

Now Hiring: Executive Assistant to Commissioner Tyler Huebner at the Public Service Commission of Wisconsin

About the Public Service Commission of Wisconsin:

The Public Service Commission of Wisconsin's mission is to oversee and facilitate the efficient and fair provision of quality utility services in Wisconsin including electricity, natural gas, steam, and water. The PSC ensures safe, reliable, affordable, and environmentally responsible utility services and equitable access to telecommunications and broadband services.

Job Description:

This individual will serve as the chief policy advisor to new Commissioner Tyler Huebner. The individual will, depending on their strengths and experiences:

- Review all current dockets and provide high-quality legal, technical, and/or policy analysis to advise Commissioner Huebner on the decisions to be made.
- Meet and build internal relationships with PSC staff to ensure the Commissioner fully understands the issues and procedures at hand and that the Commissioner's decisions can be implemented effectively and efficiently by the affected parties and the PSC staff.
- Meet and build relationships with parties and external stakeholders spanning regulated utilities, telecommunications providers, industry stakeholders, and external stakeholders, groups, and associations representing various customer, rural, environmental, clean energy, and/or economic development interests.
- Draft or coordinate the drafting of reports, briefs, remarks and other documents for Commissioner Huebner.
- Serve as Commissioner Huebner's spokesperson when he cannot attend events. Serve as Commissioner's designee on working groups and committees.
- Participate in and coordinate, where necessary, meetings, working groups, and stakeholder groups on matters of importance to the Commission or Commissioner Huebner's objectives.
- Work with other state agencies and the Governor's office on behalf of Commissioner Huebner.
- Help develop comprehensive short and long-term strategy for Commissioner Huebner's tenure on the Commission in support of the PSC's purpose and mission.

Knowledge, Skills and Experience

- Knowledge in fields such as energy policy, water policy, engineering, and/or finance
- Experience or familiarity with legislative and administrative bodies
- Ability to work with a variety of professionals, including accountants, engineers, economists, and attorneys
- Skilled in verbal, written, and interpersonal communications

Compensation and Benefits:

Salary will be determined based on qualifications and experience. In this role you will be a State of Wisconsin employee entitled to the full benefits offered by the State including vacation, holiday, sick leave, health, dental, vision, life, income continuation, retirement, and other benefits.

To Apply:

If you are interested in applying for this role, please email your cover letter, resume, and three references to Joshua Cole, Joshua.Cole@wisconsin.gov, by Wednesday, April 1, 2020 at 5:00pm.