

State Regulation of Public Utilities Review Committee

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Heather Anderson
Committee Counsel
Steve Davidson
Committee Counsel

Post Office Box 142
Columbia, South Carolina 29202
(803) 212-6208

MEMORANDUM

TO: Public Service Commission Applicant

FROM: Heather Anderson

DATE: March 1, 2018

RE: Applicant Packet

Thank you for your interest in seeking the office of Commissioner for the South Carolina Public Service Commission. **We will begin accepting applications on Thursday, February 22, 2018. All application materials must be received no later than 12:00 p.m. on Monday, March 26, 2018.** Please carefully read the instructions below regarding the required forms, as well as instructions on each required form.

The Committee has instituted an application procedure whereby candidates must submit their application materials on a USB flash drive and in paper copy form. You may either obtain a USB flash drive from our office or download the documents from the Committee's website and submit your application materials in Word format on a USB flash drive which you provide. When you have completed the forms, save the forms on the USB flash drive and provide **the USB flash drive and a printed copy of each form containing your original signature** by the deadline for applications printed above. **We must have three copies, each with your original signature, of the State Ethics Commission Financial Statement Form.** If you are unable to comply with this application procedure, please submit a written request explaining the reason you wish to be exempt from this procedure.

The following is the list of required application materials:

- (1) Personal Data Questionnaire (named "PDQ.2018")

*Please note that five letters of reference are required. One of the five must be from your banker and must indicate whether your account is in good standing. These may be forwarded to the Committee by your reference or with your Personal Data Questionnaire, Statement of Economic Interests, and Personal Information Sheet. Each letter of reference **must be an original hardcopy that is signed and dated**. An electronic submission, facsimile or photocopy of a letter of reference will not be accepted. The original transcript from an institution of higher learning does not have to be submitted by noon on March 26th. The original transcript must be received by the Committee prior to your public hearing; however, it would be appreciated if a transcript could be submitted as soon as possible.*

- (2) Personal Information Sheet (named "INFO")

This information is relayed to SLED, the Division of Motor Vehicles, and a credit bureau for a background check on you. In order for these agencies to have sufficient time to complete their investigations, timely receipt of this information is needed. Submission of this document prior to the application deadline is not mandatory, but would be appreciated.

- (3) Financial Statements (named "State Ethics Commission Form")

*South Carolina Code Section 8-13-910 requires candidates for the Public Service Commission to complete three copies of this form (which will be filed with the House and Senate Ethics Committees). We will file them with the House and Senate Ethics Committees. **All three copies must have your original signature.***

- (4) Confidential Financial Statement (named "FINANCIALSTATEMENT")

In addition to the application forms you need to complete (listed above), all candidates should review the following information, which is provided on the USB flash drive provided by our office and on the Public Utility Review Committee's website:

- (1) An Introduction to the Public Service Commission;
- (2) The press release issued by the Committee announcing the start of its application process;
- (3) An Advisory Opinion relating to attendance by candidates for the Public Service Commission at legislative receptions;
- (4) An Advisory Opinion relating to attendance by candidates for the Public Service Commission at legislative caucus meetings;
- (5) The Judicial Code of Conduct;
- (6) Statutory definitions and statute concerning pledges; and
- (7) Information regarding accessing your credit report.

All USB flash drives, forms, and references must be returned to 102 Gressette Building, or at Post Office Box 142, Columbia, South Carolina 29202, by 12:00 p.m. on Monday, March 26, 2018. This is an absolute deadline, and the Committee will not accept any application materials after that time.

The Committee has adopted a written format to assist in judging the qualifications of each candidate in substantive knowledge of the Public Service Commission's functions. In addition, the Review Committee will conduct a public hearing at which all candidates will be screened. It is anticipated that the written examination and public hearing will be scheduled for this spring; you will be notified when a date and time is established. The Committee will also post information regarding the screening on its website at:
www.scstatehouse.gov/CommitteeInfo/PublicUtilitiesReviewComm/2018PublicServiceCommissionScreeningInfo.php

If you have questions regarding the particulars of the process, please contact me at (803) 212-6208 or Michelle McGee at (803) 212-6634.