

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

Classification Standard

Occ. Code 2320900

Chief Utility Gas and Water Programs, M-5

Brief Description of Class

Chiefs Utility Gas & Water Programs manage large sections within the Office of Electric, Gas, and Water (OEGW) that have responsibility for the regulation of gas and/or water utilities in New York State. These positions are classified at the Department of Public Service.

Distinguishing Characteristics

Chief Utility Gas & Water Programs: managerial level; under the general direction of a Deputy Director or Director, directs and manages a large OEGW section, and supervises multiple Utility Supervisors or equivalent staff.

Illustrative Tasks

Develops and implements section goals and objectives.

Assigns work according to the capabilities and availability of subordinate personnel; supervises the activities of subordinate personnel to ensure that activities are performed thoroughly, accurately, and efficiently; and ensures reports are submitted on the progress of the assigned work and that schedules are met.

Reviews and helps formulate training programs for all section staff at all levels.

Ensures the Director and Deputy Director are kept informed on important and timely issues dealing with the section's work.

Coordinates activities with Directors, Deputy Directors, and Chiefs of other offices involved in related activities.

Interacts with other section leaders in the Office and Department to ensure complete understanding of responsibilities, to avoid duplications of effort, and to optimize staff effectiveness.

Advises Directors, Deputy Directors, the Chair of the Department of Public Service, and Commissioners of the Public Service Commission on technical matters regarding the section.

Implements Commission orders and State policy through discussions and meetings with utility personnel.

Serves as the representative of the Commission on technical boards, committees, and other commissions.

Prepares and oversees the preparation of testimony at hearings before the Commission, other agencies, the Legislature, and Federal agencies.

Performs the full range of administrative supervisory duties such as evaluating staff performance, and staff training and development.

Minimum Qualifications

Chief Utility Gas and Water Programs

Promotion: one year of permanent service as a Chief of Gas and Petroleum Safety, Chief Utility Programs, Power Systems Operations Specialist 5, Supervisor Regulatory Economics, Supervisor Utility Accounting and Finance, Utility Consumer Program Specialist 5, Utility Consumer Assistance Specialist 5, or Utility Supervisor (including parenthetics).

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 of the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

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