

GENERAL ADMINISTRATION

AGENDA

December 16, 2025

10:00 AM

Executive Director's recommendation to adopt the revised and updated job duties and job description for the Executive Director position

Executive Director's recommendation to adopt the revised and updated description of duties for Commissioners.

Executive Director's recommendation to approve Cullen Robbins to travel to and attend the NARUC Winter Policy Summit in Washington, D.C. from February 7, 2026 to February 11, 2026 with expenses to be paid by the Commission.

Nebraska Public Service Commission

Job Description: Executive Director

The Executive Director is responsible for the successful leadership and management of the Nebraska Public Service Commission (PSC), according to the strategic direction set by the Nebraska Public Service Commissioners (Commissioners).

Leadership

Executive Director shall:

1. Develop a vision, strategic plan and mission statement to guide the PSC's operations.
2. Identify, assess, and advise the Commissioners on internal and external issues affecting the PSC.
3. Foster teamwork between Commissioners and staff.
4. Foster a collaborative and inclusive atmosphere that allows for a respectful exchange and discussion of ideas.
5. On behalf of the PSC and Commissioners, conduct official communications as appropriate.
6. Connect with businesses, elected officials, and community leaders.
7. Represent the Commission professionally both internally and externally.

Operational Planning and Management

Executive Director shall:

1. Develop an operational plan incorporating goals and objectives that work toward the strategic plan of the PSC.
2. Oversee the efficient and effective day-to-day operation of the PSC.
3. Draft, approve, and regularly review internal policies and procedures.¹
4. In consultation with the Chair of the Commission, prepare Commission meeting agendas and supporting materials.
5. Ensure that all reasonable Commissioner requests for information are fulfilled in a timely manner.
6. Work with Commissioners to ensure external policies and procedures are carried out by the agency.²

¹ For the purposes of this Job Description, "Internal policies" means those policies only directly affecting the internal operations of the Commission and its staff.

² For the purposes of this Job Description, "external policies" means those policies that directly affect regulated entities or other groups outside of the Commission, or that involve contracting or procurement.

7. Coordinate media and public information relations and information requests with the Commission's public information officer and/or records officer.

Program Planning and Management

Executive Director shall:

1. Oversee the planning, implementation and timely evaluation of the PSC's programs.
2. Ensure that the programs and services offered by the PSC contribute to its mission and reflect the priorities of the Commissioners.
3. Monitor the day-to-day delivery of the programs to maintain or improve quality.
4. Review and manage the contract with the Public Advocate, pursuant to Neb. Rev. Stat. §§ 66-1830 et seq.
5. Regularly review current contracts to ensure vendor compliance and effectiveness.

Human Resources Planning and Management

Executive Director shall:

1. Determine staffing requirements to ensure they fit within PSC's legal and funding requirements.
2. Ensure that personnel files are securely stored and that privacy/confidentiality is maintained by limiting access, as consistent with law and best practices.
3. Oversee, handle, and work to resolve staff complaints.
4. Manage the day-to-day operations of employees and assign their work locations.

This includes the following duties:

- Recruit, identify, interview with developed questions, rate applicants, recommend hiring employees and set salaries as appropriate;
 - Develop training for employees, including new employees;
 - Implement a performance management process for all staff that includes regularly monitoring the performance of staff and conducting an annual performance review;
 - Coach and mentor staff as appropriate to improve performance;
 - Discipline staff when necessary, and document disciplinary actions using appropriate and legally compliant procedures;
 - Set goals with the department directors and review their performance, both annually;
 - Plan meetings and workshops for and with staff;
 - Direct staff work load;
 - Delegate day-to-day responsibilities to appropriate staff or consultants under contract with the Commission;
 - To the extent possible, engage in succession planning within each department;
- and

- Develop and foster policies to retain superior staff.
- 5. Establish a positive, healthy and safe work environment.
- 6. Orient and train new Commissioners and offer ongoing learning or development opportunities to current Commissioners.

Financial Planning and Management

Executive Director shall:

1. Work with staff to prepare a comprehensive budget for approval by the Commissioners.
2. Ensure that sound bookkeeping and accounting procedures are followed.
3. Administer PSC funds according to the approved budget and the legislative intent of the funds.
4. Provide Commissioners with reports on revenues and expenditures as requested.
5. Ensure that fiscal notes on pending legislation that have a fiscal impact are shared with the Commissioners before submission to the Legislature.
6. Approve contracts and authorize invoices as provided in the Commission's procurement policy.

Risk Management

Executive Director shall:

1. Identify and evaluate the risks to the staff, Commissioners, property, finances, goodwill and image; and
2. Implement measures to control risks.

Nebraska Public Service Commission (PSC)

Duties: Commissioners

Nothing in these duties is intended to limit any constitutional or statutory-provided duty, power, right, or ability of a Commissioner. The intent of these duties is to ensure smooth coordination between staff and Commissioners and ensure clearly delegated duties for the Chairperson and Vice Chairperson.

Supervision of Executive Director

1. By majority vote, the Commissioners shall hire and, if necessary, remove the Executive Director; and shall determine the compensation and the contract of the Executive Director.
2. Annually review the Executive Director, utilizing an industry-accepted evaluation tool. While all Commissioners may contribute to annual review of Executive Director, any meetings with Executive Director shall be conducted by the Chairperson and Vice Chairperson.

Communication and Management

1. Work with Executive Director in assigning tasks and seeking advice from PSC staff.
2. By majority vote, adopt external policies for the PSC. "External policies" means those policies that directly affect regulated entities or other groups outside of the Commission, or that involve contracting and procurement.
 - o "Internal policies" are those directly affecting the day-to-day operations of PSC staff. These shall be the responsibility of the Executive Director, unless otherwise determined by majority vote of the Commissioners.
3. In matters where the Commissioner is seeking legal advice, work with the attorney assigned to the department (if the advice is applicable to only one department or matter) or the general counsel (if the advice is sought for general matters applicable to multiple departments or a filed complaint). Department Directors who are also attorneys should also be consulted for matters specific to their departments.

Legislation

1. By majority vote, adopt positions, in consultation with legal counsel and the Executive Director, on legislative bills.
2. Communicate and work with state legislators, in consultation with legal counsel and Executive Director, on questions related to bills.

Commission Meetings and Other Duties

1. Be familiar with and adhere to the Rules of Commission Procedure.
2. Participate and attend Commission meetings and other hearings, as available.

3. Prepare for Commission meetings, hearings, and other matters. Commissioners may request additional information from staff or Executive Director.
4. Serve as hearing officer if designated by Chairperson, and if able to perform duties free of any conflict of interest or other issue.
5. Participate in deliberation of contested cases.
6. By majority vote, adopt rules and regulations for the Commission.
7. Submit reimbursement requests timely.
8. A majority of commissioners may remove any item from the agenda, or add an item (provided doing so comports with law).

Chairperson and Vice Chairperson and Delegation of Duties

1. By majority vote:
 - a. Elect chairperson and vice chairperson at the organizational meeting each January, or as soon as practicable thereafter.
 - b. Such chairpersons shall have the duties set forth herein, unless otherwise modified.
 - c. Further delegate any other duties for the Chairperson and Vice Chairperson on an as-needed or time-limited basis.
 - d. If a vacancy occurs in Chairperson or Vice Chairperson, elect a replacement as soon as practicable.
2. The Commission hereby delegates the following:
 - a. Chairperson shall conduct Commission meetings.
 - b. Chairperson will work with the Executive Director or Department Directors to build the Commission meeting agenda.
 - c. Chairperson may elect to pass over an item on the agenda unless a majority of the Commissioners vote to require the item to be addressed at the meeting.
 - d. Chairperson shall assign hearing officers for each docket.
 - e. Chairperson and Vice Chairperson will participate in hiring of key Commission positions, as agreed upon in writing by Executive Director and Chairperson and Vice Chairperson.
 - f. Chairperson will assign another commissioner or staff member to testify before the Legislature when the Commission takes a position on a bill.
 - g. Vice Chairperson will serve in the absence of the Chairperson for any of the Chairperson's duties listed herein.
 - h. Chairperson and Vice Chairperson may create subcommittees of two commissioners and, with their assent, assign commissioners to said subcommittees.

Amendments

By majority vote, the Commissioners may amend, remove, waive, or replace any or all of these duties in the future.

Nebraska Public Service Commission

Out of State Travel Authorization Form

Date of Request	<input type="text"/>	Leaving	<input type="text"/>	Returning	<input type="text"/>
Employee Name	<input type="text"/>				
Department	<input type="text"/>				
Meeting/Purpose	<input type="text"/>			Was meeting attended last year?	
				<input type="checkbox"/> yes <input type="checkbox"/> no	
Meeting Location	<input type="text"/>	Registration Fee	<input type="text"/>		

Airline	<input type="text"/>	Round Trip Cost	<input type="text"/>
Departing From	<input type="text"/>	Connecting City	<input type="text"/>
Returning From	<input type="text"/>	Connecting City	<input type="text"/>

Personal Miles	<input type="text"/>	Mileage Rate	<input type="text"/>	Mileage Cost	<input type="text"/>
Taxi Fares	<input type="text"/>	Rental Car	<input type="text"/>		
Other Transportation	<input type="text"/>	Other Type	<input type="text"/>		

Lodging per night	<input type="text"/>	Meals per day	<input type="text"/>
Number of nights	<input type="text"/>	Visit http://www.gsa.gov/portal/content/104877 for guidelines on meal expenditures.	
Lodging total	<input type="text"/>	Meal total	<input type="text"/>

Estimated Total	<input type="text"/>
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Other Remarks	<input type="text"/>	Accounting Use: Approved in Minutes Date _____ Page _____
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Authorized ☐ yes ☐ no



Supervisory Approval

Authorized ☐ yes ☐ no


Budgetary Approval

Authorized ☒ yes ☐ no



Executive Director