



## Director of Regulatory Affairs

**Location:** Albuquerque, NM

**Job Description:** This position monitors and analyzes local, State, federal, and Navajo Nation regulatory and legislative proceedings. Additionally, this position is responsible for filing all Navajo Nation, federal, and New Mexico PRC reports in a timely manner, maintaining all records, and assuring that the Company is in regulatory compliance with all governmental regulations. Functions as a government relations, advocacy and outreach position. Shares in the responsibility for all aspects of regulation that would apply to the company as well as tracking and responding to specific changes in regulation within service categories. Helps manage the coordination, review, compilation, assembly, filing and tracking of reports, tariffs, audits, applications and petitions to State, tribal, local and federal authorities, including State PRC, FCC, USAC, RUS, or any other governmental authority. Other functions of this position include company advocacy, marketing duties, and media relations. Will interface with State regulatory officials and government officials as necessary to promote the Company's public image and business agenda.

### **Job Responsibilities:**

- Files periodic reports and certifications with appropriate regulatory agencies such as the FCC, NMPRC, USAC, the Navajo Nation, and NECA;
- Monitors and interprets changes in laws and regulations related to rural telecommunications and to the company's services;
- Evaluates changes in laws and their impact upon the company's activities and objectives, and develops and implements policy and procedural changes as required;
- Drafts changes to rules, laws and ordinances and coordinates with the company leadership and attorneys to pursue regulatory or legislative changes, and provides supporting testimony as required.
- In collaboration with company leadership and attorneys, develops and implements a quality assurance/regulatory strategy for the company to ensure compliance with all applicable regulatory and HR requirements and makes recommendations to company leadership regarding the specific activities and resources required to support this strategy.
- Meets with legislators and local State officials to educate them on Company programs, plans, and successes and convinces them to support Company programs and interests. Will interface with public officials to sustain a healthy relationship with these governmental entities to promote and safeguard Company's interests.
- Collects data from our billing system and employees for information necessary to complete all regulatory reports;
- Ensures company compliance with federal, Navajo, and State policies, rules, statutes and administrative code;
- Researches data from the Accounting and HR Departments to complete and create the annual Navajo Affirmative Action Plan report for submission to the NNTRC;
- Advises management on regulatory and tariff issues;
- Consults with legal advisors and the NMPRC on tariff changes and issues;
- Maintains, rewrites/revises all Company tariffs, submitting revisions with the NMPRC;
- Updates Company's NECA Tariff 5, DSL and Ethernet rate spreadsheets monthly;

- Coordinates regulatory cases, writes testimony, researches issues, testifies as required, works with legal counsel, responds to discovery requests;
- Prepares and files accurate regulatory reports and maintains all records;
- Creates, writes, and monitors Company promotions through the NMPRC;
- Handles number porting process and paperwork, both porting in and out of the Company;
- Oversees the many FCC Lifeline, NLAD, and USAC programs, including the new Affordability Connectivity Program (ACP), advising the Business Office on processes and recertification, assuring that the Company is acting within USAC and all federal regulations;
- Along with Accounting and the Business Office, responsible for any USAC Lifeline/NLAD/ACP audits;
- Supports Business Office and Accounting departments by providing interpretations of tariff regulations and consumer rules;
- Responds to customer complaints through the NMPRC and the FCC;
- Annual CPNI and LEP training and certification for all employees;
- Perform other duties, as assigned.

### **Qualifications:**

- At minimum, a Bachelors' degree; Law degree preferred, or a Masters' degree in a regulatory-related field such as finance, utility regulation, or public policy;
- At least five (5) years' experience in the telecommunications industry;
- At least five (5 ) years' experience in a regulatory department;
- At least five (5) years' supervisory experience;
- Several years' experience with telecom accounting and financial budgetary concerns;
- Knowledge of the RLEC telecommunications industry, including technologies and services, functions of federal and State agencies, regulations applicable to local exchange companies, regulatory-related finance, legal documents and interconnection agreements;
- Strong writing and verbal skills; excellent communicator;
- Ability to speak competently and eloquently before governmental bodies;
- Self-starter with ability to multi-task;
- Proficiency in MS Word and Excel.

**This job specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills. Job duties and responsibilities are subject to change based on business needs and conditions. Any offer of employment is contingent upon the results of a pre-employment drug test and background check. Sacred Wind Communications, Inc. complies with the EEO and is an Equal Opportunity Provider and Employer.**