

I. DESCRIPTION OF WORK

Positions in this banded class review, evaluate, regulate, and audits for compliance, integrity, credibility, accuracy, and accountability of financial programs and business operations in North Carolina. Positions provide expert and/or technical counsel to staff, management, local, regional, state, and federal representatives, consultants, regulated utilities and businesses as needed regarding procedures and statutory requirements. Duties may include preparing technical/financial reports, monitoring fiscal actions, conducting liability assessments, maintaining records, analyzing data and/or drafting/preparing legal documents. Positions propose, review, recommend and/or approve rules, policies, programs, statistics, contracts, invoices, plans, reports, and/or bids to ensure they are in compliance with applicable state and federal statutes, sound regulatory practices and procedures, generally accepted accounting principles, and other such rules and regulations.

II. ROLE DESCRIPTIONS BY COMPETENCY LEVEL

Contributing	Journey	Advanced
<p>Positions at this level require basic general knowledge of applicable statutes, regulations, entity/company practices and concepts. Positions at this level interpret and apply laws and regulations and analyze information, and evaluate the impact of policies/procedures and practices. Work includes accumulating data; summarizing information into pertinent, understandable, and presentable form; discerning valid from invalid comparisons of data; and seeking explanation for variations in the data. Positions at this level are required to communicate clearly in both oral and written form. Positions initiate and maintain working relationships with government and industry officials, administrators, and civic leaders.</p>	<p>Positions at this level interpret, analyze and/or evaluate compliance with applicable state and federal statutes, sound regulatory practices and procedures, generally accepted accounting principles, and other such rules and regulations. Positions analyze or interpret financial records and develop program procedures, financial models and databases. Positions at this level have thorough knowledge and understanding of applicable statutes, regulations, rules, entity/company practices, concepts, and industry issues. They have thorough knowledge or experience working with legal and regulatory issues in their subject area. Positions are required to develop and maintain effective working relationships with regulated industries, government officials, administrators, and civic leaders.</p>	<p>Positions at this level serve as subject matter experts and lead work teams for more complex issues. Positions may supervise others. Positions at this level evaluate and determine fiscal, operational, and service impacts; analyze and evaluate legislation; and implement and evaluate statistical models in their subject areas. Positions at this level are required to demonstrate in-depth technical and administrative knowledge of the rules and regulations in the subject area and to defend analyses, testimony, and recommendations relating to a variety of issues before management and commissions.</p>

III. COMPETENCIES

Competency	Definition
Knowledge – Professional	Possession of professional skill and knowledge in designated areas, including laws, regulations, practices and concepts of applicable financial business and/or program area; federal, state, and local government programs; financial management; investment capital; risk analysis; debt management and investment analysis; and regulations relating to investor-owned public and/or private entities. Ability to keep current with developments and trends in areas of expertise and regulated industries.
Communication	Ability to communicate information to general public, media, management, businesses, firms and their management, legal and financial consultants, and/or local and state officials, to educate relevant parties regarding utility regulation, programs, procedures and/or eligibility criteria. Ability to participate in development programs, civic meetings, conferences, functions, industry trade associations, and other community based programs. Ability to deliver presentations suited to the characteristics and needs of the audience. Ability to develop and maintain professional working relationships.
Information Analysis and Decision Making	Ability to gather, organize, summarize and analyze data within prescribed timeframes. Ability to analyze business operations, regulatory filings and/or financial statements. Ability to determine and ensure compliance with laws and regulations. Ability to draw conclusions. Ability to review, examine and prepare documents and projections. Ability to make recommendations for approval. Ability to present findings, prepare and analyze written reports. and recognize and respond to unusual activity for further investigation. Ability to recommend corrective action when necessary based on acquired knowledge and observation of best practices in the industry while maintaining confidentiality.

Note: Not all competencies apply to every position/employee; evaluate only those that apply. Competency statements are progressive.

IV. COMPETENCY STATEMENTS BY LEVEL

Knowledge – Professional

Possession of professional skill and knowledge in designated areas, including laws, regulations, practices and concepts of applicable financial business and/or program area; federal, state, and local government programs; financial management; investment capital; risk analysis; debt management and investment analysis; and regulations relating to investor-owned public and/or private entities. Ability to keep current with developments and trends in areas of expertise and regulated industries.

Contributing	Journey	Advanced
<p>General knowledge of applicable statutes, regulations, entity/company practices and concepts.</p> <p>Knowledge of general principles of financial management, investment capital, risk analysis, debt management, generally accepted accounting principles and/or investment analysis.</p> <p>Knowledge of general information technologies sufficient to meet work needs.</p>	<p>Knowledge sufficient to analyze and forecast regulatory filings and to compile moderately complex data.</p> <p>Thorough knowledge of financial management, investment capital, risk analysis, debt management, investment analysis, and legal and regulatory compliance pertaining to the respective industry.</p> <p>Knowledge of updated information technology and ability to use technology to facilitate program goals and program procedures.</p>	<p>Knowledge to analyze complex business and/or program issues and consult with management or business entities as needed. Knowledge to work independently and to actively participate in meeting organizational goals.</p> <p>Expert knowledge of current federal, state and local government programs. Expert level technical and administrative knowledge of the rules and regulations in the subject area and to ability to defend analyses and recommendations relating to a variety of issues.</p> <p>Knowledge to research and recommend changes to software, as required.</p>

Communication

Ability to communicate information to general public, media, management, businesses, firms and their management, legal and financial consultants, and/or local and state officials, to educate relevant parties regarding utility regulation, programs, procedures and/or eligibility criteria. Ability to participate in development programs, civic meetings, conferences, functions, industry trade associations, and other community based programs. Ability to deliver presentations suited to the characteristics and needs of the audience. Ability to develop and maintain professional working relationships.

Contributing	Journey	Advanced
<p>Ability to provide basic or general oral and written information.</p> <p>Ability to initiate and maintain relationships with industry representatives, co-workers and others.</p> <p>Ability to interact with internal and external clients/customers using both oral and written communication skills to discuss financial processes or issues.</p> <p>Ability to organize and format reports to comply with applicable guidelines. Ability to provide appropriate documentation to support conclusions.</p> <p>Ability to present oral and written testimony on basic issues.</p>	<p>Ability to deliver formal presentations suited to the characteristics and needs of the audience. Ability to educate relevant parties regarding programs, procedures and/or eligibility criteria.</p> <p>Ability to interact with industry representatives, co-workers and officials to analyze or resolve issues. Ability to maintain a variety of professional working relationships.</p> <p>Ability to document complex issues and effectively articulate written conclusions. Ability to interact with officials and executives.</p> <p>Ability to review and edit work of others.</p> <p>Ability to present oral and written testimony on moderately complex issues.</p>	<p>Ability to communicate industry information regarding more complex or unique issues. Ability to present specific findings in such situations.</p> <p>Ability to interpret compliance and make recommendations to top management.</p> <p>Ability to document more complex or unique issues and effectively articulate written conclusions. Ability to interact with officials and executives to plan, negotiate and coordinate complex written findings.</p> <p>Ability to approve final versions of more sensitive documents.</p> <p>Ability to present oral and written testimony on complex issues.</p>

Information Analysis and Decision Making

Ability to gather, organize, summarize and analyze data within prescribed timeframes. Ability to analyze business operations, regulatory filings and/or financial statements. Ability to determine and ensure compliance with laws and regulations. Ability to draw conclusions. Ability to review, examine and prepare documents and projections. Ability to make recommendations for approval. Ability to present findings, prepare and analyze written reports. and recognize and respond to unusual activity for further investigation. Ability to recommend corrective action when necessary based on acquired knowledge and observation of best practices in the industry while maintaining confidentiality.

Contributing	Journey	Advanced
<p>Ability to gather, organize, and analyze financial information and other data. Ability to review and document compliance with laws and regulations. Ability to review, examine, and prepare documents. Ability to research, investigate, and analyze data.</p> <p>Ability to prepare written findings and present recommendations supported by facts.</p> <p>Ability to function within defined guidelines and procedures to resolve routine issues, and to make independent and logical decisions and/or recommendations.</p>	<p>Ability to analyze moderately complex business operations and financial statements. Ability to review and determine compliance with laws and regulations. Ability to draw conclusions. Ability to make recommendations for approval. Ability to research, investigate and analyze data to make recommendations for approval/disapproval.</p> <p>Ability to serve as a resource to others in resolving moderately complex problem. Ability to identify substantive issues that are thoroughly and accurately researched and analyzed.</p> <p>May require the ability to review and approve recommendations.</p>	<p>Ability to prepare and analyze complex technical matters involving existing and emerging issues pertaining to the subject area and ability to make recommendations from the analysis. Ability to serve as subject matter expert in area of practice. Ability to analyze data and formulate projections and plans.</p> <p>Ability to serve as subject matter expert. May require the ability to lead work teams or others in complex or unique subjects. Ability to recommend and develop regulations, policies, and procedures.</p> <p>Ability to recommend and/or take corrective action when necessary based on acquired knowledge and observation of best practices. Ability to develop or adapt new processes and procedures based upon changes in laws and regulations or industry practices.</p>

V. MINIMUM TRAINING & EXPERIENCE

Bachelor’s degree in accounting, banking, finance, business administration, economics, or related discipline; or equivalent combination of training and experience. All degrees must be received from appropriately accredited institutions.

Note: This is a generalized representation of positions in this class and is not intended to identify essential work functions per ADA. Examples of competencies are primarily those of the majority of positions in this class, but may not be applicable to all positions.