



PRINCE EDWARD ISLAND  
Regulatory & Appeals Commission  
Commission de réglementation et d'appels  
ÎLE-DU-PRINCE-ÉDOUARD

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## **EMPLOYMENT OPPORTUNITY**

### **Regulatory Officer**

Permanent, Full Time Position

#### **Salary:**

Level 16 (Union) (\$36.82 to \$45.18 per hour - \$71,799 to \$88,101 per Annum)

**CLOSING DATE – February 13, 2026**

**In accordance with the UPSE Collective Agreement Preference will be given to qualified internal candidates**

This competition may be used to fill future job vacancies.

Applicants are requested to clearly detail in their letter of application how their qualifications relate to the position as advertised. Applicants will be screened based on the information provided. The Commission thanks all applicants; however, only those being interviewed will be contacted.

Please submit resumes and letters of application to  
Fernanda Fallesen, Finance, HR and Regulatory Clerk  
[ffallesen@irac.pe.ca](mailto:ffallesen@irac.pe.ca)



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<b>Job Title:</b> Regulatory Officer	<b>Classification:</b> Level 16, Union Salary Range: \$36.82 - \$45.18 per hour
<b>Reports To:</b> Director of Finance and Regulatory Affairs	<b>Bilingual:</b> N/A

## Purpose of the Position

Reporting to the Director of Finance and Regulatory Affairs, the Regulatory Officer undertakes advisory duties associated with the Commission's regulatory mandates. The role combines administrative and analytical responsibilities including maintaining compliance databases, analyzing regulatory applications, assisting with hearings and decision writing, complaint handling, research and studies, coordinating data collection and reporting, and preparing high-quality research and decision-support materials to assist the Commission in fulfilling its regulatory mandate.

## Primary Duties

### Petroleum

- Maintain and update petroleum pricing model; review and analyze market data to support price-setting recommendations.
- Drafting petroleum pricing Orders.
- Review and analyze technical, financial, economical and other supporting data filed related to licensing and pricing applications.
- Prepare information requests for applicants.
- Make recommendations to Commission Panel on matters before them.
- Assist panel members in preparing for hearings; works in collaboration with external consultants; attend hearings and assist in the analysis of exhibits, as well as in writing decisions and Orders.
- Undertake a variety of research and studies to assist the Commission in its regulatory mandates.
- Receive, research, analyze and assist in resolving public complaints.
- Gather and analyze petroleum volumetric data and prepare statistical analyses, including tables and graphs using spreadsheet software.
- Calculate petroleum pricing data and appropriate fees for various licensees using spreadsheet software; handle payments and requisition cheques for overpayments.
- Maintain internal databases, and organized records of permits, approvals, inspection reports, correspondence, and other related matters.
- Coordinate the issuance of annual licenses under the Petroleum Products Act for wholesalers, retailers, retail-distributors, and tank trucks.
- Correspond and discuss application status with industry stakeholders and applicants as required.

- Participate in and support the Commission's petroleum-related meetings, including scheduling, recording minutes, and preparing briefing materials.
- Update public-facing regulatory information on the website as needed.

### Water & Sewer

- Maintain and update internal databases related to regulations, permits, and reporting obligations to support effective compliance monitoring.
- Organize and manage documentation including approvals, inspection reports, and correspondence with utilities to ensure accurate recordkeeping.
- Initiate, track, and maintain records for water and sewer applications throughout their lifecycle, ensuring proper documentation and follow-up.
- Provide economic and technical analysis and evaluations of utility applications to ensure rates are fair, reasonable, and in accordance with legislative and regulatory frameworks, and assess construction needs, economic viability, and ratepayer impact.
- Update and manage public-facing regulatory information on the Commission's website to maintain transparency and public access to relevant data.
- Coordinate the timely collection, validation, and submission of utilities' financial data for regulatory review.
- Investigate and respond to customer complaints and utility inquiries; assist in resolving disputes to ensure compliance with legislative requirements and regulatory fairness.
- Participate in water and sewer regulatory meetings, providing logistical support including scheduling, minute-taking and preparing briefing materials.
- Monitor utility compliance with applicable legislation and Commission directives, preparing reports on findings for senior staff and Commissioner review.
- Calculate appropriate fees using spreadsheet software.

### Auto Insurance

- Review and analyze automobile insurance rate filings to ensure completeness, consistency, and compliance with regulatory requirements.
- Prepare information requests for applicant.
- Review complex actuarial assumptions, methodologies, and underwriting practices to assess fairness, transparency, and market impact.
- Prepare technical analyses, briefing notes, and summaries to support Commission decision-making.
- Conduct research on insurance-related topics and help compile background information for use in regulatory reviews and reports.
- Respond to public inquiries and assist in handling complaints related to automobile insurance rates.
- Maintain and update the insurance database to ensure data accuracy and accessibility.
- Assist in drafting correspondence, procedural templates, and filing instructions for industry stakeholders.
- Track and organize filing submissions, ensuring all necessary documentation is received and recorded appropriately.
- Calculate appropriate fees using spreadsheet software.

## Other

Perform other related duties as assigned in relation to other mandates, such as electrical regulation to meet organizational needs. Responsibilities not explicitly stated but consistent with the position may be assigned.

## **Minimum Qualifications**

- Bachelor's degree in Public Administration, Business Administration, Accounting, Economics, Engineering, or related discipline is preferred. Demonstrated equivalencies may be considered.
- 1-3 years in regulatory compliance, data analysis, or related fields, ideally within petroleum, utilities, or government sectors.
- Experience working within regulatory frameworks and with government agencies is preferred.
- Ability to interpret and apply legislation, regulations, policies and procedures.
- Ability to think analytically, effective interactive communication, and initiative.
- Proficiency in Microsoft Excel and Office Suite for data analysis, reporting, and document management.
- Experience with database management and regulatory filing systems.
- Familiarity with regulatory compliance and license application processes is an asset.
- Strong ability to collect, research, and analyze data, including volumetric, financial, and operational metrics.
- Skilled at preparing reports, tables, and graphs to inform regulatory decisions.
- Excellent written and verbal communication skills for interacting with stakeholders and preparing documentation.
- Ability to maintain professional relationships with industry representatives and regulators.
- Detail-oriented and highly organized with the ability to manage multiple priorities and deadlines.
- Knowledge of petroleum product and water/sewer regulations would be an asset.
- Demonstrated organization skills and the ability to multi-task and meet deadlines;
- Excellent communication skills along with the ability to respect and maintain confidentiality.