



Administrative Law Judge I, Public Utilities Commission

(Position is in San Francisco)
Open Examination

CPUC

California Public Utilities Commission

Exam #: 5UC03

Class Code: 6103

Min. Salary: \$7644/mth

Max Salary: \$9615*/mth

AN EQUAL OPPORTUNITY EMPLOYER-EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVICE.

HOW TO APPLY

You may access the online application at: <http://www.cpuc.ca.gov/PUC/jobs/>

If you have a disability and need special testing arrangements, mark the appropriate box on question 2 of the "Examination and/or Employment Application." We will contact you to make specific arrangements that are convenient for you in advance of the examination.

FINAL FILING DATE: January 30, 2015

Online applications must be received no later than by the final filing date. The PUC will not accept applications after the final filing date. Do not submit your application to the State Personnel Board (SPB)/California Department of Human Resources (CalHR).

THE POSITION – General Description

Administrative Law Judges serve as the presiding officer in formal proceedings on a wide range of challenging cases involving electric, gas, telephone and water utilities, as well as certain enforcement, rail safety, and transportation matters. Duties include issuing subpoenas, administering oaths, conducting formal hearings, issuing rulings, and preparing proposed decisions for consideration by the Commission. The cases presided over will be challenging and may be controversial. The Administrative Law Judge Division strongly promotes alternative dispute resolution techniques in many proceedings. Administrative Law Judges have the opportunity to work directly with Commissioners, attorneys, and technical staff.

*Administrative Law Judges who complete a National Judicial College (NJC) certificated course related to administrative law adjudication or twenty (20) hours of judicial education or certification as approved by the employee's department shall receive a monthly differential of five percent (5%) of their salary. Equivalency shall be determined by the Department of Personnel Administration based on recommendations from the employee's department.

JOB LOCATION

This Exam covers positions located only in San Francisco, CA.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION - MINIMUM QUALIFICATIONS

All applicants must meet the education and/or experience requirements for this examination by the cut off date established by the testing office.

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time in Pattern I, and additional experience amounting to 50% of the required time in Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

Either I

One year of experience in the California Public Utilities Commission at a level of responsibility comparable to Senior Transportation Representative performing one or a combination of the following:

1. The presentation of exhibits or evidence, or the examination of witnesses, at Public Utilities Commission Hearings; or
2. The preparation of proposed decisions of the Public Utilities Commission; or
3. The rendering of responsible assistance to a commissioner in reviewing, evaluating and recommending action to be taken by the Commissioner, or in the preparation for or hearing of cases coming for formal hearing before the Commissioner or Commission, or in the preparation of decisions by the Commissioner or Commission.

Or II

Experience: Five years of experience within the last ten years performing one or a combination of the following: (Experience in the California state service applied toward this requirement must have been at a level of responsibility comparable to Senior Transportation Representative.)

1. The presentation of exhibits or evidence, the examination of witnesses, or the preparation of proposed decisions for a trial court or quasi-judicial body; or
2. As a member or hearing officer of a quasi-judicial body.

This experience must have included or been supplemented by one year of technical or professional experience in the gas, electric, communications, water, transportation, or an allied utility industry; and

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

EXAMINATION INFORMATION

Stage I: The first stage in the selection process is a written performance exercise (weighted 50% of the final exam score). Only those candidates who pass the written performance exercise with a minimum rating of 70% will be invited to Stage II. It is anticipated that Stage I will be held during February/March 2015.

Stage II: The second stage will consist of an interview (weighted 50% of the final exam score). In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the total examination process. Candidates who do not appear for any part of their scheduled examination will be withdrawn from the examination process.

STAGE I: WRITTEN PERFORMANCE EXERCISE – WEIGHTED 50%

The written performance exercise may include the following:

- A. Knowledge of:
 1. Law governing the Public Utilities Commission, the law administered by it, and the judicial interpretation of such laws.
 2. The rules of evidence and procedures before the Public Utilities Commission.
 3. Administrative and constitutional law applicable to the Public Utilities Commission.
- B. Ability to:
 1. Write rulings, decisions, and orders.
 2. Apply deductive and inductive reasoning to analyze cases.
 3. Communicate clearly and effectively in writing.
 4. Analyze a variety of problems in the light of applicable principles and precedents and exercise independent judgment in arriving at findings of fact and law.

STAGE II: QUALIFICATIONS APPRAISAL INTERVIEW – WEIGHTED 50%

The interview may include the following:

- A. Knowledge of:
 1. Techniques for prioritizing and managing cases in order to complete diverse proceeding assignments;
 2. Law governing the Public Utilities Commission, the law administered by it, and the judicial interpretation of such laws;
 3. The rules of evidence and procedures before the Public Utilities Commission;
 4. Administrative and constitutional law applicable to the Public Utilities Commission.
- B. Ability to:
 1. Write rulings, decisions, and orders;
 2. Build consensus and agreement through negotiations and compromise to resolve a variety of issues;
 3. Make sound decisions and explain the rationale for those decisions;
 4. Work cooperatively with all levels of staff within the CPUC in addition to personnel in outside agencies;
 5. Communicate clearly and effectively verbally;
 6. Analyze a variety of problems in the light of applicable principles and precedents and exercise independent judgment in arriving at findings of fact and law.

ELIGIBLE LIST INFORMATION

This position is in San Francisco. A list of eligible candidates will be established for the California Public Utilities Commission. The list will be effective for at least 12 months and up to 48 months to meet the needs of the Commission.

Veterans' Preference: Will be awarded in this examination, pursuant to Government Code Section 18973.1, effective January 1, 2014, as follows:

1. Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for veterans' preference.
2. An entrance examination is defined, under the law, as any open competitive examination.
3. Veterans' Preference is not granted once a person achieves permanent civil service status.

GENERAL INFORMATION

The California Public Utilities Commission reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

For an examination with a written feature, it is the candidate's responsibility to contact the California Public Utilities Commission three days prior to the written test date if he/she has not received his/her notice of appointment.

For an examination without a written feature, it is the candidate's responsibility to contact the California Public Utilities Commission three weeks after the final filing date if he/she has not received his/her notice.

If a candidate's notice of oral interview or performance test fails to reach him/her 3 days prior to their scheduled appointment due to a verified postal error, he/she will be rescheduled upon written request.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. However, locations of interviews or performance evaluations may be limited or extended as conditions warrant.

Applications are available at the State Personnel Board office, local offices of the Employment Development Department, and in the Human Resources Office of the California Public Utilities Commission.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

Candidates needing special testing arrangements due to a disability must mark the appropriate box on the application and/or contact the testing department.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

If Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment and military veterans that meet all the minimum qualifications. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices, at the State Personnel Board office or jobs.ca.gov.

If High School Equivalence is Required: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

College Education: The qualifications meeting the requirement "Equivalent to graduation from college" means satisfaction of the requirements for the bachelor's degree from an accredited, recognized institution of higher education.

This means the applicant must show receipt of a bachelor's degree. Acceptable college course work must be from an accredited, recognized institution approved by the California Superintendent of Public Instruction under the provisions of California Education Code Section 94712.

Veterans' Preference Points: The California Department of Human Resources (CalHR) has information on how to apply for Veterans' Preference on their website at jobs.ca.gov and on the Application for Veterans' Preference form (CalHR 1093). Additional information is also available at the Department of Veterans Affairs website at <https://www.calvet.ca.gov/>.

TTY is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TTY Device. Calls may be placed using the following relay system.

California Relay Telephone Service for the Deaf or Hearing Impaired:
From TDD phones 1-800-735-2929 or from voice phones 1-800-735-2022

CALIFORNIA PUBLIC UTILITIES COMMISSION
505 VAN NESS AVENUE
San Francisco, CA 94102
Phone: 1-800-555-7809