

CEA II

Career Executive Assignment Examination Announcement

California Public Utilities Commission

Exam #: 3UC08 **Class Code:** 7500 **Min. Salary:** \$7,815/mth **Max Salary:** \$8,616/mth

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 – Senior Energy Advisor to the President, Public Utilities Commission

LOCATION: California Public Utilities Commission

Executive Division

505 Van Ness Avenue, 5th Floor

San Francisco, CA 94102

FINAL FILING DATE: June 28, 2013

DUTIES AND RESPONSIBILITIES

The Senior Energy Advisor will assist the President in handling energy matters before the Commission and will help the Chief of Staff with assigning proceedings and tasks to the President's other energy advisors. The Senior Energy Advisor will also handle meetings, correspondence, speech-writing, case management, and agenda matters on behalf of the Commissioner, with a high degree of responsibility.

The Senior Energy Advisor will, among other responsibilities:

- Track the energy-related proceedings assigned to the Commissioner's office and assist the Chief of Staff with assigning responsibility for management of energy proceedings and agenda items to the other energy advisors.
- Assign Commission agenda items to the other energy advisors.
- Review and, in consultation with the President, provide comments on draft resolutions from the Energy Division before they are mailed.
- Manage, review and analyze formal matters assigned to the Commissioner's office or associated with a Commission meeting agenda.
- Conduct or participate in meetings on the Commissioner's behalf.
- Review and respond to correspondence.
- Prepare speeches.
- Other duties as required to assist the Commissioner in carrying out his/her constitutional and statutory responsibilities.

The Senior Energy Advisor will perform these duties in compliance with the applicable law, including Bagley-Keene Open Meeting Act, and the Commission's Statement of Incompatible Activities.

MINIMUM QUALIFICATIONS

Applicants must meet the following 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, the Legislative and Executive branches and other state agencies; 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

The candidate selected for the position should have:

- Experience in the public or private sector that includes conducting technical, economic, policy analysis of energy regulatory issues.
- Familiarity with electric utility procurement practices in both renewable and fossil-fuel resources.
- Knowledge of rate-making principals for electric utilities.
- Familiarity with applicable public utilities codes and policies and, in particular, be knowledgeable of the CPUC's Rules of Policy and Procedures as applicable to proceedings at the CPUC.
- High degree of initiative, independence, and sound judgment to manage complex issues in tight deadlines.
- Excellent written and verbal communication skills.
- Experience representing a division or agency in meetings with the public, elected officials, including the Governor's office and other state agencies.
- Ability to work cooperatively with a multi-disciplinary staff of professionals, technical experts, and support staff.

EXAMINATION INFORMATION

The examination process will consist of a Statement of Qualifications 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/>.

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. The content of the SOQ should provide the reviewers with detailed knowledge, skills and experience including specific examples for each of the bullets under Desired Experience and Qualifications keeping in mind the duties and responsibilities in order to demonstrate the candidate's ability to serve as the Senior Energy Advisor. Each candidate's SOQ will be rated on knowledge, skills and experience as well as 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 Carol Brown, Chief of Staff, at 415-703-2971 or e-mail at carol.brown@cpuc.ca.gov.

Release Date: June 13, 2013