



# Legal Counsel

## Open - Continuous Examination

**CPUC**

**California Public Utilities Commission**

Exam #: 5UC04

Class Code: 5798

Min. Salary: \$4674\*/mth

Max Salary: \$5137\*mth

THE STATE OF CALIFORNIA IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL, REGARDLESS OF AGE, ANCESTRY, COLOR, DISABILITY (MENTAL AND PHYSICAL), EXERCISING THE RIGHT TO FAMILY CARE AND MEDICAL LEAVE, GENDER, GENDER EXPRESSION, GENDER IDENTITY, GENETIC INFORMATION, MARITAL STATUS, MEDICAL CONDITION, MILITARY OR VETERAN STATUS, NATIONAL ORIGIN, POLITICAL AFFILIATION, RACE, RELIGIOUS CREED, SEX (INCLUDES PREGNANCY, CHILDBIRTH, BREASTFEEDING AND RELATED MEDICAL CONDITIONS), AND 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.

### WHEN MAY APPLICATIONS BE FILED

The testing office accepts applications continuously and will notify and test applicants as needed. Do not submit your application to the State Personnel Board.

### THE POSITION – General Description

Legal Counsel is an entry-level position with promotional opportunities available. CPUC attorneys practice rewarding and challenging public interest law in the areas of telecommunications, energy, and transportation regulation. The CPUC employs both litigation and appellate attorneys. The CPUC regulates investor-owned gas, electric, telephone, water, and transportation companies throughout California. As a member of the 50 attorney legal staff, incumbents will participate in state and federal courts and administrative hearings. Commission attorneys present witnesses, cross-examine, write trial and appellate briefs and make oral arguments. Travel throughout the state, and possibly to Washington D.C. may be expected.

\* Range A \$4674 - \$4674

Range B \$4678 - \$5137

### JOB LOCATION

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

### REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION - MINIMUM QUALIFICATIONS

NOTE: All applicants must meet the education and/or experience requirements for this examination by the cut off date established by the testing office.

Membership in the State Bar of California. Applicants must have active membership in the State Bar before they will be eligible for appointment. (Applicants who are not members of the State Bar of California but who are eligible to take the California State Bar examination will be admitted to the examination, but will not be considered eligible for appointment until they are admitted to the State Bar)

Note: Applicants must show their membership number, title, and expiration date on their application

### EXAMINATION INFORMATION

This examination will consist of an Interview (weighted 100%). 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 their scheduled examination will be withdrawn from the examination process.

### QUALIFICATIONS APPRAISAL INTERVIEW – WEIGHTED 100%

The interview may include the following:

A. Knowledge of:

1. General legal principles.
2. English grammar, punctuation, spelling, and sentence structure.

B. Ability to:

1. Perform legal research.
2. Analyze situations accurately and adopt an effective course of action.
3. Maintain harmonious relationships with fellow employees.
4. Prioritize multiple competing demands without missing deadlines.

### ELIGIBLE LIST INFORMATION

A departmental eligible list will be established for the Commission. Names of successful candidates will be merged onto the list in order of final scores, regardless of date. A candidate may only test once in a 12 month testing period. Eligibility expires 12 months after it is established; candidates may then retest to reestablish eligibility.

Veterans' Preference: Will be awarded in this examination, pursuant to Government Code Section 18973.1, effective January 1, 2014, as follows:

1. Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for veterans' preference.
2. An entrance examination is defined, under the law, as any open competitive examination.
3. Veterans' Preference is not granted once a person achieves permanent civil service status.

### 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.

Veterans' Preference:

HOW TO APPLY FOR VETERANS' PREFERENCE

The California Department of Human Resources (CalHR) has information on how to apply for Veterans' Preference on their website at [www.jobs.ca.gov](http://www.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 [www.cdva.ca.gov](http://www.cdva.ca.gov).