementation of technological improvements;
 - Searching the Commission's official files to respond to requests for case information and documents from parties, attorneys, and members of the public;
 - Providing documents and case information to parties, attorneys, and members of the public, either by phone, in person, or by correspondence;
 - Issuing orders, hearing notices, and other Commission documents;
 - Overseeing the intake and distribution of filings received by the Commission;
 - Scheduling evidentiary and public hearings, workshops, and other case events consistent with statutory requirements; and
 - Maintain portions of the Commission's website.

- Maintain working relationships with Commissioners, Hearing Officers, outside attorneys, pro se parties, representatives of other state, regional, and local government agencies involved in Commission proceedings, representatives of the media, and members of the public.
- Utilize ePUC's capabilities and ensure that those administrative staff who report to the Clerk do so as well.

Desirable Qualifications: Typically requires a bachelor's degree and either six years or more of experience managing the operations, planning, customer service, and employee relations of a public or private organization or eight years' prior court or related legal experience involving duties such as case flow management, case processing, customer service, and maintaining court records.

Public Utility Commission Deputy Clerk

This position has responsibility for organizing, coordinating, planning, overseeing, and assisting in directing the duties, responsibilities, and functions of the administrative staff who report to the Commission Clerk to accomplish the goals established by the Public Utility Commission. Work is performed under the supervision of the Clerk of the Commission.

Specific functions, duties, and responsibilities:

- Serve as System Administrator of the Commission's electronic case management system ("ePUC"). Fully utilize ePUC's system capabilities and ensure administrative staff are trained to do so.
- Respond to inquiries from parties, attorneys, and members of the public. Conduct necessary research and search the Commission's official files to respond to inquiries in a timely manner. Maintain the confidentiality of Commission deliberations and information.
- Provide information regarding inquiries on how to access documents, case information, and access Commission forms using ePUC. If not available electronically, provide documents and case information either by phone, in person, or by correspondence.
- Interact with members of the public, including consumer complaints, and imminent or completed disconnection of utility service.
- Assist consumers seeking permission to use a physician's certificate to prevent disconnection or reconnect utility service.
- Prepare appropriate documents for issuance according to Commission rules, procedures, and statutory requirements.
- Issue orders, hearing notices, and other Commission and hearing officer documents.
- Process Tariff filings.
- Process Dig Safe cases through ePUC.
- Schedule evidentiary hearings, scheduling and status conferences, public hearings, workshops, and other case events consistent with statutory requirements.

- Act as Records Liaison for the Commission.
- Serve as Acting Clerk of the Commission in the Clerk's absence. Prepare Commission agendas. Attend Commission meetings. Maintain record of Commission meetings. Supervise staff who report to the Clerk. Attend Commission Administration Team meetings. Perform any, and all, such duties as the Chair and Commission may require.

Desirable Qualifications: Typically requires a bachelor's degree and either two years or more of experience assisting with the management of operations, planning, customer service, and employee relations of a public or private organization or six years' prior court or related legal experience involving duties such as case flow management, case processing, customer service, and maintaining court records.

Business Manager

The Business Manager position performs complex accounting, human resource, and administrative functions for the Public Utility Commission. Work is performed under the supervision of the PUC Operations Director.

Specific functions, duties, and responsibilities:

- Work collaboratively with the Chair and the Commission's management team to develop the Commission's budget.
- Prepare, submit, and monitor compliance with the Commission's budget.
- Manage accounting operations including: accounts payable, accounts receivable, purchase orders, contracts, grants, general ledger journals, expense reimbursement, etc.
- Work collaboratively with staff regarding RFP's and Contracts to ensure they are written to comply with appropriate Administrative Bulletin(s), policies and procedures.
- Prepare & distribute RFP's & Contracts per appropriate Administrative Bulletin(s), policies and procedures. Obtain approvals of waiver requests when necessary.
- Maintain official contract files and ensure compliance.
- Serve as member of Commission's HR team and as Commission's administrative liaison with Department of Human Resources.
- Coordinate recruitment of new employees. Posts, schedule interviews, move candidates through SAP system as appropriate and submit all PAR requests in VTHR.
- Ensure personnel files and related documents are maintained consistent with applicable Personnel Policies/Procedures and the Collective Bargaining Agreements.
- Provide guidance to supervisors and employees on the interpretation and application of leave-related policies and laws.
- Deliver New Employee Orientation to newly hired employees.
- Provide input to supervisors on State Personnel Policies and Procedures as well as other applicable policies and procedures.
- Submit requests for: temporary positions, to double-fill positions, reclassify positions.
- Manage travel arrangements.

- Manage office space, furniture needs, supply needs, maintenance, disposal, etc.
- Order computer hardware and software, cell phones, iPads, etc., as necessary.
- Assist employees with telephone/printer/computer problems and submitting requests to ADS as necessary.

Desirable Qualifications: Typically requires a bachelor's degree and three years or more of experience providing professional administrative-level services to a business or organization that included an accounting or budgeting function

PAY CHARTS

Public Utility Commission Pay Plan - Analyst Series			
	Range Minimum	Range Mid-point	Range Maximum
Analyst 1	\$47,070	\$58,822	\$70,595
	\$22.63	\$28.28	\$33.94
Analyst II	\$58,822	\$67,642	\$76,482
	\$28.28	\$32.52	\$36.77
Analyst III	\$67,642	\$77,792	\$87,942
	\$32.52	\$37.40	\$42.28
Analyst IV	\$77,792	\$89,461	\$101,130
	\$37.40	\$43.01	\$48.62
Chief Economist and Policy Director	\$89,461	\$102,898	\$116,314
	\$43.01	\$49.47	\$55.92

Public Utility Commission Pay Plan - Administrative Series			
	Range Minimum	Range Mid-point	Range Maximum
Clerk	\$59,363	\$74,214	\$89,045
	\$28.54	\$35.68	\$42.81
Deputy Clerk	\$52,624	\$65,770	\$78,915
	\$25.30	\$31.62	\$37.94
Business Manager	\$55,869	\$69,846	\$83,803
	\$26.86	\$33.58	\$40.29

CONDITIONS AND OPERATIONS

- 1) **New Appointees**: Salaries for new appointees shall not exceed the mid-point of the range without prior and specific approval, for good cause shown, from the Department of Human Resources as the Governor's designee. All requests must include a completed Exempt Salary Approval Form along with a copy of the applicant's resume and a memo of justification, which substantiates the salary and position level being requested. No specific salary offer may be extended until the Department of Human Resources as the Governor's designee has approved the request.
- 2) **End of Probation Increase**: At the completion of the probationary period (normally, six months), new appointees may receive an increase in base salary of up to 3% for satisfactory performance, and up to an additional 3% merit for performance that exceeds what is normally expected of the position. The Appointing Authority should submit a completed Exempt Salary Approval Form and an evaluation of the individual's performance that supports the request.¹
- 3) **Merit Pay**: Participants may be eligible for a base salary increase of up to 7%, or a non-recurring bonus of up to 8%, for documented commendable performance. Both an Exempt Salary Approval Form and an evaluation of the individual's performance must be submitted by the Appointing Authority to the Department of Human Resources as the Governor's designee for review and approval. Effective dates of any merit pay adjustment will be the first pay period following the Department of Human Resource's approval. Absent extraordinary circumstances, no more than one merit pay increase will be approved within a fiscal year.
- 4) **Annual Increase (Across-the-Board Increases)**: Staff may, for satisfactory performance, receive an increase of up to the cost of living percentage increase approved by the legislature for salary adjustment to exempt employees, subject to limits established by the Secretary of Administration.
- 5) **Promotion**: Those incumbents promoted to a higher analyst level or position shall be eligible for a base salary increase of between 5% and 8% (based on evaluated performance), but not less than the minimum hiring rate for the new analyst level. Promotions and related salary adjustments shall be based on job responsibilities, time in service, merit, and the needs of the Public Utility Commission. A completed Exempt Salary Approval Form along with written recommendations by the Appointing Authority are required and should be submitted to the Department of Human Resources for review and approval.
- 6) **Approval Process**: No specific salary offers or changes in salary or position level may be extended to the applicant/employee nor become effective unless or until approved by the Appointing Authority and the Department of Human Resources as the Governor's designee. All requests should include a completed Exempt Salary Approval Form, and the appropriate

¹ Although the term "Appointing Authority" generally refers to the Commission Chair, the term "Appointing Authority" with reference to the position of the Clerk refers to the Public Utility Commission in accordance with 30 V.S.A. § 5 and 32 V.S.A. § 1012.

supporting documentation as specified in Sections 1-5 above. All requests for salary and level changes should be submitted in a timely manner to avoid retroactivity.

7) **Legislative Reporting**: The Department of Human Resources is responsible for reporting any pay actions for which there may be a statutory or administrative requirement to report to any Legislative or Administrative body and will also forward a copy of the notification to the Appointing Authority if the action is approved.

8) **Maximum Salary**: In no event shall a salary exceed the maximum salary for the applicable position unless otherwise approved by law.

9) **Budgetary Constraints**: Any and all salary adjustments as set forth in this Plan are subject to the discretion of the Appointing Authority and to the budgetary constraints as deemed appropriate by that individual.

10) **No Vested Interest**: The terms and conditions of this Pay Plan notwithstanding, all participants in this Plan serve exclusively at the pleasure of the Appointing Authority and without vested interest in, nor expectation of, any right to continuation of either position or salary. Promotion, meritorious increases or bonuses, demotion, reduction in salary, suspension with or without pay, and dismissal shall remain at the pleasure of that Appointing Authority.