

PUBLIC UTILITY COMMISSION JOB VACANCY ANNOUNCEMENT



Legislative Assistant (Information Specialist I-II)

SUBMIT STATE OF TEXAS APPLICATION and Transcripts to:
PUC Mail Room, 8th Floor, Rm 8-100, 1701 North Congress Avenue, Austin, TX 78701, or
Email: Recruiter@puc.texas.gov, or
Fax: (512) 936-7054, or
www.workintexas.com

Application Process: Complete a State of Texas Application for Employment documenting how you meet the minimum qualifications. Resumes are not accepted in lieu of a completed application. If a college degree is a minimum required qualification, official/unofficial transcripts are required and must be submitted with the application (if you submit your application via www.workintexas.com, you must submit your transcripts via email to recruiter@puc.texas.gov). If you submit your application via workintexas.com, please **do not** submit another application directly to the PUC. Incomplete applications will not be accepted for consideration. Applicants interviewed will receive written non-selection notification.

Job Vacancy Number: 2017-08
Division: Executive Director
Salary*: \$2,748.00 - \$3,673.83/month
(Commensurate with Qualifications)

Salary Group: B15, B17

Class: 1830, 1831

Type: Full-time Part-time Temporary

*The salary for an ERS Retiree or non-contributing member will be 9.5% less than the offered salary.

**Positions exempt from the Fair Labor Standards Act (FLSA) will earn compensatory time off rather than overtime for hours in excess of 40 hours per week.

Opening Date: November 21, 2016

Closing Date: Open Until Filled

Hours Per Week: 40

Established Work Hours: 8:00–5:00, M-F

(Flextime may be available with supervisory approval)

FLSA:** Non-Exempt Exempt

EEO Category: Para-Professional

***Note:** This position is a temporary position funded through August 31, 2017. The PUC may eliminate this position at that time or any time before then.

VETERAN'S PREFERENCE

Veterans, Reservists, or Guardsmen with a Military Occupation Specialty (MOS) or additional duties that fall in the fields listed in the below link who meet the minimum qualifications are encouraged to apply.

The MOS codes applicable to this position can be accessed at:

http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_InformationandCommunication.pdf

GENERAL DESCRIPTION

Perform entry-level to moderately complex legislative work on matters critical to the agency. Work involves tracking legislation, preparing reports, monitoring legislative hearings, speaking to legislative staff, and responding to requests for information related to telecommunications, electric, and water utilities. Work under close to general supervision of the Director of Governmental Relations, with minimal to limited latitude for the use of initiative and independent judgment.

ESSENTIAL FUNCTIONS

- Track relevant legislation and updates tracking database.
- Coordinate internal review of proposed legislation on tight deadlines.
- Coordinate agency responses to legislative inquiries and constituent casework.
- Monitor legislative hearings and prepare summaries for agency management.
- Prepare materials for commissioners, legislators, legislative committee offices and other public officials.
- Consult with staff in order to prepare reports and track activities.

MINIMUM QUALIFICATIONS

- Associates degree in Business Administration; Business, Government, and Technical Communications; Communication Studies; or Journalism. Relevant full-time work experience may substitute for education on a year per year basis.

PREFERRED QUALIFICATIONS

- Graduation from an accredited four (4) year college or university with major coursework in business, public administration, public relations, journalism, communications or related field.
- One year state and/or federal legislative experience.

KNOWLEDGE, SKILLS AND ABILITIES

- Working knowledge of the state and federal legislative processes.
- Skill in compiling, evaluating and presenting legislative information.
- Proven writing and editing skills.
- Ability to handle many tasks in an organized manner.
- Must be able to analyze complex issues, work under pressure and meet short deadlines.
- Ability to attend work regularly and adhere to approved work schedule.

REMARKS

- An internal applicant who is selected for a position in their current salary group with the same or new state classification title will not receive a salary increase.
- Candidates invited to interview may be given a writing skills exercise.
- If required for position, licensure as a Professional Engineer or to practice law in Texas will be verified on the selected candidate through either the Professional Board of Engineers or the State Bar of Texas.
- Some positions may require additional work hours including evenings, weekends, and/or holidays to meet critical deadlines.
- More than one position may be filled under this posting. Employees are required to comply with agency policies and provisions outlined in the employee handbook.
- The job posting in no way states or implies that the duties listed above are exclusive. Employees are required to perform other duties as may be assigned.
- A satisfactory driving record is required for driving a state or personal vehicle to conduct agency business. Selected candidates will have their driving record evaluated in accordance with the Commission's Traffic Safety policy.
- Males born on or after January 1, 1960, the PUC will verify proof of Selective Service registration through the online Selective Service System. Any males born after January 1, 1960 who are not registered will need to provide proof of exemption from the Selective Service registration requirement.
- The Public Utility Commission participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.
- The PUC has a *Post-Employment Restriction* – details furnished upon request.
- Female and minority applicants are encouraged to apply.
- The PUC is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, national origin, sexual orientation, veteran status, age or disability in employment or the provisions of services.
- In compliance with the Americans with Disabilities Act (ADA), the PUC will provide reasonable accommodation for individuals with a disability. An individual requiring a reasonable accommodation should contact Human Resources at (512) 936-7060 or humanresources@puc.texas.gov.