



Public Utilities Regulatory Analyst I (PURA I)

Open - Continuous Examination

CPUC

California Public Utilities Commission

Exam #: 11UC10

Class Code: 4592

Min. Salary: \$3073*/month

Max Salary: \$5010*/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.

HOW TO APPLY

You may access the application on line 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.

WHEN APPLICATIONS MAY BE FILED

The testing office accepts applications continuously and will notify and test applicants monthly. Do not submit your application to the State Personnel Board (SPB)/California Department of Human Resources (CalHR).

THE POSITION – General Description

Positions will be located in San Francisco, Sacramento and/or Los Angeles only. A Public Utilities Regulatory Analyst I, under supervision, performs technical research and analysis in public utilities or transportation regulation. Incumbents analyze, evaluate, develop, and recommend alternatives on a wide range of regulatory issues in the areas of economics, finance, and policy; provide testimony on the results of completed studies; consult with and advise Commission management, staff, and other interested parties; and do other job-related work as required.

*Range A \$3073 - \$3847
Range B \$3330 - \$4168
Range C \$4001 - \$5010*

RANGE A: This range will apply to persons who do not meet the criteria for Range B or Range C.

RANGE B: This range shall apply to persons who have satisfactorily completed: (1) six months of experience equivalent to that of Public Utilities Regulatory Analyst I, Range A; or (2) six months of experience outside the State Service performing economic, financial, or policy research duties equivalent to that of Public Utilities Regulatory Analyst I; or (3) a Master's Degree or advancement to Ph.D. candidacy requiring 30 semester units or 45 quarter units for completion in Economics, Finance, Business Administration, Public Policy, or a closely related field.

RANGE C: This range shall apply to persons who have satisfactorily completed either: (1) twelve months of experience equivalent to that of Public Utilities Regulatory Analyst I, Range B; or (2) eighteen months of experience outside the State Service performing economic, financial, or policy research duties equivalent to that of Public Utilities Regulatory Analyst I; or (3) a Master's Degree or advancement to Ph.D. candidacy requiring 60 semester or 90 quarter units for completion in economics, finance, business administration, public or energy policy or closely related field; or (4) two different Master's Degrees in Economics, Finance, Business Administration, Public Policy, or a closely related field; or (5) a Doctorate Degree in Economics, Finance, Business Administration, Public Policy, or a closely related field.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION - MINIMUM QUALIFICATIONS

All applicants must meet the education and/or experience requirements for this examination by the written test date. 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

Education: Equivalent to graduation from college with any major but with at least 24 semester units or 36 quarter units of upper division courses in economics, finance, public policy, or a closely related field. (See below on how to list course work.) Registration as a senior in a recognized institution will admit applicants to the examination, but they must produce evidence of graduation or its equivalent before they can be considered eligible for appointment.) (Work experience performing technical economic, financial, or policy research related to public utilities or transportation regulation may be substituted for the required education on a year-for-year basis.)

Or II

Six months of experience performing public utilities and/or transportation regulatory research duties in economics, finance, or public policy in the class of Program Technician III, and at least 18 semester units or 27 quarter units of upper division course work in economics, finance, or policy.

NOTE: Applicants MUST list, in the box designated on the application for the Supplemental Questionnaire, all upper-division courses in economics, finance, public policy, energy policy, and/or a closely related field, including the course title, the number of units of each course and if semester or quarter units, the date each course was completed, the name of the college or university where each course was taken, and a brief description of each course.

EXAMINATION INFORMATION

This is a multiple choice written examination (weighted 100%). In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the examination process. Candidates who do not appear for their scheduled examination will be withdrawn from the examination process.

The CPUC reserves the right to modify the selection process as necessary to conform to administrative or business necessity.

EXAMINATION DATES - San Francisco and Los Angeles only

The examination will be scheduled monthly on the 3rd Monday of each month. If the 3rd Monday falls on a holiday, the test will be scheduled for the following business day. In order to be scheduled for the monthly exam, your application must be received 2 weeks (14 calendar days) prior to the exam date.

WRITTEN EXAMINATION - WEIGHTED 100%

The written exam may contain the following:

Ability to:

1. Interpret, analyze, and create charts and/or graphs.
2. Locate and identify solutions to problems.
3. Interpret and synthesize information across different or multiple sources.
4. Reason logically and creatively, and use a variety of analytical and research techniques to answer consumer questions.
5. Use mathematical principles to solve problems.
6. Work well with others.
7. Gain and maintain the confidence and cooperation of those contacted during the course of work;
8. Respond to issues honestly and ethically.
9. Listen intently to team members, supervisors, carriers, and consumers.
10. Be flexible in working with others and scheduling.
11. Read and understand technical and nontechnical materials.
12. Write in a clear, organized, and concise format.
13. Edit and/or proofread documents.
14. Write instructions and/or procedures for others to follow.
15. Write grammatically correct documents for all communication and reporting processes.
16. Maintain composure under stressful situations.
17. Operate common office equipment (e.g. calculators).

ELIGIBLE LIST INFORMATION

A departmental eligible list will be established for the Commission. Names of successful candidates will be merged onto the list in order of final scores, regardless of date. A candidate may only test once in a 12-month period. Eligibility expires 12 months after it is established; candidates may then reapply to retest and reestablish eligibility.

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 responses in the examination described on this bulletin will be rated against a predetermined job-related rating, 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