

# CEA B

## Career Executive Assignment Examination Announcement

### California Public Utilities Commission

**Exam #:**4UC01    **Class Code:** 7500    **Min. Salary:** \$8594/mth    **Max Salary:** \*\$11,220/mth

\*The maximum salary may be offered, subject to approval from the California Department of Human Resources (CalHR).

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*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:** Director, Safety and Enforcement Division  
CEA B

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

**FINAL FILING DATE:** September 01, 2014

#### **DUTIES AND RESPONSIBILITIES**

The Director of the Safety and Enforcement Division will lead a change in the culture and practice of the Division from safety programs based on a rule-compliance focus and toward safety programs based on risk assessment and mitigation. Under the general direction of the Executive Director, the Director of Safety and Enforcement Division (SED) is responsible for the regulation of safety including risk assessment and mitigation of identified risks of all regulated industries, including investor-owned gas and electric utilities, telecommunications, railroad, rail transit, and rail-highway crossings in California, and the licensing and consumer protection of motor- passenger carriers, household goods movers, and vessels.

The Director of SED is responsible for the development, implementation, and enforcement of the Commission's programs in the areas of all regulated industries and responsible for the implementation of recommendations from the Independent Review Panel on PG&E's San Bruno Pipeline Explosion.

The Director of SED confers with and advises the Commissioners, their advisors, Administrative Law Judges and the Commission staff on regulatory matters, and policies and actions affecting the services and safety of the regulated utility and carrier industries.

The Director of SED plans, organizes, and directs the activities of the Division's multi-disciplinary staff located throughout the state and supervises the division's Assistant Director(s) and management over their respective regulatory programs. Determines division policies and procedures and coordinates statewide safety policies affecting the regulated utility and carrier industries.

The Director of SED represents the Commission on consumer protection and safety issues and meets and confers with other state and federal agencies and commissions, local government, and consumer groups. The Director also serves as the primary contact with the National Transportation Safety Board, U.S. Department of Transportation Pipeline and Hazardous Materials Safety Administration, Federal Rail Administration, Federal

Transit Administration, California Highway Patrol, Department of Motor Vehicles, California Department of Transportation, and organizations with interests in the development of statewide utility and carrier safety standards. The incumbent participates in hearings and may testify as an expert witness in proceedings before the Commission, other government bodies, and the courts, and attends Commission meetings, Division Director conferences, and other management meetings.

### **MINIMUM QUALIFICATIONS**

#### Either I

Must be a current State civil service employee with permanent civil service status, as defined in Government Code Section 18546.

#### 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 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 administrative and policy-influencing functions effectively. Such overall ability requires possession of and experience with 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 and the public; 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 in paid or volunteer State service or other government settings, or in a private organization.

### **DESIRED EXPERIENCE AND QUALIFICATIONS**

It is highly desirable that the candidate have a strong substantive background in safety oversight and management issues. Candidates should have extensive managerial and administrative experience requiring responsibility for a major program; knowledge of policies, procedures and processes of the California Public Utilities Commission or other regulatory agencies. Candidates must have strong leadership skills, professional integrity, the ability to motivate professional employees, and exceptional communication skills. Candidates must be able to analyze complex situations and information and distill them into understandable, concise, and persuasive arguments or points; and have the ability to serve effectively as the Division's representative in public forums, including the California State Legislature and other agencies of government on matters relating to Division policy and administration.

### **EXAMINATION INFORMATION**

The examination process will begin with a Statement of Qualifications weighted pass/fail. Only those candidates who receive a passing score on their Statement of Qualifications will be scheduled for the exam interview (weighted 100%). In order to obtain a position on the eligible list, a candidate must attain a minimum score of 70% in the interview. Candidates will be notified of examination results. A further hiring interview may be scheduled to choose a candidate from among those on the eligible list. The eligible list resulting from this examination will be used only to fill this position and not other CEA positions.

Your "**Statement of Qualifications**" should be a response to the following questions:

1. The Director of the Safety and Enforcement Division will lead a change in the culture and practice of the Division from safety programs based on a rule-compliance focus and toward safety programs based on risk assessment and mitigation. Describe the experience and knowledge that equip you to;
  - lead members of the division in a change-management process
  - create and lead risk assessment and mitigation efforts across many industries, including natural gas, electricity, telecommunications, rail, rail transit, rail crossings, and movers of goods and passengers
  - lead enforcement programs
  - supervise multi-disciplinary staff and collaborate with state and federal agencies
2. As the Director of SED, you will be asked to manage high priority programs and projects with limited resources. In addition to your own division, you'll be interacting with various internal and external stakeholders such as Commissioners, Directors, and other regulatory agencies.
  - Please describe a project or program you led, and describe in detail how you analyzed, organized, implemented and enforced the project's or program's requirements.
  - Please describe how you allocated your time and resources among multiple high priority tasks/goals.
  - Please describe how you ensured the quality of the work and meeting deadlines.
  - How did you communicate your project's results while maintaining the confidence of multi-disciplinary internal/external stakeholders?
3. Describe your experience with the implementation or oversight of a large scale safety program, or the operation of a large-scale system or program that entailed a significant safety focus.

#### **HOW TO APPLY**

Interested applicants must apply online at: <http://www.cpuc.ca.gov/PUC/jobs/>. Applicants must also provide a "**Statement of Qualifications**" not to exceed three (3) pages (format: single-spaced, Times New Roman 12 pt.). If your Statement of Qualifications exceeds 3 pages, only the first 3 pages will be evaluated. You will be rated on your knowledge and experience as well as your written communication skills. It will be scored on a pass/fail basis. Failure to complete the Statement of Qualifications will result in your automatic withdrawal from the examination process. Successful candidates will be invited to the interview portion of the exam.

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 Liza Dougherty, Human Resources Director at 415-703-5885 or e-mail at [liza.dougherty@cpuc.ca.gov](mailto:liza.dougherty@cpuc.ca.gov).

Release Date: May 06, 2014