



PCN	08-X075, 08-X203, 08-0217
JOB TITLE	PCE TECHNICIAN
LOCATION	ANCHORAGE
RANGE	14
REPORTS TO	PCE PROGRAM MANAGER 08-0411
FLSA EXEMPT	No
REVIEWED BY: (NAME AND DATE)	TIM SANDSTROM SEPTEMBER 2024
APPROVED BY: (NAME AND DATE)	ASHLEY HARRIS SEPTEMBER 2024
EFFECTIVE DATE	SEPTEMBER 6, 2024

Position Purpose:

This position is responsible for processing Power Cost Equalization documents necessary for payments to participating utilities in compliance with PCE program statutes, regulations and policies. This position also assists communities with PCE related questions and may be required to provide training regarding the Program's requirements to participating utility staff. The position is responsible for assisting with the statistical reporting and outreach to communities and assists the PCE program manager as necessary.

Essential Functions:

- Examines and verifies Utility Monthly Reports and related supporting information submitted by the utility. Verifies that PCE credit given to the customer by the utility is correct and complies with applicable Program rules, statutes, and regulations. Reconciles supporting utility customer ledgers to the Monthly report summaries. Verifies that the rate used to calculate the amount due is the correct rate established by the Regulatory Commission of Alaska. Calculates the disbursement amount due to the utility. Assists AEA finance department as necessary with respect to PCE payment disbursements.
- Reviews and analyzes ancillary statistical data provided by the utility on their monthly reports.
- Identifies and investigates discrepancies in rates, supporting customer ledgers and ancillary statistical data. Determines corrective measures required.
- Communicates verbally and in writing with program participants regarding errors, missing information or rate information. Serves as initial point of contact for participants when they have questions regarding eligibility, PCE rates or other questions pertaining to the PCE program.
- Provides assistance as needed in the preparation of the PCE statistical report, researches data discrepancies and assures accuracy of information on which reports are based.
- Assists the Program Manager in the preparation of documents for Utility Clerk Training classes and assists with teaching the classes. May travel to rural communities to provide training.
- Communicates with RCA staff regarding PCE program participants, provide information from the community files as needed.

- Assists with mass mailings pertaining to program or funding level changes, new/updated forms, or any other correspondence that needs to go to all participants.
- Maintains a status report detailing information on each participating utility. Maintains other reports and PCE files as necessary; recording and annotating such to assure all instructions, utility information and communications to and from electric utility clerks is relevant and timely.
- Other duties as assigned.

Work Demands:

The following identifies some of the physical and mental demands and potential hazards typically encountered by this position. These are job demands which can be *reasonably anticipated and are an expectation of the job*.

Keeping in mind the essential functional areas and duty statements described in section 2, select the rating that best matches the requirements of this position according to the following descriptions:

Rating Description

Not Required (N): Not required of this position.

Present (P): Requirement **is** present but **is not** essential to the position. (For example, a receptionist may encounter aggressive or angry people, but this is not an essential assignment.)

Occasional (O): Required 33 percent of the time or less **and** essential to the position. (For example, a lifeguard swims only occasionally, but it is essential that a lifeguard be able to swim; a correctional officer must control aggressive/angry people who are life threatening.)

Frequent (F): Required over 33 percent of the time **and** essential to the position.

Physical Requirements	Rating			
	N	P	O	F
Sitting		P		
Walking		P		
Standing		P		
Running	N			
Jumping	N			
Bending or twisting	N			
Squatting or kneeling	N			
Crawling	N			
Reaching above shoulder level		P		
Reaching below shoulder level		P		

Ascending or descending using a ladder or other conveyance	N			
Climbing stairs	N			
Driving cars, light duty trucks		P		
Driving heavy duty vehicles	N			
Using floor mounted foot controls to operate equipment (e.g., not driving a car)	N			
Repetitive motion of hands/fingers (e.g., keyboarding, turning pages)				F
Fine manipulation with fingers				F
Pinching with fingers		P		
Grasping with hand, gripping		P		
Load, unload, aim, and fire handguns, shotguns or other firearms	N			
Lifting/carrying up to 25 pounds		P		
Lifting/carrying 26-50 pounds	N			
Lifting/carrying more than 50 pounds	N			
Pushing/pulling up to 25 pounds		P		
Pushing/pulling 26-50 pounds	N			
Pushing/pulling more than 50 pounds	N			
Balancing on moving surfaces	N			
Balancing on narrow surfaces	N			
Balancing on slippery surfaces	N			
Balancing on uneven surfaces	N			
Restraining/grappling with people in a public protection environment	N			
Seeing objects at a distance – when driving		P		
Seeing objects peripherally – when driving		P		
Using depth perception – when driving		P		
Seeing close work (e.g., typed print)				F
Distinguishing colors	N			
Hearing conversations or sounds				F
Hearing via radio or telephone				F
Communicating through speech				F
Communicating by writing/reading				F
Distinguishing odors by smell	N			
Distinguishing tastes	N			

Work Environment	Rating			
	N	P	O	F
Work in/exposure to inclement weather	N			
Work in/exposure to cold water	N			
Work/live in remote field sites	N			
Work in confined areas (under desks, in heating vents, etc.)	N			
Exposure to dust, chemicals, or fumes	N			
Exposure to hazardous equipment (e.g., guns, chainsaws, explosives)	N			
Exposure to electrical current (not outlets)	N			
Swimming/scuba diving	N			
Work at heights up to 25 feet (e.g., towers, poles)	N			
Work at heights over 25 feet (e.g., towers, poles)	N			
Work in urban or highway traffic (other than driving)	N			
Work around moving machinery or mobile equipment	N			
Work around moving mechanical parts	N			
Work on and off moving equipment	N			
Work on slippery or uneven surfaces	N			
Work/travel in boat/small aircraft/helicopters	N			
Exposure to high noise levels	N			
Exposure to infection, germs, or contagious diseases (e.g., hospital, lab, clinic, etc.)	N			
Exposure to blood, body fluid, or materials potentially contaminated by blood or body fluids (e.g., hospital, lab, clinic, public protection environment)	N			
Exposure to needles or sharp implements (e.g., hospital, kitchens)	N			
Use of hot equipment (e.g., kitchen ovens, lab equipment)	N			
Exposure to wild/dangerous animals	N			
Exposure to insect bites or stings	N			
Exposure to aggressive/angry people in a public protection environment	N			

Other Work Demands:	Rating			
	N	P	O	F

Explain any special physical, mental, or behavioral requirements of the position that have not already been addressed.

Physical Requirements and Potential Hazards:

While performing the duties of this job, the employee is frequently required to sit and stand; use hands or fingers; handle or feel; talk and hear. The employee is occasionally required to reach with hands and arms. This position frequently requires reading and communication through speech and writing. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Technology, Equipment, Systems, and Tools:

Requires advanced skills in word processing, database software, presentation software, and spreadsheets. Requires basic skills with email and general office equipment.

Describe the Level of Authority and Independence the Incumbent of the Position Exercises:

N/A

Critical Knowledge, Skills, and abilities:

- Ability to interpret, apply and explain Alaska Statutes and Alaska Administrative Code as they pertain to the PCE program's basic requirements.
- Ability to communicate both orally and in writing with utility officials, in-house personnel, other State agencies, and to a lesser degree the general public.
- Ability to interpret similar data from varied accounting systems and reporting methods.
- Knowledge of standard bookkeeping/accounting practices and procedures.
- Ability to perform arithmetic/math calculations.
- Intermediate skills in Microsoft Excel, Word, Outlook and other Microsoft Office programs.
- Advanced skills in operating a 10-key calculator.
- Ability to work with limited supervision, willingness to follow both verbal and written instructions in a timely manner.

Desired Qualifications:

High school diploma or the equivalent with at least one-year post-secondary education in accounting or bookkeeping curriculum and one-year experience in an accounting or related field. Additional years of experience may be substituted for educational requirements.

Distinguishing Characteristics:

(for flexibly staffed positions only – list differences between one level of the position to each other level)

Supervision:

(List PCNs and titles of positions this position supervises)