



Legal Support Supervisor II

Departmental Promotional Examination - SPOT

San Francisco

CPUC

California Public Utilities Commission

Exam #: 4UC03 Class Code: 1278 Min. Salary: \$3934/month Max Salary: \$4929/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: November 21, 2014

Online applications must be received no later than by the final filing date. The PUC will not accept applications after the final filing date. Do not submit your application to the State Personnel Board (SPB)/California Department of Human Resources (CalHR).

WHO SHOULD APPLY

This is a departmental promotional examination for the California Public Utilities Commission.

1. Applicants must have a permanent civil service appointment with the California Public Utilities Commission or meet the provisions of the State Personnel Board Rules 234 or 235 by November 21, 2014, the final filing date, in order to participate in this examination; or
2. Must be a current or former employee of the Legislature for two or more years as defined in Government Code Section 18990; or
3. Must be a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code Section 18992; or
4. 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.

For applicants under Items 2, 3, or 4, if promotional examinations are given by more than one department for the same classification, the applicant must select one department in which to compete.

SALARY RANGE: \$3934-\$4929*

*For Legal Support Supervisor II in San Francisco, candidates are eligible for salary adjustments for recruitment and retention not to exceed \$5434.22

THE POSITION

Legal Support Supervisors II perform a wide variety of supervisory and administrative duties necessary to maintain the support functions of a large legal or administrative law office, which may include multiple legal support offices. These duties typically include supervising a large staff of Legal Secretaries, Legal Assistants, and Legal Analysts or supervising subordinate supervisors of legal secretarial and administrative law support offices with quasi-judicial responsibilities. Specifically, the Legal Support Supervisor II duties include: reviewing and assigning incoming paralegal assignments, analyzing and assigning to appropriate staff; delegating job assignments according to subordinate's skills and abilities; organizing and prioritizing the incoming and current projects from attorneys and administrative law judges; reviewing completed jobs to ensure that the formatting and profiling is done correctly; keeping staff abreast of all new filing rules and procedures before both state and federal courts, the Public Utilities Commission, and other regulatory agencies; developing work procedures, monitoring workload, and coordinating and streamlining work of subordinate offices; interviewing and hiring new staff; training new staff and evaluating training needs for new and incumbent staff; giving staff constructive feedback, writing performance appraisals, and creating individual development plans for staff; and consulting with the Labor Relations Officer on personnel matters involving possible corrective or disciplinary action.

This is the highest supervisory level in this series. Incumbents direct the activities of a legal support staff of approximately 25 to 35 providing legal support services to a large professional staff of attorneys and administrative law judges.

JOB LOCATION

This exam covers positions located in San Francisco, CA only.

REQUIRED IDENTIFICATION

Accepted applicants are required to bring either a photo identification card or two forms of signed identification to the examination.

REQUIREMENTS FOR ADMI TTANCE 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 performing the duties of a Legal Support Supervisor I; or two years of experience performing the duties of a Senior Stenographer, Legal, Range B or Senior Typist, Legal, Range B.

Or II

Four years of experience in legal stenographic and/or clerical work, at least two years of which shall have been in a supervisory capacity. (Experience in California state service applied toward the specialized two-year requirement must be performing the duties of a class at a responsibility level not less than that of Senior Stenographer, Legal, Range B.) (Academic education above the twelfth grade may be substituted for the year of required general experience on the basis of either: (a) a year of general education being equivalent to three months of experience; or (b) one year of education of a business or commercial nature being equivalent to six months of experience.)

EXAMINATION INFORMATION

This examination will consist of an oral interview (weighted 100%), which may include a written exercise. 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.

EXAMINATION PROCESS

The PUC reserves the right to modify the selection process as necessary to conform to administrative or business necessity.

PROMOTIONAL READINESS INTERVIEW – WEIGHTED 100%

The interview may include the following:

Knowledge of:

1. Technical Legal Terms as well as various forms and their processing.
2. Modern office methods and procedures and office supplies, materials and equipment.
3. Principles of effective supervision and training.
4. How to find laws, legal codes, court procedures, precedents, government regulation, executive orders, and agency rules.
5. A manager's role in the Equal Employment Opportunity Program and the processes available to meet equal employment opportunity objectives.
6. Business English and correspondence.
7. Proper English grammar, spelling, and punctuation.

Ability to:

1. Analyze situations accurately and take effective action.
2. Secure and maintain cooperative relationships with all persons contacted in the work.
3. Orally communicate to others to convey information effectively.
4. Manage multiple priorities to meet management needs in an appropriate and timely manner.
5. Organize multiple projects.
6. Generate new ideas, methods or techniques to solve problems or facilitate work.
7. Complete assignments thoroughly and on time.
8. Edit and/or proofread documents.
9. Communicate effectively.

ELIGIBLE LIST INFORMATION

This position is in San Francisco. A Departmental "Promotional" list of eligible candidates will be established for the California Public Utilities Commission. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period. The Legal Support Supervisor II eligibility list will be for the use of the CPUC only.

Veterans' preference points are not granted in promotional examinations.

Career Credits do not apply and will not be added to the final score of this examination.

GENERAL INFORMATION

The California Public Utilities Commission reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

For an examination with a written feature, it is the candidate's responsibility to contact the California Public Utilities Commission three days prior to the written test date if he/she has not received his/her notice of appointment.

For an examination without a written feature, it is the candidate's responsibility to contact the California Public Utilities Commission three weeks after the final filing date if he/she has not received his/her notice.

If a candidate's notice of oral interview or performance test fails to reach him/her 3 days prior to their scheduled appointment due to a verified postal error, he/she will be rescheduled upon written request.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. However, locations of interviews or performance evaluations may be limited or extended as conditions warrant.

Applications are available at the State Personnel Board office, local offices of the Employment Development Department, and in the Human Resources Office of the California Public Utilities Commission.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

Candidates needing special testing arrangements due to a disability must mark the appropriate box on the application and/or contact the testing department.

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. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

If Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment and military veterans that meet all the minimum qualifications. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices, at the State Personnel Board office or jobs.ca.gov.

If High School Equivalence is Required: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

College Education: The qualifications meeting the requirement "Equivalent to graduation from college" means satisfaction of the requirements for the bachelor's degree from an accredited, recognized institution of higher education. This means the applicant must show receipt of a bachelor's degree. Acceptable college course work must be from an accredited, recognized institution approved by the California Superintendent of Public Instruction under the provisions of California Education Code Section 94712.

Veterans' Preference Points: The California Department of Human Resources (CalHR) has information on how to apply for Veterans' Preference on their website at jobs.ca.gov and on the Application for Veterans' Preference form (CalHR 1093). Additional information is also available at the Department of Veterans Affairs website at <https://www.calvet.ca.gov/>.

TTY is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TTY Device. Calls may be placed using the following relay system.

California Relay Telephone Service for the Deaf or Hearing Impaired:

From TDD phones 1-800-735-2929 or from voice phones 1-800-735-2022

CALIFORNIA PUBLIC UTILITIES COMMISSION
505 VAN NESS AVENUE
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