



Career Executive Assignment A (CEA A), Advisor to a Commissioner

Examination

CPUC

California Public Utilities Commission

Exam #: 07uc29

Class Code: 7500

Min. Salary: \$6296/mth

Max Salary: \$9051/mth

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.

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

Incumbent serves as policy advisor to a Commissioner. Provides advice and analysis on issues related to energy, water, telecommunications, and rail/carrier industries; reviews, analyzes, and makes recommendations on proposed orders and decisions to be considered by the Commission; consults and assists in processing cases; serves as liaison between the Commissioner and other Commissioner's offices, management, and staff; represents the Commissioner as directed; assists the Commissioner in preparing alternative orders, written dissents, and concurrences; assists in developing and implementing policies and programs, drafting correspondence and speeches, and developing and articulating long-term strategic plans and broad policy frameworks for programs, procedures, and processes; and performs other job-related duties as required.

JOB LOCATION

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

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION - MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a current State civil service employee with permanent civil service status, as defined in Government Code Section 18546.

Or II

Must be a current or former employee of the Legislature, who resigned or was released from service within the last 12 months, and with two or more consecutive years of service as defined in Government Code 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch of government who resigned or was released from service within the last 12 months, and with two or more consecutive years of service (excluding those positions for which the salaries are set by statute) as defined by Government Code Section 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code Section 18991.

KNOWLEDGE AND ABILITIES

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

DESI RABLE QUALIFICATION(S)

Each candidate's Statement of Qualifications (SOQ) must be in response to these Desirable Qualifications in the order listed below:

1. Broad and extensive experience in conducting technical, economic and policy analyses of regulatory issues with emphasis on at least one of the following areas: communications, energy, transportation, safety, and water; or broad and extensive legal experience with an emphasis on any of the above industry areas.
2. Familiarity with the Public Utilities Code, the Commission's Rules of Practice and Procedure, and current policies.
3. Experience and ability to bring strategic approaches to Commission processes and procedural requirements.
4. High degree of initiative, independence, and good judgment.
5. Ability to analyze complex issues and prepare recommendations under tight deadlines with minimal oversight.
6. Excellent written and verbal communication skills are essential, including the ability to explain complex issues and the ramifications of recommended outcomes succinctly.
7. Strong and effective interpersonal skills that will reflect well on the Commissioner and his/her office by showing personal maturity and respectful relationships with others, whether members of the public, employees of the Commission, or anyone else with whom the advisor is required to interact.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used to fill position(s) of CEA A, Advisor to a Commissioner, with the CALIFORNIA PUBLIC UTILITIES COMMISSION and may be used to fill subsequent vacancies for this position that are substantially the same for a period of up to 12 months; however, the examination may be reopened to supplement the number of qualified competitors.

THE EXAMINATION WILL CONSIST OF AN APPLICATION AND STATEMENT OF QUALIFICATIONS (SOQ) WEIGHTED 100%.

FILING INSTRUCTIONS

Applicants who fail to submit the Statement of Qualifications (SOQ) may be eliminated from this examination process.

Interested applicants must submit:

- An online application at: <http://www.cpuc.ca.gov/PUC/jobs/>
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing. The SOQ shall be single-spaced, Times New Roman 12-point font and not to exceed three (3) typewritten pages.
- Resumes do not take the place of the Statement of Qualifications.
- The "Statement of Qualifications" should specifically address the desirable qualifications identified above.

ELIGIBLE LIST INFORMATION

A candidate may only test once in a 12 month period. A list of eligible candidates will be established for the California Public Utilities Commission. Eligibility expires 12 months after it is established.

GENERAL INFORMATION

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

If meeting the requirements stated above, you may take this competitive examination. Possession of the entrance requirements does not ensure a place on the eligible list. All candidates passing the examination will be ranked according to scores.

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

Examination Locations: Examinations are typically scheduled in San Francisco. However, there are instances when examinations are given in such places in California as the number of candidates and conditions warrant.

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.

Interview Scope: If an interview is conducted, in addition to the scope described on this bulletin, the panel may consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of the candidate's experience. Evaluation of a candidate's personal development will include consideration of own training needs; plans for self-development; and the progress the candidate has made towards self-development.