

**DEPARTMENT OF ENERGY AND ENVIRONMENTAL PROTECTION  
JOB OPPORTUNITY  
PUBLIC UTILITIES ADMINISTRATIVE HEARINGS COORDINATOR**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** The Public and State Employees

**Location:** Public Utilities Regulatory Authority, (PURA)  
Administration Division/Case Coordinators  
Ten Franklin Square, New Britain

**Job Posting No:** **00106530**

**Type of Position:** Full-time, Permanent

**Annual Salary:** \$51,619- \$69,519 AR-21 Step 1

**Closing Date:** June 25, 2014

**Eligibility Requirement:** Candidates must have applied for and passed the Public Utilities Administrative Hearings Coordinator and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

**Description of Duties:**

- Prepares and monitors master schedule, charting progress of each application or petition filed with the PURA.
- Prepares timetables for cases and coordinates schedules of professional staff, commissioners and applicants throughout the decision making process.
- Reviews schedules, notices of hearings, and routine correspondence for accuracy and statutory compliance.
- Confers with Commissioner's, professional staff and company representatives in preparing hearing plans.
- Drafts legal notices and other correspondence.
- Serves as liaison between Commissioner's, legal and technical staff and external customers.

**Special Requirements:**

- Ability to work cooperatively and professionally with colleagues; attention to detail; manage multiple dockets and tasks; communicate clearly and follow and meet strict timeframes and deadlines.

**Knowledge, Skills and Abilities:**

- Knowledge of relevant statutes and regulations.
- Knowledge of agency Docket policies and procedures.
- Knowledge of engineering, accounting, economic, legal and financial terminology and issues related to public utility regulations.
- Strong oral and written communication skills.
- Considerable interpersonal skills.
- Strong organizational and case management skills.
- Ability to utilize a variety of computer software.

**General Experience:**

- Six (6) years of experience involving the application or administration of statutes or regulations dealing with a regulatory agency or regulated business.

**Substitution Allowed:**

1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.
2. A law degree from an accredited school of law may be substituted for one (1) additional year of the General Experience.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, a application for employment (CT-HR-12 form at [http://das.ct.gov/HR/Forms/CT-HR-12\\_Application.pdf](http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf)) and current state employees must provide a copy of his/her last two performance appraisals to: **(Incomplete packages will not be considered)**

**Department of Energy and Environmental Protection**  
**Human Resources Division**  
**79 Elm Street**  
**Hartford, CT 06106-5127**  
**Attn: Anne Dana**  
**Telephone: (860) 424-3006**  
**Fax: (860) 424-3896**

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The Connecticut Department of Energy and Environmental Protection is an Affirmative Action and Equal Opportunity Employer that is committed to complying with the Americans with Disabilities Act. To request an accommodation contact us at (860) 418-5910 or [deep.accommodations@ct.gov](mailto:deep.accommodations@ct.gov)