



EXAMINATION OPEN TO THE PUBLIC

RATE SPECIALIST

ANNUAL \$60,593  
SALARY: \$78,332

SALARY  
GROUP: AR 23

APPLICATION CLOSING  
DATE: MARCH 21, 2012

EXAM  
NO: 11180OCDJ

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW  
REANNOUNCED WITH EXTENDED CLOSING DATE AND EVALUATION DATE

**PURPOSE OF CLASS:** In the Department of Energy and Environmental Protection and the Office of the Consumer Counsel this class is accountable for independently performing a full range of tasks in conducting studies, analysis and research on the activities of electric, gas, water, telecommunications and cable television companies for the purpose of verifying rate structures in accordance with revenue allowed and improving rate design and investigation and mediation of disputes between claimants, consumers and/or public utility companies.

MINIMUM QUALIFICATIONS REQUIRED

IN ORDER TO BE CONSIDERED FOR ADMITTANCE INTO THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY MARCH 21, 2012:

**GENERAL EXPERIENCE:** Six years of professional experience in electric, gas, water, telecommunications or cable television regulatory matters.

**SUBSTITUTIONS ALLOWED:** (1) College training may be substituted for the General Experience on the basis of fifteen semester hours equaling one-half year of experience to a maximum of four years for a Bachelor's degree. (2) A Master's degree in a closely related field may be substituted for one additional year of the General Experience.

**SPECIAL REQUIREMENT:** Incumbents in this class may be required to travel.

**KNOWLEDGE, SKILLS AND ABILITIES:** Knowledge of and ability to interpret public utility regulations and guidelines; knowledge of principles and practices of rate structure design; knowledge of economic, financial and statistical methodologies used in analyzing rate structure; knowledge of business practices and operational procedures of public utility companies; knowledge of methods and procedures for conducting investigations and examinations; some knowledge of computer and statistical analytical packages; oral and written communication skills; interpersonal ability.

THE EXAMINATION WILL BE COMPOSED OF:

| <u>PART</u>             | <u>WEIGHT</u> |
|-------------------------|---------------|
| EXPERIENCE AND TRAINING | 100%          |

APPLICATION/EXAMINATION PROCEDURE

APPLICANTS MUST SUBMIT: (1) Completed Application Form (CT-HR-12)  
(2) Examination Materials (see instructions below)

In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above AND complete the required examination materials as detailed below. Applicants who do not submit the required application and supplemental examination materials by the closing date will not be admitted into the examination and will not have the right to appeal this decision. Resumes and/or vitas will not substitute for the required application form or for the required examination materials.

**EXAMINATION INSTRUCTIONS: Section 1.** For each job (maximum of three) which you feel has best prepared you for the job of Rate Specialist, include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of Rate Specialist cannot include this as one of the three jobs.) Each job description should begin on a separate page and begin with your job title, company name and location, dates of employment, and number of hours worked per week. This should be followed by a description of your duties and responsibilities organized and formatted around the numbered items that follow. (1) Experience in rate design. Include any experience performing studies and analyses of utility companies. Be specific in describing any experience you have studying and recommending methods of providing services associated with value of service and/or cost based rates. (2) Experience with the economic, financial and statistical methodologies used in analyzing sales forecasts, revenue allocations, and rate structures. Include any experience performing economic analysis in these areas and their impact on consumers. Indicate your experience reviewing, analyzing and evaluating individual customer billing, ensuring that the utility bills consumers are receiving and the rates those customers are being charged by their utility companies are being applied and calculated correctly. Also indicate your experience in calculating the various charges that appear on customer bills. Be specific in describing what you actually did and your level of responsibility in this area. (3) Experience with computer and statistical analytical packages. Include any experience establishing and maintaining a database on cost, demand characteristics and rates of companies for trend analysis, econometric analysis and special studies. Detail your experience providing specifications for computer models for use in econometric analysis and studies associated with rate structure and allocated cost of service. (4) Experience communicating verbally and in writing. Describe the types, content, format and/or make up of the records, summaries, correspondence and/or reports you have written concerning rate studies. Detail your experience with others which you feel demonstrate your interpersonal and oral communication skills. Also detail any experience you have had interviewing and/or cross examining witnesses at formal and informal hearings, or other forums, the nature of these hearings or forums and the outcome. Describe your experience providing customer service regarding public utilities issues. Also describe your experience providing technical assistance to others and the nature and purpose of this assistance. **Section 2.** On a separate page, include a list of degrees, certifications, licenses and courses that you have completed which have prepared you for the job. **Important Notes:** (1) Make certain both your application form and your examination materials are complete and separate documents not referencing the other, as your application form and supplemental examination materials may be separated during the scoring process. (2) Examination materials should be clearly marked as such and each page should contain the examination title, exam number and your social security number (do not include your name). (3) Do not include materials other than those requested above. (4) **Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your CT-HR-12 and supplemental examination materials are date stamped by DAS/Human Resources or postmarked by March 21, 2012.** (5) Mail applications/examination materials to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 (Secure Fax #860-622-2875). If faxing materials make certain that your application form is complete and transmitted correctly and without error. Keep a copy of your completed application/examination package and the fax transmittal receipt for your records. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted. (6) Due to the large number of applications received, we cannot confirm receipt of applications. (7) **Examination scores will be mailed by April 24, 2012.** (8) A separate application/examination package must be submitted for each exam you are applying for.

**NOTE:** If you applied for examination 11180OCDJ and submitted all required application materials, you do not need to reapply

**FORMS:** Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>) and at the Offices of the Connecticut State Job Centers.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities