



The Louisiana Public Service Commission (LPSC) is an independent regulatory agency dedicated to serving the public interest by assuring safe, reliable, and reasonably priced services provided by public utilities and motor carriers.

The LPSC consists of five elected Commissioners who serve overlapping terms of six years and a Staff of 94. Created by Article VI, Sections 3-9 of the Louisiana Constitution of 1921, the LPSC succeeded The Railroad Commission of Louisiana, which was created by the Constitution of 1898. The LPSC's constitutional authority was reaffirmed by the Constitution of 1974, in Article IV, Section 21.

Executive Secretary – Louisiana Public Service Commission

The Chief Administrative Officer of the LPSC is the Executive Secretary. The Executive Secretary is appointed by the LPSC with consent of the Senate and who shall serve at the pleasure of the LPSC at a salary fixed by the LPSC. The Executive Secretary is responsible to provide an efficient flow of technical and legal support to the Commissioners, and for the LPSC's day-to-day operations including accounting and budget control, procurement and contract management, management and program analysis, data processing, personnel management and grants management. The LPSC Staff consists of administrative law judges, attorneys, auditors/rate analysts, professional and clerical support. The Staff is organized into six Divisions with each Division Head reporting directly to the Executive Secretary.

RESPONSIBILITIES:

- Reports full time (Monday-Friday) to the Central Office in Baton Rouge and is expected to be on call 24 hours a day, 7 days a week.
- Serves as the Appointing Authority for the LPSC, which includes employing, appointing, removing, assigning and promoting Staff in order to ensure a seamless continuity of operations within the LPSC.
- Directly supervises eight employees and is responsible for preparing annual performance evaluations (oral and written) of Staff. Indirectly supervises all others.
- Reviews and revises, as necessary, the job descriptions for all Staff within the agency.

- Attends and provides information and support to the LPSC and Staff at all Business and Executive meetings.
- Oversees implementation of all LPSC directives, policies, and procedures.
- Serves as liaison between the LPSC, agency Staff and the regulated entities.
- Serves as a liaison between the LPSC and other governmental agencies.
- Keeps the LPSC apprised of agency operations.
- Oversees the LPSC's day-to-day fiscal operations.
- Oversees the development of the LPSC's annual budget.
- Provides information to the Louisiana Legislature on behalf of the LPSC.
- Serves as LPSC representative on the Louisiana Utility Restoration Corporation Board.

QUALIFICATIONS:

- Bachelor's degree with a minimum of 5 years experience in public utility regulation and 3 years supervisory experience. Law degree strongly preferred.
- Excellent oral and written communication skills.
- Strong leadership capabilities.

SALARY RANGE: \$100,000-\$140,000

TO APPLY: Resume with references must be emailed to sarah.carls@la.gov by January 13, 2018. **(This deadline has been extended to March 1, 2018)**. Those applicants that have already applied need not apply again. If selected for interview, travel expenses incurred for interview will not be reimbursed.

For additional information, please contact Sarah Carls, Human Resources Director at 225-219-7541 or by the above email.