



Supervising Transportation Representative

Open Examination

CPUC

California Public Utilities Commission

Exam #: 5UC14

Class Code: 8692

Min. Salary: \$6250/month Max Salary: \$7774/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.

FINAL FILING DATE: June 22, 2015

Online applications must be received by the final filing date. Applications received after the final filing date will not be accepted. Do not submit your application to the State Personnel Board.

THE POSITION – General Description

Under general direction, to plan, organize, and direct the work of staff in the Household Goods & Passenger Carriers Section or the Licensing Section of the Transportation Enforcement Branch, in the Safety and Enforcement Division of the Public Utilities Commission who are engaged in (1) the field of regulatory activities throughout the state, or (2) the review and preparation of formal evidence for legal hearing and prosecution, or (3) the licensing of transportation facilities and special services; and to do other job-related work.

JOB LOCATION

Positions are located in San Francisco and Los Angeles.

REQUIREMENTS FOR ADMITTANCE 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 in the California state service performing the duties of a Senior Transportation Representative.

Or II

Experience: Three years of responsible supervisor experience in a utility regulatory agency in transportation rate or regulatory work and experience presenting evidence in difficult formal proceedings or reviewing proposed opinions and orders. (Experience in California state service applied to this requirement must be at a level equivalent to a Senior Transportation Representative.); and

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis. Satisfactory completion of courses in traffic management or a related field in a recognized resident school, or its equivalent in a correspondence school, may be substituted for two years of the required education on a year-for-year basis.)

EXAMINATION INFORMATION

This examination will consist of an interview (weighted 60%) and a written exercise (weighted 40%). 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.

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

QUALIFICATIONS APPRAISAL INTERVIEW – WEIGHTED 60%

The interview may include the following:

Knowledge of:

1. CPUC rules and regulations concerning the regulation of transportation companies, such as passenger carriers and household goods carriers, air, and vessel carriers.
2. CPUC proceedings, structure, and General Orders governing transportation and telecommunications regulation.
3. Investigation techniques and procedures.
4. CPUC informal processes (e.g., Licensing applications, complaints and administrative citations).
5. Rules of evidence, laws of arrest, and court procedures.
6. Classification of carriers and operating rights and responsibilities of transportation companies.
7. Trends, issues, State and Federal requirements affecting transportation regulation.
8. CPUC formal license, applications and complaints processes.

Ability to:

1. Interpret and apply provisions of the Public Utilities Code and CPUC rules and regulations concerning the regulation of transportation companies.
2. Work independently and be a self-starter.
3. Prioritize tasks and manage work time effectively and efficiently.
4. Maintain the confidence and cooperation of those contacted during the course of work (i.e. w/ peers, subordinates, Commissioners, upper management and others).
5. Work effectively as a team member.
6. Reason logically and creatively, while utilizing a variety of analytical approaches to resolve regulatory problems.
7. Analyze data and perform research work to locate and identify problems.
8. Evaluate alternatives and make immediate decisions.
9. Generate new ideas, methods or techniques to solve problems or facilitate work.
10. Plan, staff, delegate, and allocate resources for staff of the section.
11. Communicate verbally with people from a broad variety of educational, occupational, and cultural backgrounds (i.e. use laymen's terms to talk with general public).
12. Conduct interviews in a way that yields valid, relevant and detailed information.
13. Establish satisfactory relations with citizens and public officials under conditions requiring considerable tact and good judgment. (i.e. be sensitive to public concern).
14. Communicate effectively orally.

WRITTEN EXERCISE – WEIGHTED 40%

The written exercise may include the following:

Knowledge of:

1. Evidence, laws of arrest, and court procedures.
2. Operating procedures and problems in the transportation industry.
3. Basic legal terminology.
4. General orders governing transportation regulation.

Ability to:

1. Edit or proofread documents.
2. Pay close attention to detail and analyze situations accurately.
3. Interpret and utilize laws, codes, and General Orders.
4. Evaluate alternatives and make immediate decisions.

5. Comprehend legal documents and other technical documents.
6. Communicate effectively in writing.

ELIGIBLE LIST INFORMATION

A list of eligible candidates will be established for the California Public Utilities Commission. The list will be effective for at least 12 months and up to 48 months to meet the needs of the Commission. The eligibility list will be for the use of the California Public Utilities Commission only.

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

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

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