

CEA II

Career Executive Assignment Examination Announcement

California Public Utilities Commission

Exam #: 3UC01 **Class Code:** 7500 **Min. Salary:** \$7815/mth **Max Salary:** *\$11,041/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: CEA II – Deputy Director, Safety and Enforcement Division

LOCATION: California Public Utilities Commission
Safety and Enforcement Division (SED)
505 Van Ness Avenue, 2nd Floor
San Francisco, CA 94102

FINAL FILING DATE: March 19th, 2013

DUTIES AND RESPONSIBILITIES

Under the general direction of the Division Director, SED, the Deputy Director serves as the chief policy development and implementation advisor in the design and functioning of the Division's safety and enforcement goals, objectives, priorities and workplans, and assists in the administration of the Division. The Deputy Director will work closely with the Director in:

- Overseeing the Division's telecommunications, energy, payphone, and transportation safety and enforcement programs.
- Overseeing the Division's electric, natural gas, railroad, rail transit and rail crossings safety and reliability programs, and in overseeing the Division's electric generation performance program.
- Overseeing the planning, setting and implementing of division and programmatic goals, objectives, priorities, measurements of success, workplans, and the allocation of staff in response to changing operational needs.
- Overseeing the division-wide effort to organize its work around its priorities.
- Overseeing staffing and expenditure levels relative to 7 funding sources.
- Overseeing the recruitment, testing, hiring, training and performance evaluation of new employees, and the training and performance evaluation of existing employees.
- Overseeing the preparation of budget change proposals, legislative initiatives, and the analysis of proposed legislation.
- Overseeing the continuous improvement of the analysis undertaken, the work product produced, and the process employed in addressing issues of safety and enforcement.

- Communicating consistently with the Executive Division, the Legal Division, state and federal legislators, other divisions within the CPUC, state and federal regulatory and/or law enforcement agencies, and other customers of the work products produced by SED.
- Inspiring and motivating staff to think broadly and critically, to be flexible, to exercise a high degree of initiative, and to communicate skillfully – both orally and in writing.

MINIMUM QUALIFICATIONS

Either I

Must be a State civil service employee with permanent civil service status.

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 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

Applicants must demonstrate the ability to perform high level administrative and policy influencing functions effectively. Such overall ability requires possession of the following more specific 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; personnel management; the CPUC's Equal Employment Opportunity objectives; and a manager's role in Equal Employment Opportunity.
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 the public, and the Legislative and Executive branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the CPUC's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies. (Experience may have been paid or volunteer, in State service, other government settings or in a private organization.)

DESIRED EXPERIENCE AND QUALIFICATIONS

Demonstrated and extensive administrative and managerial experience, and a keen appreciation for and experience in developing strength based teams. Demonstrated and extensive experience in litigation, settlement negotiations, policy development, staff development and training, and administrative support functions. Demonstrated ability to identify, analyze, develop and implement systems approaches to problems, to set priorities and organize work around priorities. Knowledge/Experience in Calstars fiscal accounting system, preparation of Budget Change Proposals, current selection and appointment processes and policies, grievance and complaint processes, and preparation of progressive disciplinary actions and performance evaluations.

EXAMINATION INFORMATION

The examination will consist of an Interview weighted 100%. In order to obtain a position on the eligible list, a candidate must attain a minimum rating 70%. Candidates will be notified in writing (by email) of his/her examination results. Once the list is established, a hiring interview may be scheduled for candidates who are eligible. 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.

HOW TO APPLY

Interested applicants must apply online 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 (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 Brigadier General Hagan, Director, Safety and Enforcement Division at 415-703-2349 or e-mail at EJH@cpuc.ca.gov.

Release Date: March 4, 2013