

**OKLAHOMA CORPORATION COMMISSION**  
**HUMAN RESOURCES DEPARTMENT**  
**UNCLASSIFIED POSITION VACANCY ANNOUNCEMENT**

To apply, submit a resume, cover letter with contact information, and a copy of your most recent evaluation if applicable to the **OKLAHOMA CORPORATION COMMISSION**, P.O. Box 52000, Oklahoma City, OK 73152-2000, or email to HR3@occemail.com or fax to 405.521.6045 prior to the closing date and time specified below. If you need assistance, please call 405.521.3596.

ANNOUNCEMENT NUMBER: 2018-92/LDM OCC PIN NUMBER: 18500345 NO. OF VACANCIES: 1

JOB TITLE: PUBLIC UTILITY COMPLIANCE INVESTIGATOR CODE: 5595 SALARY RANGE: \$42,000 – \$47,500

POSTING DATE & TIME: March 7, 2018 8:00 a.m.

CLOSING DATE & TIME: March 17, 2018 4:30 p.m.

FLSA LISTING: X EXEMPT \_\_\_ NON-EXEMPT EEOC: Professional

IMMEDIATE SUPERVISOR: Dennis Eppley, Enforcement/Consumer Services Chief

LOCATION OF WORK: Public Utility Division/Enforcement

**MINIMUM QUALIFICATIONS:**

A bachelor's degree; or an equivalent combination of education and experience, substituting one year of experience receiving, analyzing and resolving public and/or customer complaints or applicable experience for each year of the required education. Knowledge of business communications; of basic mathematics; of consumer affairs; of modern office practices and procedures; and of methods of conducting investigations. Ability is required to establish and maintain effective working relationships with others; to analyze problems and recommend effective solutions; to conduct several projects simultaneously; and to communicate effectively, both orally and in writing. Must be able to deal with consumers and utilities in a highly confrontational setting while maintaining safety and professional decorum.

**NOTE: WORK LOCATION OF OKC, DUNCAN, OR KINGFISHER WITH 90% TRAVEL REQUIREMENT**

**TYPICAL FUNCTIONS:**

- Receives complaints and inquiries from consumers or the building regarding safety, security, or field violations.
- Conducts statewide field investigations and routes findings to proper authorities and utility contacts.
- Ensures compliance with all required rules and statutes.
- Serves as a liaison between the public and utilities in resolving field complaints.
- Attends hearings concerning enforcement violations and acts as an expert witness when required.

OCC NOTE: Salary will be based on the education and experience of the chosen applicant. Travel and extended workweek may be required.

**APPLICANT SOURCE: ALL SOURCES**

**AN EQUAL OPPORTUNITY EMPLOYER**