

# CEA B

## Career Executive Assignment Examination Announcement

### California Public Utilities Commission

**Exam #:** 5UC21    **Class Code:** 7500    **Min. Salary:** \$8985/month    **Max Salary:** \$10,401/month

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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.

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**POSITION:** CEA B – Director, Office of Governmental Affairs

**LOCATION:** California Public Utilities Commission  
Office of Governmental Affairs  
770 L Street, Suite 1050  
Sacramento, CA 95814

**FINAL FILING DATE:** December 14, 2015

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).

#### DUTIES AND RESPONSIBILITIES

The Director, Office of Governmental Affairs, reports to the Executive Director and works together with the Commission President, the Commissioner-chairs of the Legislative Subcommittee, the Director of Policy and Planning Division, the Executive Director and the Deputy Executive Directors, in developing policies across all PUC jurisdictional areas. The Director will orchestrate the presentation of the Commission budget to committees charged with budgetary oversight and communicate the real world outcomes of budgetary decisions.

The Director plans, organizes, and manages the Office of Governmental Affairs, and is responsible for monitoring legislative activity for the CPUC. The incumbent responds to and appears before legislative committees and acts as the chief spokesperson for the CPUC on legislative matters. The Director plans and organizes staff for formal analysis of bills with particular emphasis on determining a bill's genesis and purpose by consultation with legislative staff and committees as well as special interest groups. Of critical importance is working with Commission staff to determine the impacts on staffing and Commission processes involved in implementing legislation.

The Director is responsible for the formulation and implementation of intergovernmental policies and programs with such agencies as the Department of Finance, the Air Resources Board, and the California Energy Commission. The Director will also work with oversight agencies, such as Department of Finance, to ensure that the Commission responds promptly to requests for information.

The incumbent has frequent direct contact with officials at the highest levels of government, including Legislators, the Governor's staff and agency directors, and leaders in industry and nonprofit organizations. The Director will

oversee a staff of professionals and support staff.

The Director will assist in providing strategic policy direction and specific guidance, as necessary or appropriate, to individual staff members as they undertake technical and policy analyses.

The Director will play a key role in communicating the CPUC's strategy, objectives and accomplishments to stakeholders, other agencies, the Governor's office, and other external audiences. The Director will be responsible for crafting messages, developing materials and delivering briefings, presentations and speeches, as well as sharing in the responsibilities for representing the CPUC at public workshops and meetings with stakeholders, other state agencies and interested parties.

Within the CPUC, the Director will be responsible for keeping Commissioners' offices informed about progress in developing policies, upcoming issues and potential interactions with other policy areas. In addition, the incumbent will prepare white papers as needed and contribute to staff reports, rulings and decisions, assisting with coordination across the CPUC, including, but not limited to implementation of the RPS, the energy efficiency programs and the California Solar Initiative.

The Director will coordinate with counterparts at other state agencies and in the Governor's office to track federal climate legislation and develop positions and strategies in Washington, D.C., keeping the President's office and the AB32 team apprised of developments at the federal level and advise them on implications for California's climate policies.

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

All applicants must possess the knowledge and abilities, and any other requirements, described in this bulletin.

Note: Eligibility to take a CEA examination does not require current permanent status in the civil service.

#### KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high level administrative and policy influencing functions effectively. Such overall ability requires possession of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices 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; and personnel management techniques; the department's or agency'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 executive management and top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies. (Experience may have been paid or volunteer, in State service, other government settings or in a private organization.)

#### DESIRED EXPERIENCE AND QUALIFICATIONS

Each candidate's Statement of Qualifications (SOQ) must be in response to these Desirable Qualifications in the order listed below:

- 1) Extensive administrative and managerial experience requiring responsibility for a major program involving familiarity with legislative issues related to utility regulation and the Public Utilities Commission programs and procedures.
- 2) Extensive knowledge of technical budgetary matters and the ability to make convincing presentations of the consequences of budgetary actions.

- 3) Extensive knowledge of technical issues associated with the drafting of legislation to implement policies supported by the Commission and/or governor.
- 4) Ability to interact constructively with legislators, legislative staff and the office of the California governor.
- 5) Ability to establish, maintain, and cultivate communication flows within the Sacramento governmental community and to obtain early information on matters critical to Commission policies and budgets.
- 6) Knowledge of procedures relating to the conduct of the California Legislature and Congress including the legislative process and the ability to understand how these procedures shape the fortunes of proposed laws and policies.
- 7) Strong leadership skills, professional integrity, and the ability to motivate professional employees, and exceptional communication skills.
- 8) Ability to analyze complex situations and information.
- 9) Act as the Commission's representative in public forums, before other agencies of government, and before the state Legislature on matters relating to public policy and agency administration.

#### EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written (email) notification of their examination results. The eligibility list resulting from this examination will be used only to fill this position. Results from this examination will not be used to fill any other CEA positions or future vacancies for this position.

THE EXAMINATION WILL CONSIST OF AN APPLICATION AND STATEMENT OF QUALIFICATIONS (SOQ) WEIGHTED 100%.

#### FILING INSTRUCTIONS

Applicants who fail to submit the Statement of Qualifications (SOQ) will be eliminated from this examination process.

#### Interested applicants must submit:

- An online application at: <http://www.cpuc.ca.gov/PUC/jobs/>.
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing. The SOQ shall be single-spaced, Times New Roman 12-point font and not to exceed five (5) typewritten pages.
- Resumes do not take the place of the Statement of Qualifications.
- The "Statement of Qualifications" should specifically address the desirable qualifications identified above.

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.

#### ELIGIBLE LIST INFORMATION

A candidate may only test once in a 12 month period. A list of eligible candidates will be established for the California Public Utilities Commission. Eligibility expires 12 months after it is established.

Questions concerning this position should be directed to Tim Sullivan, Executive Director at (415) 703-3808 or e-mail at [tjs@cpuc.ca.gov](mailto:tjs@cpuc.ca.gov).

#### 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.