



## Regulatory & Support Analyst

The Vermont Public Power Supply Authority, located in Waterbury Center, Vermont is seeking a Regulatory and Support Analyst to join our team. This position is responsible for performing analytical work primarily relating to rate, cost-of-service and regulatory activities, financial planning, Integrated Resource Planning and project management.

### Essential functions include but are not limited to:

- Identify, analyze, and track emerging regulatory issues.
- Monitor issues pertaining to rates, regulatory compliance planning.
- Gather information and perform analyses to meet complex regulatory reporting requirements.
- Assist with development of legislative and regulatory compliance reports.

**Duties require:** a combination of knowledge and experience related to regulatory proceedings and compliance procedures. Prefer a Bachelor's degree in a business related field with 2+ years of experience in energy, utilities or related field. 2+ years of paralegal or compliance function experience desired. VPPSA is building a team of professionals who are passionate about helping Vermont towns meet their energy needs. If you are a team player and enjoy a fast-paced collaborative environment we want to hear from you.

### Please send resume and salary requirements to:

Vermont Public Power Supply Authority, PO Box 126, Waterbury Ctr., Vermont 05677 Attn: Amy Parah, or email to: [aparah@vppsa.com](mailto:aparah@vppsa.com) with the subject: Regulatory and Support Analyst.

Position open until filled. See the full job description at [vppsa.com](http://vppsa.com).



# Vermont Public Power Supply Authority

Community is at the *Heart* of VPPSA

## JOB DESCRIPTION

<b>Position Title:</b>	Regulatory and Support Analyst	<b>Department:</b>	Planning and Support Services
<b>Reports To:</b>	Manager of Planning and Support Services	<b>Date:</b>	July 1, 2024

### GENERAL SUMMARY

Under direction of the Manager of Planning & Support Services, with guidance from the Senior Regulatory & Support Analyst, the Regulatory and Support Analyst is responsible for providing support to internal management and member utilities by performing analytical work primarily relating to rate, cost-of-service and regulatory activities, financial planning, Integrated Resource Planning, and project management.

### ESSENTIAL JOB FUNCTIONS

- Prepares and files documents with respect to cost-of-service studies, cost allocation studies, rate designs, and cost unbundling studies.
- Assists with the development of integrated resource plans and components thereof.
- Assists with preparation of short and long-term revenue requirement forecasts.
- Estimates future costs for member utilities and prepares supporting documentation required by regulatory agencies.
- Identifies, tracks and analyzes emerging regulatory, technical and support related issues.
- Coordinates with member systems, Authority staff and others as necessary to gather information and perform analyses needed to meet complex, recurring State and Federal regulatory reporting requirements.
- Develops and implements templates/models to support special studies.
- Attends regulatory hearings, workshops and other meetings, and monitors issues pertaining to rates, regulatory compliance and planning.
- Creates content, case studies, white papers, and presentations.



# Vermont Public Power Supply Authority

*Community is at the **Heart** of VPPSA*

## **JOB DESCRIPTION**

- Assists with development of legislative and regulatory compliance reports, including supporting reporting requirements associated with the Authority's status as a Market Participant in ISO-NE.
- Coordinates filings as necessary with outside counsel at the state, regional, and federal level.
- Provides programmatic support of energy services programs including efficiency programs, pilots, and other projects associated with Vermont's Renewable Energy Standard compliance.
- Responsible for reporting requirements associated with energy services programs including efficiency programs, pilots, and other projects associated with Vermont's Renewable Energy Standard compliance.
- Performs special projects as required.

### **KNOWLEDGE, SKILLS, & ABILITIES**

Position requires knowledge and experience related to regulatory proceedings and compliance procedures, equivalent to a bachelor's degree, preferably as it relates to fully regulated electric utilities.

### **Preferred Experience**

- Bachelor's degree in business related field strongly preferred
- 2+ years of experience in energy, utilities, or related field
- 2+ years of paralegal experience or experience in a legal and/or compliance function.

### **General Skills**

- Ability to recognize areas of strategic concern and to develop relevant recommendations.
- Ability to communicate effectively both verbally and in writing.
- Ability to prioritize and coordinate multiple tasks, ability to be flexible, uninhibited by new challenges, and ability to meet deadlines.
- Ability to work independently, handle multiple tasks, and meet project deadlines under competing time demands and sometimes significant time pressures



# Vermont Public Power Supply Authority

Community is at the *Heart* of VPPSA

## JOB DESCRIPTION

- Willingness to work with a variety of individuals on projects.
- Ability to form strong coalitions both internally and externally to advance the Authority's positions.
- Ability to recognize organizational priorities and work cooperatively and diplomatically to support their accomplishment.
- Exceptional attention to detail.
- Strong project management, time management, and organizational skills.
- Strong analytical and problem-solving skills.
- Proficient in use of Microsoft Office for application and presentations

### **SUPERVISORY RESPONSIBILITY**

None.

### **WORKING CONDITIONS/PHYSICAL DEMANDS**

Normal office environment, not subject to extremes in temperature, noise, odors, etc.

Regularly uses computer keyboards requiring eye-hand coordination and finger dexterity.

More than half of time spent in normal office setting.

Occasionally requires travel to other communities.

### **POSITION CLASSIFICATION**

This position is classified as a **Non-Exempt** position.