

Summary of Duties: Plans, organizes and directs, or assists in directing, the work of employees engaged in the analysis and development of various rate structures for electrical and water services in the Department of Water and Power; applies sound supervisory principles and techniques in building an effective work force; fulfills affirmative action responsibilities; and performs related work.

Distinguishing Features: A Rates Manager directs and participates in the preparation of statistically valid research studies to develop rate making policies, procedures and practices for the Department of Water and Power. An employee of this class is responsible for developing recommendations for rate schedule changes including reasons supporting such changes and the impact on various customer groups. A Rates Manager develops and interprets the application policies and coordinates metering and billing equipment and activities required to implement rate ordinances and collect revenues for an electric and water utility. Incumbents in the class of Rates Manager, as bona fide supervisors, are responsible for the performance of the full range of supervisory activities including: application of discipline, processing and resolution of grievances, evaluation of performance and approval of time off requests. A Rates manager exercises considerable independent judgment. Work of an incumbent is reviewed by management in terms of results obtained.

The class of Rates Manager is distinguished from other classes by its involvement in financial planning, accounting, statistical analysis, and basic computer and engineering applications in developing and implementing rate structures for an electric and water utility.

Examples of Duties: Plans, supervises and directs, or assists in directing, the analysis of the Water and Power systems in order to develop and establish policies, procedures and practices to revise or substantiate electric and water rates and rules and regulations governing electric services; directs the development of economic, statistical and reliable cost-of-service data for use by management, using both marginal and historical accounting costs; evaluates the results of Department rate operation and rate of return trends; directs and participates in the development and analysis of data on customer groups and specific customer loads to determine load patterns; recommends rate schedule change and additions, including reasons supporting such changes and the impact on various customer classes or groups of customers within a class; analyzes proposed legislation and attends hearing affecting electric or water rate structures; supervises the processing of rate requests and other rate making procedures; coordinates purchase of meters and related equipment required for implementing current and anticipated rate designs billing and other related revenue collection issues; provides expert technical testimony on electric and water rates; supervises and assists in the design, development and implementation of computer bases system to forecast revenues, sales and cost of services necessary for setting rates;

Communicates equal employment/affirmative action information to employees; applies job-related criteria in selecting, orienting, assigning, training, counseling, evaluating and disciplining subordinates; assists employees in preparing for promotion as described in the City's Affirmative Action Program; may act in place of the supervisor during the supervisor's absence; may perform various other administrative duties, and may occasionally be assigned other duties for training

purposes or to meet technological changes or emergencies.

Qualifications: A good knowledge of the various rate structures in the Department of Water and Power, a good knowledge of DWP's rules and regulations governing electric and water services; a good knowledge of methods used in customer classification or grouping for rate analysis; a good knowledge of the City Charter and bond covenant provisions for revenue requirements; a good knowledge of supervisory principles and practices including: planning, delegating and controlling the work of subordinates; a good knowledge of techniques of training, instructing and evaluating of subordinate work performance; a good knowledge of the procedures for grievance handling; a good knowledge of supervisory responsibility for EEO/AA as set forth in the City's Affirmative Action Program; a good knowledge of effective safety principles and practices;

A working knowledge of accounting principles and practices and cost accounting methods and procedures as applied to cost of service studies; a working knowledge of memoranda of understanding as they apply to subordinate personnel; a general knowledge of the laws and regulations related to equal employment opportunity and affirmative action; a general knowledge of statistical trend analysis and sample selection; a general knowledge of basic computer concepts and computer capability; a general knowledge of classes of plants and categories of expenses in accordance with the Federal Energy Regulatory Commission and the Public Utility Commission; a general knowledge of City personnel rules, policies and procedures;

The ability to deal tactfully and effectively with the public; the ability to make presentations before regulatory agencies and the public; the ability to write concise and accurate reports; the ability to establish and maintain a work environment that enhances both employee morale and productivity; the ability to apply supervisory principles and techniques; and, the ability to fulfill supervisory affirmative action responsibilities as indicated in the City's Affirmative Action Program.

Two years of experiences in a class at least at the level of Senior utility Accountant which provides experience in the analysis and development of electric or water rates, or the analysis of revenue requirements for the establishment of rate structures is required for Rates Manager.

Appointment to this class is subject to a one-year probationary period under provisions of Section 109 of the Los Angeles City Charter.

License: A valid California driver's license and a good driving record may be required.

Physical Requirements: Strength to perform average lifting of less than 5 pounds and occasionally over 15 pounds; good speaking and hearing ability; and good eyesight.

Persons with medical limitations may, with reasonable accommodations, be capable of performing the duties of some of the positions in this class. Such determination must be made on an individual basis in light of the person's limitations, the requirements of the positions, and the appointing authority's ability to effect reasonable accommodations to the limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what the duties and responsibilities of any position shall be.