



# Associate Transportation Representative

**Open - Continuous Examination**

**CPUC**

**California Public Utilities Commission**

**Exam #:** 206uc31

**Class Code:** 8699

**Min. Salary:** \$4619/mth

**Max Salary:** \$5784/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.

## **WHEN MAY APPLICATIONS BE FILED**

The testing office accepts applications continuously and will notify and test applicants as needed. Do not submit your application to the State Personnel Board.

## **THE POSITION – General Description**

Under direction, in an assigned area, (1) to plan, organize, and supervise the work of a field investigation group or a group of analysts performing technical work, or (2) to assist a Senior Transportation Representative in planning, organizing, and supervising the work of an organizational unit, or (3) to conduct special investigations, studies and analyses of complex cases and enforcement problems in all phases of for-hire transportation, or (4) to be responsible for supervision of the staff of a district office in enforcing statutes administered by the Public Utilities Commission and rates, rules, regulations, orders, decisions, directions and requirements of the Commission pertaining to rail, water, air, and highway carriers, warehouse persons, motor transportation brokers, air freight forwarders, freight forwarders, and express corporations; and to do other related work.

## **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, 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 performing the duties of a Transportation Analyst III in the California state service.

**Or II**

Experience: Three years of responsible experience in traffic or transportation work requiring an extensive knowledge of regulatory statutes, rates, rules, and regulations, at least one year of which shall have been comparable in level to that of a Transportation Analyst III in the California state service.

**And**

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on the basis of one year of experience being equivalent to one year of college. Satisfactory completion of a two-year course in traffic management or a related field in a recognized residence school, or its equivalent in a correspondence school, may be substituted for two years of the required education on a year-for-year basis.)

**EXAMINATION INFORMATION**

This examination will consist of an oral interview (weighted 60% of the total score) and a written exercise (weighted 40% of the total score). 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 any part of their scheduled examination will be withdrawn from the examination process.

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

**QUALIFICATIONS APPRAISAL INTERVIEW – WEIGHTED 60%**

The interview may include the following:

**A. Knowledge of:**

1. Public Utilities Commission rules and regulations concerning the regulation of highway transportation companies, air, rail, and water carriers, transportation brokers, freight forwarders and express corporations.
2. Classification, rights and responsibilities of carriers.
3. Use and application of tariffs.
4. Rules of practice and procedures of the Public Utilities Commission.
5. Operating procedures and problems in transportation industry.
6. Record-keeping methods of warehouse and transportation companies.
7. Principles of personnel management and supervision.
8. Investigation techniques and procedures.
9. Rules of evidence, laws of arrest, and court procedure.
10. Commission's Equal Employment Opportunity program objectives.

**B. Ability to:**

1. Interpret and apply the provisions of the Public Utilities Code and Public Utilities Commission rules and regulations concerning the regulation of highway transportation companies, rail and water carriers, warehouse workers, and motor transportation brokers.
2. Advise highway transportation companies of accepted record-keeping methods.
3. Establish tactful and diplomatic relations with citizens and public officials.
4. Effectively contribute to the Commission's equal employment opportunity objectives.
5. Ability to establish satisfactory relations with citizens and public officials under conditions requiring considerable tact and good judgment.
6. Ability to maintain the confidence and cooperation of those contacted during the course of work.
7. Communicate effectively orally.
8. Evaluate alternatives and make immediate decisions.

**WRITTEN EXERCISE – WEIGHTED 40%**

The written exercise may include the following:

**A. Knowledge of:**

1. CPUC rules and regulations concerning the regulation of public agencies, such as transportation companies, air, rail, and water carriers, warehouse persons, motor transportation brokers, air freight forwarders, freight forwarders and express corporations.
2. CPUC proceedings, structure, and General Orders governing transportation and telecommunications regulation.
3. Basic legal terminology.
4. Operating procedures and problems in the transportation and telecommunications industry.
5. Principles of technical report writing.

**B. Ability to:**

1. Communicate in written form effectively.
2. Read and understand non-technical material (i.e., administrative memos, letters, forms, etc.).
3. Interpret laws codes and General Orders

4. Prepare clear, complete and concise reports.
5. Analyze data and perform research work to locate and identify problems.
6. Reason logically and creatively, while utilizing a variety of analytical approaches to resolve regulatory problems.

### **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 an 12 month period.** Eligibility expires 12 months after it is established; candidates may then retest to 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**

**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.

**Veterans' Preference:**

#### **HOW TO APPLY FOR VETERANS' PREFERENCE**

The California Department of Human Resources (CalHR) has information on how to apply for Veterans' Preference on their website at [www.jobs.ca.gov](http://www.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 [www.cdva.ca.gov](http://www.cdva.ca.gov).