

Commissioner's Advisor (GOVEX) (Nibert)

### **Nature of Work**

Advise the Commissioner on policy and technical matters before the New Mexico Public Regulation Commission (PRC) and legislative issues impacting the PRC. Provide support to the Commissioner and perform various work functions for the Commissioner's office.

### **Distinguishing Characteristics**

This position reports directly to the Commissioner.

- Analyze case records and identify relevant precedent, and other authority.
- Analyze and advise the Commissioner on staff memos, orders, recommended decisions, inquiries, and rulemaking proceedings.
- Interact with PRC advisory staff and other advisors regarding policy and technical matters before the PRC and provide timely updates to the Commissioner.
- Stay updated on legislative matters impacting the PRC and its constituents.
- Stay updated on relevant industry news and trends.
- Preside over any legislative and policy activities assigned by the Commissioner.
- Represent the Commissioner in PRC, State, and Federal activities, as well as local engagements, as assigned by the Commissioner.
- Assist in drafting talking points, speeches, and presentations as assigned by the Commissioner.
- Assist the Commissioner in the development of rules, orders, opinions, workshop materials, and other commission business.
- Handle constituent service requests and inquiries and provide them with relevant resources such as connecting them with the Consumer Relations Division.
- Work with the Office of General Counsel to help ensure no conflicts of interest and ex parte communications exist in meetings and ensure that the Commissioner is aware of any relevant open dockets that must be avoided.
- Manage office practices as directed by the Commissioner.
- Organize and maintain reports, meeting agendas, and materials, and stay apprised on pending issues to inform the Commissioner.
- Serve on Commission Committees as directed by the Commissioner, such as for interviews, policy and performance measures, and budget reviews, and perform other duties as assigned.

### **Key Knowledge and Skills Required for Fully Competent Performance**

- Excellent written and verbal communication and research and analytical skills.
- Ability to work independently and maintain positive interactions with PRC staff.
- Knowledge of or demonstrated ability to learn PRC policies, regulations, initiatives, and the New Mexico legislative process.

- Strong organization and project management skills and attention to detail.
- Strong word processing and document drafting skills.

**Education and Experience Standards:**

Candidates should have either a master's degree in economics, accounting or engineering, and at least one year of experience in the energy industry, utility regulation, or other professional or technical disciplines to advise the commission on any matter before the commission, **OR** a bachelor's degree in accounting, economics or engineering and at least three years of experience in the energy industry, utility regulation, and/or other professional or technical disciplines to advise the commission on any matter before the commission.

**FLSA status: Exempt**

Salary: \$95,000.00 - \$115,000 per year. Salary based on qualifications and experience. The State of New Mexico offers excellent pension and health care benefits. This is a GOVEX "at will" position. The State of New Mexico is an EOE Employer.

Job Type: Full-time

**Apply:**

Submit a statement of interest, resume, and three references to:

PRC Human Resources, Attention: Sarah Valencia, sarahe.valencia@prc.nm.gov or NMPRC P.O. Box 1269, Santa Fe, NM 87504-1269. This posting will close on Monday, July 15, 2024, at 5:00 p.m. MST.