

**New York State Department of Civil Service**  
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

**Occ. Code 2802100**

<b>Commission Operations Analyst 1 (Public Service), Grade 18</b>	<b>2802100</b>
<b>Commission Operations Analyst 2 (Public Service), Grade 23</b>	<b>2802200</b>
<b>Commission Operations Analyst 3 (Public Service), Grade 27</b>	<b>2802300</b>

Brief Description of Class Series

Positions in this series support the State Public Service Commission by managing and coordinating the work, including planning, organizing, and structuring the sections to ensure performance of necessary tasks and functions in a manner that serves the needs of the Secretary, Commission, Department staff, and the public.

These positions are classified only at the Department of Public Service.

Distinguishing Characteristics

*Commission Operations Analyst 1 (Public Service)*: full performance level; analyzes items related to Commission sessions and may supervise support staff.

*Commission Operations Analyst 2 (Public Service)*: first supervisory level; deals with necessary information regarding the analysis of complex items related to Commission sessions, and supervises Commission Operations Analyst 1 (Public Service), Grade 18.

*Commission Operations Analyst 3 (Public Service)*: second supervisory level; manages all aspects of the Central Operations Unit of the Secretary's Office; and supervises Commission Operations Analyst 2 (Public Service), Grade 23, and Commission Operations Analyst 1 (Public Service), Grade 18.

Commission Operations Analyst 1-3 (Public Service) are in the non-competitive jurisdictional class.

Related Classes

Commission Operations Analysts (Civil Service) analyze jurisdictional classification requests, process transactions requiring approval, and maintain records

and organize appeals from State agencies and individuals affected by Civil Service determinations.

### Illustrative Tasks

#### *Commission Operations Analyst 1 (Public Service)*

Identifies internal and external scheduling conflicts to develop recommendations to the Secretary for the annual schedule of Commission sessions.

Reviews proposed agenda items and advises staff on areas that do not comply with current standards.

Prepares summary of consent items report by reviewing each session item on the consent agenda and ensuring the information is accurate.

Develops, analyzes, and evaluates plans to improve information systems and work methods and procedures.

Prepares materials related to the State Administrative Procedure Act (SAPA) and session protocols.

Prepares and updates information for placement on the Department's Intranet and Internet websites regarding policy/procedure changes in Central Operations/Files, including the writing of procedures and the development of new or revised forms.

Identifies internal controls, providing solutions and making recommendations for minimizing risk.

#### *Commission Operations Analyst 2 (Public Service)*

Directs the writing of Commission session procedures, SAPA internal protocols for the Department's intranet, as well as the development of related new or revised forms.

Oversees the monthly generation of case data specific reports to alert Department offices charged with compliance with Commission orders.

Updates, maintains, and files, with the Department of State, a list of Guidance Documents for publication in the New York State Register.

Oversees drafting of preliminary calendar for the Secretary to share with Chair and Commissioners.

Coordinates with the offices on the timely and complete submission of session items and presentations.

Prioritizes the issuance of Commission orders based on an analysis of the Ordering Clauses in each order and the priorities of the Secretary, Public Affairs Officer, General Counsel, the industry economic development and financing actions, and utility tariff deadlines.

Develops protocols in conjunction with the Department's Record Access Officer regarding the treatment of confidential information and records, including the safeguarding of critical infrastructure.

### *Commission Operations Analyst 3 (Public Service)*

Manages all aspects of the Central Operations Unit of the Secretary's Office.

Participates in the planning, direction, and management of all Commission related activities, including but not limited to, scheduling of Commission sessions, reviewing and editing proposed agenda items, and training of Commission and Department staff.

Acts as a liaison between the Secretary to the Commission, Department staff, and Office of Information Technology Services staff in regard to analyzing, synthesizing, and evaluating specific plans to improve information systems, work methods, and procedures.

Records all Commission related documents according to SAPA requirements and develops new or revised SAPA forms for the Department's use.

Coordinates the review of items placed before the Public Service Commission.

Analyzes all Commission session items submitted for distribution, providing technical guidance and direction to Department staff on the proper and acceptable formats for Commission orders.

Posts the final report to the public website after the Commission session.

### Minimum Qualifications

#### *Commission Operations Analyst 1 (Public Service)*

Non-competitive: Six years of experience\* providing professional administrative and staff support to executives, program managers and staff, boards, or commissions by researching and/or processing public service orders, notices, rulings, tariff filings, and formal and informal petitions for an organization or program.

*Commission Operations Analyst 2 (Public Service)*

Non-competitive: Seven years of experience\* providing professional administrative, and staff support to executives, program managers and staff, boards, or commissions by researching and/or processing public service orders, notices, rulings, tariff filings, and formal and informal petitions for an organization or program.

*Commission Operations Analyst 3 (Public Service)*

Non-competitive: Nine years of experience\* providing professional administrative, and staff support to executives, program managers and staff, boards, or commissions by researching and/or processing public service orders, notices, rulings, tariff filings, and formal and informal petitions for an organization or program. At least two of the years must have been at a supervisory level.

\*An associate's degree may substitute for two years of non-supervisory experience; a bachelor's degree may substitute for four years of non-supervisory experience; a master's degree may substitute for one additional year of non-supervisory experience; a J.D. may substitute for two additional years of non-supervisory experience; a PhD may substitute for three additional years of non-supervisory experience.

**Note:** Classification Standards illustrate the nature, extent, and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all the work that might be appropriately performed by a class. The minimum qualifications above are those required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum requirements for appointment or examination.

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