



# Associate Railroad Track Inspector, PUC

**Open - Continuous Examination**

**CPUC**

**California Public Utilities Commission**

Exam #: 5UC08

Class Code: 3941

Min. Salary: \$5185/month Max Salary: \$6490/month

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 monthly. Do not submit your application to the State Personnel Board (SPB) / California Department of Human Resources (CalHR).

## THE POSITION – General Description

The Associate Railroad Track Inspector under administrative direction conducts complex investigative and surveillance activities with respect to enforcement of the Federal Railroad Administration's Track Safety Standards. Incumbents make comprehensive track structure inspections and investigate adequacy of track maintenance methods and general railroad safety; makes recommendations of proper corrective action to be taken in order to bring railroad tracks into compliance with the Federal Track Safety Standards; audits Common Carrier railroad track maintenance records to determine adequacy of the track for the prescribed speeds in accordance with the Federal Track Safety Standards; interprets and confirms results of surveys carried out by track geometry cars and conducts investigations of railroad accidents; assists in the preparation of reports and exhibits, and does other job-related work as required.

Although the California Public Utilities Commission does not specifically test for physical ability in this exam, candidates must be aware that the position requires the ability to walk long distances, to withstand extreme temperatures for extended periods of time, and to climb onto or otherwise access potentially dangerous equipment during inspections.

## JOB LOCATION

This Exam covers positions located in Los Angeles, Sacramento and 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.

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 who 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.

Certification: Completion of a training program prescribed by the Federal Railroad Administration in railroad track inspection; and

Either I

One year of experience in the California state service performing the duties of an Assistant Railroad Track Inspector, Public Utilities Commission.

Or II

Three years of experience as a State or Federal Railroad Inspector engaged primarily in the inspection of track.

Or III

Six years of progressively responsible experience in railroad track construction and maintenance at a level of responsibility equivalent to an assistant roadmaster, roadmaster, assistant division engineer, or track supervisor.

(A Bachelor's Degree in Engineering or a related technical specialization may be substituted for three of the six years of the required experience under Pattern III above.)

EXAMINATION INFORMATION

This examination will consist of a written exercise 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.

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

WRITTEN EXERCISE – WEIGHTED 100%

The written exercise may include the following:

Knowledge of:

1. Proper corrective action to be taken in order to bring track into compliance with the Federal Track Safety Standards.
2. Federal Railroad Administration (FRA) regulations.

Ability to:

1. Pay close attention to detail and analyze situations accurately based on what you observe (e.g., during a site inspection).
2. Maintain the confidence and cooperation of those contacted during the course of work.
3. Develop and maintain positive relationships with subordinates, peers, supervisors, and other CPUC personnel.
4. Conduct interviews in a way that yields valid and detailed information.
5. Write clear, complete and concise reports of all assignments and investigations performed.
6. Determine the best approach to solve safety problems and to gain compliance with State and Federal safety standards.
7. Prepare written documents (i.e., correspondence, reports, FRA forms State forms, PUC forms, etc.).
8. Operate computer programs such as Word, Excel, Power Point, etc.
9. Utilize a variety of methods during an accident investigation to gather data, including surveillance, interviews, photo documentation, inspection and records review.
10. Conduct root cause analysis of accidents to determine the source(s) of problems.
11. Contribute as the member of a group or team effort and keep others informed of project progress and changes (e.g., co-authoring a workshop report, drafting a memo, etc.).
12. Discuss issues with others to work toward a fair agreement (e.g., working with a co-worker to determine root cause of accident, course of corrective action, etc.).
13. Determine the best method of obtaining compliance with Federal track standards on all railroad lines in an assigned territory.
14. Prioritize tasks and manage work time effectively and efficiently.
15. Analyze data and perform research work to locate and identify problems.
16. Study, assimilate, and apply a series of steps, rules or guidelines in completing tasks.
17. Express technical information in written form (e.g., translate technical or other complex material into a common everyday language.)
18. Clearly narrate in written form the specifics of a violation and/or accident investigation.
19. Reason logically and creatively, while utilizing a variety of analytical approaches to resolve regulatory problems.
20. Propose solutions by developing and evaluating possible actions and alternatives to address problems.

ELIGIBLE LIST INFORMATION

A list of eligible candidates will be established for the California Public Utilities Commission. Names of successful candidates will be merged onto the list in the order of final scores regardless of dates. Eligibility expires 18 months after it is established. Candidates must then retest to re-establish eligibility. Candidates may only test once during a 12-month period.

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.

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### 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 responses in the examination described on this bulletin will be rated against a predetermined job-related rating, 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](http://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](http://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

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