

Regulating Ontario's electricity and natural gas sectors

The **Applications Division** is responsible for managing and processing all proceedings relating to rates, facilities, conservation and the Regulated Price Plan (RPP), as well as management of operational policies in support of natural gas and electricity applications.

Within the **Rates department**, the **Incentive Rate Setting & Accounting** department is responsible for assessing and coordinating the analysis of applications relevant to **rate-regulated electricity and natural gas** businesses in Ontario. They manage rate and other applications from utilities, resolving issues, providing professional support on a wide variety of technical issues and subjects, and assisting the Ontario Energy Board (OEB) in its processes and ensuring completion of the official record. In addition, the Accounting function provides professional accounting, financial and technical expertise and advice to the Ontario Energy Board.

We are currently seeking energetic individuals to join our team and assist the OEB in achieving its vision of protecting the long term integrity of the province's energy system so that Ontarians today and tomorrow have access to reliable energy at a reasonable cost.

Title	Analyst
Job Code	Analyst II (AN0002)
Job ID	# 590
Position	1 Permanent, Full time Position

POSITION OVERVIEW:

Under the direction of the Manager, the Analyst is responsible for reviewing, analyzing and processing incentive rate-setting mechanism rate applications filed with the OEB to ensure adherence and consistency with OEB policy. This role is accountable for providing in-depth analysis of information and provides advice on application issues with the assistance of subject matter experts relating to finance, regulatory policy, economics, system planning, and engineering to identify relevant issues associated with assigned applications. The position is responsible for developing interrogatories, preparing support materials and case summaries to delegated authority decision makers, or briefing notes for OEB panel members in preparation for adjudication of applications and developing databases/spreadsheets for presenting analyzed data.

KEY RESPONSIBILITIES:

- Identifies relevant issues associated with assigned applications and provides in-depth analysis on all areas in an application including but not limited to financial, accounting, economic, regulatory policy, system planning and engineering
- Develops interrogatories and support materials, such as case summaries and/or briefing notes in preparation for adjudication of application
- Develops and coordinates OEB staff submissions

- Assists in the creation of databases and spreadsheets and performs analysis and prepares reports
- Assists the Project Advisors and Advisors in the review and analysis of discrete elements of rate applications filed with the OEB
- Prepares case schedules and procedural documents such as Notices and Procedural Orders
- Works with applicants and other stakeholders to clarify issues and assist in settlements conferences
- Coordinates all aspects of a case/application
- Maintains contact with all internal and external stakeholders to ensure that all procedural matters and information related to assigned applications are accurate and up to date
- Assists in the preparation of Decisions and Board Orders under the direction of the OEB panel
- Monitors sector and OEB developments from all relevant internal and external sources
- Maintains industry knowledge based by reviewing trends and important issues

QUALIFICATIONS AND EXPERIENCE:

- Undergraduate degree in Finance, Economics, Business Administration, Engineering or a related field
- Graduate degree or professional designation (e.g. CPA, PMP) preferred
- Minimum 2 years' of related experience reviewing and/or preparing applications and identifying issues as well as gathering information and evidence to support cases. Previous experience working in an adjudicative process is preferred
- Analyzing data and converting analysis into quantitative and qualitative information to support decision making
- Experience with Pivotal, Oracle Business Intelligent Systems and TRIM would be an asset.
- Ability to meet tight deadlines, work under pressure and juggling multiple priorities at once, is a must
- Demonstrated knowledge of the energy industry is preferred
- Intermediate Excel skills is a must, Advanced Excel is preferred
- Effective verbal and written communication skills that cater to all levels in the organization
- Case management experience is a definite asset
- Assist in developing and maintaining databases as well as the ability to meet tight deadlines, under pressure, and juggling multiple priorities at once, a must
- Previous experience in a regulatory industry and/or public utility is a definite asset
- Strong interpersonal, organizational, prioritizing, problem solving and time management skills
- Ability work both independently and as part of a team is a must

CORE COMPETENCIES

- Excellent customer service skills (internal and external customers).
- Ability to collaborate with others in a team environment.
- Adaptability to work effectively in a variety of situations and with various individuals or groups.
- Good problem solving and analytical skills.
- Strong planning and coordination skills in order to execute activities.
- Accountability to produce high-quality work, in a timely manner.
- Demonstrates initiative by being proactive and achieving goals.
- A commitment to professional development and continuous learning.

Preference will be given to candidates who meet the minimum requirements above.

If you are interested in providing analysis and recommendations, and enjoy working with a group of staff dedicated to working cooperatively with stakeholders to help build and sustain public confidence in Ontario's natural gas and electricity sectors, you'll enjoy being a member of our team.

To Apply:

*If you would like to explore this exciting opportunity, please e-mail your resume, in confidence, by **Monday October 1, 2018** to careers@oeb.ca. When applying, please quote **Job ID # 590** and the **Position Title** of the position you are applying for in the subject line of your e-mail.*

Please note: Qualified candidates who are not successful may be considered to fill vacancies for jobs with similar requirements and selection criteria over the next six months.

As Ontario's independent energy regulator, the Ontario Energy Board is proud to be an Equal Opportunity Employer and offers a competitive compensation and benefit package.

We are committed to providing barrier-free and accessible employment practices in compliance with the Ontario Human Rights Code (OHRC) and the Accessibility for Ontarians with Disability Act (AODA). Should you require accommodation at any stage of the recruitment process, please make them known when contacted and we will work with you to meet your needs.

We appreciate the interest of all candidates. We regret that only those candidates under consideration will be contacted.