



NEW MEXICO
**PUBLIC REGULATION
COMMISSION**



ALBUQUERQUE
JOURNAL

Chief of Commission Advisory Services Section (GOVEX)

Nature of Work:

Chief of Commission Advisory Services serves the New Mexico Public Regulation Commission and its Commissioners, reporting directly to the Chief of Staff. The Chief of Commission Advisory Services Section is in the Governor Exempt Service and is an “at will” position.

The Section Chief will provide oversight and support to the Commission Advisory Staff, including the Office of Technical Analysis and Policy, the Office of Commission Counsel and the Office of Hearing Examiners.

In coordination with Division Directors, the Section Chief also is responsible for ensuring appropriate development of advisory staff.

This position will be responsible for:

- In coordination with and under the oversight of the Chief of Staff, leading the section’s operations while contributing directly to organizational strategy.
- Overseeing the supervision of section staff, workloads, operational decisions, and section-level strategic priorities. Supporting the Division Directors in managing the day-to-day operations of Advisory Divisions.
- Ensuring operational excellence. Identifying opportunities for the section’s work to support broader organizational goals and adjusts processes to drive continuous improvement. Developing section standards related to advisory functions of the agency.
- Working across divisions to ensure the section’s objectives support the organization’s strategic agenda. Promoting effective collaboration where appropriate among agency staff and the Commission.
- Providing training and mentorship to staff on reviewing and analyzing case filings, delivering advice to the Commission, preparing written work product, conducting

post-performance case evaluations, and responding to state and federal Notices of Inquiry and Notices of Proposed Rulemaking.

- Supporting the section in presenting advice and recommendations to the Commission regarding the Commissions legal, statutory and constitutional duties. Determining how resources, personnel, and workflows align with both day-to-day needs and long-term strategic direction. Providing direction for sensitive operational and budgetary issues.
- Maintaining knowledge of the state legislative process and support agency programs, goals, and long-term plans.
- Advising and assisting the Commission in the development of rules and policies.
- Performing other duties as assigned by the Chief of Staff.

Key Knowledge and Skills Required:

- Knowledge of government operations and the legislative process
- Strong community engagement and public service orientation
- Excellent written and verbal communication skills
- Leadership, collaboration, and staff development abilities
- Familiarity with state statutes and regulations governing utilities
- Experience with regulatory proceedings
- Experience with team development

Recommended Education and Experience Standards

- Juris Doctor (J.D.) from an accredited law school and seven (7) years of experience, including at least four (4) years administrative or regulatory experience and two (2) years of supervisory experience
- Experience with appellate and regulatory law as well as strong policy experience is preferred

Salary: \$158,000 - \$165,000 plus benefits

Apply:

Submit letter of interest, resume and three references to: Human Resources, PRC.HR@prc.nm.gov or NMPRC P.O. Box 1269, Santa Fe, NM 87504-1269. This posting will remain open until filled. For best consideration, please apply early.