Administrative Law Judge II, Public Utilities Commission

Open Examination
San Francisco Only
California Public Utilities Commission

CPUC

Exam #: 5UC06 Class Code: 6102 Min. Salary: $8015/month Max Salary: $10,087/month

THE STATE OF CALIFORNIA IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL, REGARDLESS OF AGE, ANCESTRY, COLOR, DISABILITY (MENTAL AND PHYSICAL), EXERCISING THE RIGHT TO FAMILY CARE AND MEDICAL LEAVE, GENDER, GENDER EXPRESSION, GENDER IDENTITY, GENETIC INFORMATION, MARITAL STATUS, MEDICAL CONDITION, MILITARY OR VETERAN STATUS, NATIONAL ORIGIN, POLITICAL AFFILIATION, RACE, RELIGIOUS CREED, SEX (INCLUDES PREGNANCY, CHILDBIRTH, BREASTFEEDING AND RELATED MEDICAL CONDITIONS), AND 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.

*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.

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: June 4, 2015

Online applications must be received no later than the final filing date. Applications received after the final filing date will not be accepted. Do not submit your application to the State Personnel Board.

THE POSITION – General Description

An Administrative Law Judge II acts as presiding officer in formal hearings and processes complex ex parte matters on complaints or applications filed with the Public Utilities Commission or investigations instituted by the Commission; instructs parties as to their rights; issues subpoenas, administers oaths, examines witnesses, and receives documentary evidence; rules on exceptions, motions, and admissibility of evidence; hears arguments, directs or permits the filing of briefs, and makes rulings prior to submission of assigned matters; consults with staff members on technical subjects; analyzes pleadings in preparation for hearings; determines the advisability of and holds prehearing conferences; analyzes and evaluates facts and law and exercises independent judgment in the preparation and issuance of reports and findings; prepares and recommends drafts of opinions, orders, and recommendations for consideration by the Commission.

SPECIAL PERSONAL CHARACTERISTICS

Impartiality, courtesy and judicial temperament.

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 state service performing the duties of an Administrative Law Judge I, Public Utilities Commission.

Or II

Two years of experience in the Public Utilities Commission at a level of responsibility equivalent to that obtained in the class of Supervising 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 the direct supervision of persons performing those functions; or the supervision of the preparation of proposed ex parte decisions of the Public Utilities Commission;

   Or

2. 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 cases coming for formal hearing before the Commissioner or Commission, or in the preparation of decisions by the Commissioner or Commission.

Or III

Experience: Five years of professional experience in the practice of law*, including at least two years in public utility regulation matters which involved several contested cases or two years conducting judicial or quasi-judicial hearings as presiding officer; <u>and</u>

Membership in The State Bar of California. (Applicants must have active membership in The State Bar before they will be eligible for appointment.); <u>and</u>

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

*Experience in the "practice of law" or "performing legal duties" or "legal experience" is defined as only that legal experience acquired after admission to The Bar.

EXAMINATION INFORMATION

Stage I: The first stage in the selection process is a written performance exercise (weighted 40% 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.

Stage II: The second stage will include an interview (weighted 60% 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.

EXAMINATION DATES

It is anticipated that Stage I will be held during July 2015.

STAGE I: WRITTEN PERFORMANCE EXERCISE – WEIGHTED 40%

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. General principles of regulatory accounting and ratemaking.
   4. Ethical duties of government employees, lawyers, and judges.
   5. Principles of logical analysis.

B. Ability to:
   1. Gather, analyze, correlate, and develop data from various sources regarding relevant policy, ratemaking, engineering, economic, and legal issues raised in proceedings.
   2. Write rulings, decisions, and orders.
   3. Rule and decide promptly, even under conditions of uncertainty as to facts and governing law, with minimal supervision.
   4. Communicate clearly and effectively in writing.
   5. Objectively explain the reasons and rationale for decisions made and policies and practices implemented.
   6. Be organized, methodical, and consistent in daily work.

STAGE II: QUALIFICATIONS APPRAISAL INTERVIEW – WEIGHTED 60%

The interview may include the following:

A. Knowledge of:
   1. Conduct of formal hearings and proceedings.
   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. Ethical duties of government employees, lawyers, and judges.
   5. Principles of logical analysis.

B. Ability to:
   1. Build consensus and agreement through negotiations and compromise to resolve a variety of issues.
   2. Negotiate work requests with advisory and support staff to accommodate resource limitations and conflicting demands.
   3. Make appropriate decisions when faced with time constraints and limited information.
   4. Communicate clearly and effectively verbally.
   5. Rule and decide promptly, even under conditions of uncertainty as to facts and governing law, with minimal supervision
   6. Adapt to new and/or changing situations, to work effectively under stressful situations, and manage multiple tasks simultaneously.
   7. Objectively explain the reasons and rationale for decisions made and policies and practices implemented.
   8. Be organized, methodical, and consistent in daily work.

ELIGIBLE LIST INFORMATION

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
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