



CONSUMER COMPLAINT AREA SUPERVISOR

CHARACTERISTICS OF WORK:

This is highly responsible administrative and technical work assisting in directing and coordinating a program of public utility consumer protection. An employee in this class is responsible for planning, directing, and supervising an investigative program to ensure compliance with State and Federal laws, rules, and regulations concerning licensure, permit, registration, or other regulatory functions; performing security checks; and directing and coordinating all activities associated with review for applications, administration of examinations, endorsements, reinstatements, and verifications for the above. Incumbents in this classification are responsible for coordinating office activities; directing programs for examination and licensure or permit, programs of investigation, detection, and prevention of law violations; maintaining liaison with other regulatory and enforcement officers and agencies of other states; reviewing and investigating reports and recommending changes in policies and procedures. Responsibility includes acting on behalf of public utility consumers in formal and informal utility consumer complaint cases and in matters pertaining to filings for tariff revisions by regulated utilities. Work is performed with wide latitude for independent judgment, subject only to administrative direction by the Commission. Work is evaluated on the basis of results accomplished in terms of the satisfactory solutions of consumers' complaints against regulated public utilities in compliance with the established rules and regulations of the Public Service Commission and the attitude of the public toward the Commission.

MINIMUM QUALIFICATIONS:

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Education:

Bachelor's Degree from an accredited four-year college or university in Personnel Management, Accounting, Business Administration, Public Administration, or a field related to the scientific or technological functions of the employing agency;

AND

Experience:

Five (5) years of experience related to the described duties, two (2) of which must have included line or project supervision.

OR

Education:

Graduation from a standard four-year high school or equivalent (GED);

AND

Experience:

Nine (9) years of experience related to the described duties, two (2) of which must have included line or project supervision.

Substitution Statement:

Related education and related experience may be substituted on an equal basis.

PHYSICAL REQUIREMENTS:

These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

Light Work: May frequently walk or stand and/or frequently exert force equivalent to lifting up to approximately 10 pounds and/or occasionally exert force equivalent to lifting up to approximately 20 pounds.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Midrange: Clarity of vision at distances of more than 20 inches and less than 20 feet.

Far Acuity: Clarity of vision at 20 feet or more.

Depth Perception: Three-dimensional vision. Ability to judge distances and spatial relationships so as to see objects where and as they actually are.

Ability to adjust focus: Ability to adjust the eye to bring an object into sharp focus.

Speaking/Hearing: Possesses the ability to give and receive information through speaking and listening skills.

Motor Coordination: While performing the duties of this job, the incumbent is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The incumbent is frequently required to stand; and walk. The incumbent is occasionally required to climb or balance; and stoop, kneel, crouch, or bend.

COMPETENCIES:

The following competencies describe the knowledge, skills, abilities, and attributes that lead to a successful employee in this position. An applicant will be expected to exhibit these competencies or the ability to reach competency achievement within a specified time. These competencies are linked to the essential functions of the job. Employees in this position may be evaluated on these competencies as part of the performance appraisal system. Example behaviors are listed below each competency and are used for illustrative purposes only. Specific behaviors may be identified and included later by the hiring agency. It is understood that some of these behaviors might not be acquired until a reasonable time after hire. Failure of an employee to successfully

demonstrate some or all of these competencies, as deemed important by his or her reporting official, may result in the employee being placed on a performance improvement plan. If after a reasonable period of time, usually three (3) months, the employee fails to demonstrate successful performance, the employee may be terminated. These competencies include, but are not limited to, the following:

PUBLIC SECTOR COMPETENCIES:

Integrity and Honesty: Demonstrates a sense of responsibility and commitment to the public trust through statements and actions.

Models and demonstrates high standards of integrity, trust, openness, and respect for others. Demonstrates integrity by honoring commitments and promises. Demonstrates integrity by maintaining necessary confidentiality.

Work Ethic: Is productive, diligent, conscientious, timely, and loyal.

Conscientiously abides by the rules, regulations, and procedures governing work.

Service Orientation: Demonstrates a commitment to quality public service through statements and actions.

Seeks to understand and meets and/or exceeds the needs and expectations of customers. Treats customers with respect, responding to requests in a professional manner, even in difficult circumstances. Provides accurate and timely service. Develops positive relationships with customers.

Accountability: Accepts responsibility for actions and results.

Is productive and carries fair share of the workload. Focuses on quality and expends the necessary time and effort to achieve goals. Demonstrates loyalty to the job and the agency and is a good steward of state assets. Steadfastly persists in overcoming obstacles and pushes self for results. Maintains necessary attention to detail to achieve high-level performance. Deals effectively with pressure and recovers quickly from setbacks. Takes ownership of tasks, performance standards, and mistakes. Has knowledge of how to perform one's job. Knows the organization's mission and functions and how it fits into state government.

Self Management Skills: Effectively manages emotions and impulses and maintains a positive attitude.

Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works effectively and cooperatively with others to achieve goals. Treats all people with respect, courtesy, and consideration. Communicates effectively. Remains open to new ideas and approaches. Avoids conflicts of interest. Promotes cooperation and teamwork.

Interpersonal Skills: Shows understanding, courtesy, tact, empathy, and concern to develop and maintain relationships.

Demonstrates cross cultural sensitivity and understanding. Identifies and seeks to solve problems and prevent or resolve conflict situations. Encourages others through positive reinforcement.

Communication Skills: Receives, attends to, interprets, and responds to verbal messages and expresses information to individuals or groups effectively.

Receives other cues such as body language in ways that are appropriate to listeners and situations. Takes into account the audience and nature of the information; listens to others, attends to nonverbal cues, and responds appropriately. May make oral presentations. Communicates ideas, suggestions, and concerns, as well as outcomes and progress throughout the process of an activity. Provides thorough and accurate information.

Self-Development: Adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles.

Seeks efficient learning techniques to acquire and apply new knowledge and skills; uses training, feedback, or other opportunities for self-learning and development. Develops and enhances skills to adapt to changing organizational needs. Remains open to change and new information and ideas.

TECHNICAL COMPETENCIES:

Customer Service: Works with customers/consumers to assess their needs, provide information or assistance, resolve their problems, or satisfy their expectations.

Ensures adequate and reliable service to consumers; ensures that complaints by consumers are investigated and resolved when possible. Reviews and analyzes the validity of complaints brought against regulated public utilities by consumers.

Conflict Management: Manages and resolves conflicts, grievances, or disagreements in a constructive manner to minimize negative impact.

Negotiates settlement of complaint between company representative and consumers. Acts on behalf of public utility consumers in formal and informal utility consumer complaint cases. Investigates, analyzes, and resolves incidents related to non-compliance with Mississippi state licensing, permits, and registrations. Helps enforcement officers in solving controversial professional matters resulting from investigations.

Information Management: Identifies a need for and knows where or how to gather information.

Reviews the applications and findings of staff to determine whether applicants meet requirements of the law or regulation. Interviews necessary individuals to obtain facts and information. Reviews and investigates reports.

Public Relations: Maintains effective and beneficial communications between the agency and its publics.

Maintains liaison with other regulatory and enforcement officers and agencies of other states. Establishes and maintains contact with consumers of utility services, consumer groups, regulatory agencies, and civic bodies. Makes oral and written reports containing research findings and recommendations.

Program Administration: Administers, directs, and reviews program processes and issues relative to program compliance.

Directs and coordinates a program of public utility consumer protection. Plans, directs, and supervises an investigative program to ensure compliance. Formulates plans, policies, and procedures for carrying out specific administrative programs and investigations.

MANAGEMENT COMPETENCIES:

Emotional Maturity: Conducts oneself in a professional, consistent manner when representing the organization.

Has the ability to work through adversity and hold self and others accountable for work actions.

Macro Oriented: Exercises good judgment; makes sound, well-informed decisions.

Understands and appropriately applies procedures, requirements, and regulations related to specialized areas of expertise.

Working Through Others: Supports, motivates, and is an advocate for staff.

Reinforces and rewards team efforts and positive behaviors. Is fair, yet firm with others. Monitors workloads and provides feedback.

Results Oriented: Plans effectively to achieve or exceed goals; sets and meets deadlines.

ESSENTIAL FUNCTIONS:

Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:

1. Coordinates and supervises office activities and staff.
2. Ensures that complaints by consumers of regulated utilities are investigated and resolved when possible.
3. Establishes and maintains liaisons on behalf of the consumers of utility services.
4. Drafts and interprets rules, regulations, policies, and procedures of the Mississippi Public Service Commission.

EXAMPLES OF WORK:

Examples of work performed in this classification include, but are not limited to, the following:

Plans, coordinates, and directs an investigative and monitoring program to ensure compliance with State and Federal laws within the agency's authority.

Reviews applications and findings of staff to determine whether applicants meet requirements of the law or the regulation.

Helps enforcement officers in solving controversial professional matters resulting from investigations.

Consults with public and private agencies in regard to available and proposed utility services.

Builds and maintains personal contacts.

Processes documents, notifications, and various summaries and reports.

Maintains master files and case files.

Studies monitoring and investigative reports and makes recommendations to administrative superior.

Reviews the results of interviews.

Supervises the assembling of presentation materials.

Establishes and maintains liaison with management of regulated public utilities on behalf of consumers of utility services.

Appears as an expert witness on behalf of consumers of regulated utility services in formal proceedings before the Public Service Commission.

Meets with consumers of utility services, consumer groups, regulatory agencies, civic bodies, management and others in the processing of formal and informal utility consumer complaints relating to costs and services.

Formulates plans, policies, and procedures for carrying out specific administrative programs and investigations; determines proper methods of operations.

Participates in, directs, or advises others in proceedings regarding the reasonableness of rules and regulations of regulated utility companies and established rules and regulations of the Public Service Commission.

Performs related or similar duties as required or assigned.

INTERVIEW REQUIREMENTS:

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.