

## TRANSPORTATION RATE AND TARIFF SPECIALIST

### KIND OF WORK

Professional regulatory and consultative motor carrier rate and tariff work.

### NATURE AND PURPOSE

Under general supervision, an employee in this class analyzes the legal and financial aspects of motor carrier tariffs, develops policies and recommends regulatory changes regarding motor carrier rate and authority regulations, provides instruction to motor carriers, performs rate audits, investigates complaints, and prepares evidence for penalty actions against violators of rate and tariff laws; performs related work as required.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Analyzes rate schedules found in tariffs and determines whether the proposed rates allow carriers to earn a level of compensation that is neither excessive nor below the actual cost of providing the service, by applying analytical standards to intrastate tariffs and tariff supplements, by computing financial ratios and developing carriers' unit cost, by devising traffic studies from samples of permit carriers freight bills, by authorizing rate and tariff innovations meeting regulatory goals.

Ensures the provisions governing the application of rates on freight and passenger movements are clearly stated, provide the intended protection to the shipping public, and are consistent with the laws established in state statutes, department rules, and orders of the Minnesota Transportation Regulation Board (TRB), by responding to inquiries and interpreting state and federal laws, department rules and TRB Orders, by monitoring motor carrier compliance, by documenting how analytical standards apply to rate standards and being able to demonstrate the definition of "reasonable" compensation.

Investigates complaints made against intrastate motor carriers involving tariffs, operating authority, or damage claim issues to determine their validity, by analyzing transportation charges, by compiling reports documenting rate violations, by describing corrective measures, by developing audit methods and procedures, by responding to complaints, by collecting evidence and compiling investigative reports.

Advises motor carriers, transportation attorneys, tariff agents, office staff, and other interested parties on technical issues such as compliance with rate and tariff laws, costing methods, sound motor carrier management practices, record keeping requirements, and other issues as appropriate, so that consistent, reliable transportation services are available to the shipping public and intercity passengers of Minnesota, by developing and conducting seminars, by consulting with individuals on proper approaches to tariff construction, costing, techniques, and record keeping, by researching timely issues for studies requested by the legislature, commissioner, and other policy makers, by representing the department at industry meetings, trade shows, and other events.

Develops regulatory policies consistent with department goals for safe and efficient transportation systems to ensure reliable cost-based transportation for intrastate freight and passenger services, by reviewing existing statutes, rules, and policies, and revising or drafting new language to accommodate contemporary motor carrier operations, by identifying policy concerns and offering written recommendations, by directing working groups to discuss proposed changes to statutes, rules, or policies, by disseminating timely information when changes to regulatory practices or policies are approved or enacted.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Minnesota Statutes Chapter 221, department and TRB rules that constitute Minnesota's program of economic regulation for motor carriers, federal law, and the laws of other states in regards to their effect on intrastate and interstate commerce sufficient to disseminate accurate information to interested parties and provide support on policy matters.

Issues concerning motor carrier tariffs, rates, billing records, and operating authority sufficient to disseminate accurate information to interested parties and provide support on policy matters.

Operating characteristics for varied segments of the motor carrier industry, including the complex relationships between carriers, shippers, consignees, and consignors sufficient to assist carriers compliance with state laws and advocate sound management practices.

Investigative methods and legal procedures sufficient to identify and address prohibited operating practices or application of tariff rates.

Data collection, storage, and management techniques sufficient to respond to thousands of inquiries and manage a filing system for 3000+ motor carriers.

Ability to:

Concisely communicate complex regulatory issues both orally and in written form sufficient to serve the variety of clientele encountered effectively, accurately, and fairly.

Research and analyze financial records sufficient to determine the implications of complex tariff language and to determine when precedent on various regulatory issues has already been established by prior department policy, TRB order, or an order of a court.

Interact with other office staff and act as liaison for inter-agency and inter-department projects sufficient to accomplish office objectives.

Apply human relations skills in the area of conflict resolution sufficient to bring conflicting parties of the transportation environment into agreement.

Est.: 3/94

Rev.:

T.C.:

Former Title(s):