



Supervising Transportation Representative

Open Examination

CPUC

California Public Utilities Commission

Exam #: 3UC05

Class Code: 8692

Min. Salary: \$6127/month

Max Salary: \$7400/month

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.

FINAL FILING DATE: April 19, 2013

Online applications must be **received** by the final filing date. Applications received after the final filing date will not be accepted. Do not submit your application to the State Personnel Board.

THE POSITION – General Description

Under general direction, to plan, organize, and direct the work of staff in the Household Goods & Passenger Carriers Section or the Licensing Section of the Transportation Enforcement Branch, in the Safety and Enforcement Division of the Public Utilities Commission who are engaged in (1) the field of regulatory activities throughout the state, or (2) the review and preparation of formal evidence for legal hearing and prosecution, or (3) the licensing of transportation facilities and special services; and to do other job-related work.

JOB LOCATION

Positions are located in San Francisco and Los Angeles.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applicants must meet the education and/or experience requirements for this examination by the final filing 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 that possess 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.

Minimum Qualifications

Either I

One year of experience in the California state service performing the duties of a Senior Transportation Representative.

Or II

Experience: Three years of responsible supervisor experience in a utility regulatory agency in transportation rate or regulatory work and experience presenting evidence in difficult formal proceedings or reviewing proposed opinions and

orders. (Experience in California state service applied to this requirement must be at a level equivalent to a Senior Transportation Representative.); **and**

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis. Satisfactory completion of courses in traffic management or a related field in a recognized resident 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 interview (weighted 60%) and a written exercise (weighted 40%). 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 CPUC 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:

Knowledge of:

1. CPUC rules and regulations concerning the regulation of transportation companies, such as passenger carriers and household goods carriers, air, and vessel carriers.
2. CPUC proceedings, structure, and General Orders governing transportation and telecommunications regulation.
3. Investigation techniques and procedures.
4. CPUC informal processes (e.g., Licensing applications, complaints and administrative citations).
5. Rules of evidence, laws of arrest, and court procedures.
6. Classification of carriers and operating rights and responsibilities of transportation companies.
7. Trends, issues, State and Federal requirements affecting transportation regulation.
8. CPUC formal license, applications and complaints processes.

Ability to:

1. Interpret and apply provisions of the Public Utilities Code and CPUC rules and regulations concerning the regulation of transportation companies.
2. Work independently and be a self-starter.
3. Prioritize tasks and manage work time effectively and efficiently.
4. Maintain the confidence and cooperation of those contacted during the course of work (i.e. w/ peers, subordinates, Commissioners, upper management and others).
5. Work effectively as a team member.
6. Reason logically and creatively, while utilizing a variety of analytical approaches to resolve regulatory problems.
7. Analyze data and perform research work to locate and identify problems.
8. Evaluate alternatives and make immediate decisions.
9. Generate new ideas, methods or techniques to solve problems or facilitate work.
10. Plan, staff, delegate, and allocate resources for staff of the section.
11. Communicate verbally with people from a broad variety of educational, occupational, and cultural backgrounds (i.e. use laymen's terms to talk with general public).
12. Conduct interviews in a way that yields valid, relevant and detailed information.
13. Establish satisfactory relations with citizens and public officials under conditions requiring considerable tact and good judgment. (i.e. be sensitive to public concern).
14. Communicate effectively orally.

WRITTEN EXERCISE – WEIGHTED 40%

The written exercise may include the following:

Knowledge of:

1. Evidence, laws of arrest, and court procedures.
2. Operating procedures and problems in the transportation industry.
3. Basic legal terminology.
4. General orders governing transportation regulation.

Ability to:

1. Edit or proofread documents.
2. Pay close attention to detail and analyze situations accurately.
3. Interpret and utilize laws, codes, and General Orders.
4. Evaluate alternatives and make immediate decisions.
5. Comprehend legal documents and other technical documents.
6. Communicate effectively in writing.

ELIGIBLE LIST INFORMATION

A list of eligible candidates will be established for the California Public Utilities Commission. The list will be effective for at least 12 months and up to 48 months to meet the needs of the Commission. The eligibility list will be for the use of the California Public Utilities Commission only.

Veterans' preference credits will not be granted in this examination since it does not qualify as an entrance examination under the law.

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.