

CEA III

Career Executive Assignment Examination Announcement

California Public Utilities Commission

Exam: 2UC08 Class Code: 7500 Min. Salary: \$8594/mth Max Salary: *\$10,520/mth

*Subject to approval from the California Department of Human Resources, the maximum salary may be offered.

This agency guarantees equal opportunity to all regardless of race, color, creed, national origin, ancestry, gender, age, marital status, disability, religious or political affiliation, sexual orientation, medical condition or pregnancy. It is the objective of the State of California to achieve a drug-free State workplace. 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 laws of the State, the rules governing civil service, and the special trust placed in public service.

POSITION: Deputy Director, Energy Division
CEA III

LOCATION: California Public Utilities Commission
Energy Division
505 Van Ness Avenue, 4th Floor
San Francisco, CA 94102

FINAL FILING DATE: October 4, 2012

DUTIES AND RESPONSIBILITIES

Under the general direction of the Director, Energy Division, the Deputy Director will oversee program management in two or more program areas (branches), represent the Division with Commissioners and their advisors, other executive staff and the CPUC Division Directors on a broad range of policy issues. The Deputy Director will work closely with the Energy Division Director and Program Managers, Assistant General Counsels, and Assistant Chief Administrative Law Judges to develop, coordinate, and implement Energy Division policies. The Deputy Director will lead decision making processes with high level utility representatives and legal counsel regarding utility proposals, disputes, negotiations, settlement discussions and resolutions. The Deputy Director will be responsible for various Division administrative functions. The Deputy Director shall do the following:

- Oversee the program management of two or more program areas (Branches) and have or acquire general knowledge of all programs areas covered by the those branches;
- Under the general direction of the Director plan, organize, direct, and oversee the administration of the Division's analytic, policy development, and public safety work;
- Coordinate program area work within and among Division Branches;
- Share responsibility with the Director of acting as a principal liaison for the CPUC with the regulated industry, government offices, legislature, and other stakeholders;
- Serve as Energy Division's advocate spearheading policy goals and their implementation.

To ensure efficient operations and the development and implementation of the division's strategic policy planning efforts, the Deputy Director shall do the following:

- Maintain a clear understanding of the key energy (electricity and natural gas) issues before the CPUC;
- In the Director's absence, attend meetings and briefings of utilities, consumer groups, legislature, and other state agencies;
- Develop and implement processes to coordinate and manage the Division budget;
- Manage employee selection, recruitment and other personnel matters;
- Critically review and authorize reports, documents and filings prepared by the division, and effectively coordinate with counsel on these matters while providing quality control and consistency;
- Chair and prepare agendas for division staffing and policy meetings on issues related to staffing to provide consistent decisions on policy needs as they arise;
- Act as the division's lead in settlement negotiations and supervising negotiation strategy in connection with high profile, high stakes issues.

MINIMUM QUALIFICATIONS

Either I

Must be a State civil service employee with permanent status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government Code Section 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Section 18992.

Or IV

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

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of the California State Government including the organization and practice 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; personnel management techniques; the department'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; prepare and review reports; and effectively contribute to the department's Equal Employment Opportunity objectives.

Candidates' knowledge and ability should have been obtained from experience in program management and administration, and substantial responsibility for management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Experience may have been paid or volunteer, in State service or other government settings, or in a private organization.

DESIRED EXPERIENCE AND QUALIFICATIONS

The candidate selected for the position should have:

- Managerial and administrative experience requiring responsibility for a major program
- Experience in formulating and developing policy positions for the energy industry in the areas of procurement, renewables, transmission, demand-side management, rates and efficiency
- Experience in developing and reviewing testimony, briefs, and other official documents to ensure policy positions are rational, practical and consistent
- Experience in making persuasive presentations to Commissioners, their advisors, members of the Legislature, industries, and governmental entities

- Experience in testifying at formal Commission proceedings, legislative hearings, and other appropriate venues
- Experience in effectively articulating current energy trends and policies
- Substantive background in policy development in the issue related to energy including the areas of procurement, renewables, transmission, demand-side management, rates, efficiency, and safety

EXAMINATION INFORMATION

The examination process will consist of a Statement of Qualifications (SOQ) weighted 100%. In order to obtain a position on the eligible list, a candidate must attain a minimum rating of 70%. Candidates will be notified in writing (by email) of his/her examination results. The eligibility list resulting from this examination will be used only to fill this position. Results from this examination will not be used to fill any other CEA positions or future vacancies for this position.

Your "**Statement of Qualifications**" should be a response to the following three-part question:

How does your experience, knowledge, and skills demonstrate:

- A. Your ability to develop, review, and analyze public policy positions relating to electricity and natural gas industries.
- B. Your ability to represent the Energy Division and the CPUC with the public, regulated entities, and high-level government officials.
- C. Your ability to manage large numbers of people and complex programs.

HOW TO APPLY

Interested applicants must apply online at: <http://www.cpuc.ca.gov/PUC/jobs/>.

The SOQ must be in 12 pt. Times New Roman font and not to exceed three (3) typewritten pages. Beyond the page limit and font size stated above, the format and organization of the information presented in the SOQ is at the discretion of the candidate. You will be rated on your responses to the three-part question as well as your written communication skills using standardized rating criteria to select the most qualified candidate for the position.

Please observe the page limit. If a candidate's SOQ exceeds the three-page limit, only the first three pages will be evaluated. Applicants who do not submit a completed SOQ with their application will not be given further consideration.

If you have a disability and need special testing arrangements, mark the appropriate box on Question 2 of the "Examination and/or Employment Application (STD 678)." You will be contacted in advance of the examination to make specific arrangements that are convenient to you.

Questions concerning this position should be directed to Edward Randolph, Energy Division, at 415-703-2083 or e-mail at EFR@cpuc.ca.gov.

Release Date: September 17, 2012