

CEA A

Career Executive Assignment Examination Announcement

California Public Utilities Commission

Exam Code: 5UC22 **Class Code:** 7500 **Min. Salary:** \$6453/month **Max Salary:** \$14,409/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.

POSITION: CEA A – Chief Counsel, Office of Ratepayer Advocates

LOCATION: Office of Ratepayer Advocates
California Public Utilities Commission
505 Van Ness Avenue, 4th floor
San Francisco, CA 94102

FINAL FILING DATE: January 22, 2015

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

DESCRIPTION

The Office of Ratepayer Advocates (ORA) is the independent consumer advocate within the California Public Utilities Commission (CPUC). ORA's statutory mandate per Public Utilities Code Section 309.5 is to obtain the lowest possible rates for utility services consistent with reliable and safe service levels. ORA also advocates for customer and environmental protections in connection with utility service.

DUTIES AND RESPONSIBILITIES

ORA represents customers of the investor-owned utilities in numerous proceedings before the CPUC and in other forums. Its staff and attorneys file hundreds of pleadings annually in the areas of electricity, natural gas, communications and water. Under the direction of the ORA Director, and in coordination with ORA's Deputy Directors, the incumbent will manage, supervise, plan and coordinate all phases of ORA's legal work consistent with ORA's statutory mandate. The incumbent will be a member of ORA's executive management team, provide legal advice and oversee the formulation of ORA's legal positions, policies and procedures. Duties will include but are not limited to:

- Manage, supervise, plan, coordinate and review all legal work and develop a budget for legal services;
- Provide legal advice on ORA's positions, policies, authority and concerns that affect strategies and policy development;

- Provide legal expertise concerning CPUC regulation of the electric, gas, communications and water industries, including industry, regulatory and statutory trends and changes, and on other matters related to ORA's work;
- Serve as ORA counsel in designated proceedings and, when appropriate, direct ORA intervention in such forums as may be appropriate;
- Critically review utility proposals and based on ORA policies, recommend legally appropriate and strategic responses;
- Attend briefings with CPUC Commissioners and their advisors, utilities, consumer groups, members of the Legislature, state, federal and local agencies when management level legal expertise is needed to present the ORA perspective on legal topics;
- Exercise quality control over ORA pleadings to ensure that positions taken are legally and factually sound and in concert with ORA policies;
- Provide the ORA Director and management with legal analysis, and review staff proposals and recommendations related to legislation;
- Serve as ORA's lead attorney in settlement negotiations and supervise negotiation strategies;
- Coordinate attorney performance evaluations and assume appropriate personnel-related responsibilities.

REQUIREMENTS FOR ADMISSION 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.)

REQUIRED QUALIFICATION

Active membership in the California State Bar.

DESIRED EXPERIENCE AND QUALIFICATIONS

The candidate selected for the position should have demonstrated knowledge, skills and abilities in the following areas. Each candidate's Statement of Qualifications (SOQ) must be in response to these Desirable Qualifications in the order listed below:

- 1) Experience with managing, supervising, planning and coordinating the work of a legal staff;

- 2) Knowledge of public utility regulation and laws governing and administered by the CPUC, including the California Public Utilities Code and other statutes impacting CPUC regulated entities, the CPUC's Rules of Practice and Procedure, and the practices and rules of other related regulatory agencies, and significant related judicial decisions;
- 3) Knowledge of conduct of proceedings and rules of evidence and procedure in relevant administrative and judicial venues;
- 4) Knowledge of the organization and functions of California state government including the organization and practices of the Legislature and the Executive Branch;
- 5) Experience in drafting proposed rules, regulations and legislation, briefs, comments, settlement documents and other written products, and reviewing the same to ensure policy positions are rational, practical, and consistent;
- 6) Experience in serving as a lead person in settlement negotiations or supervising negotiation strategies;
- 7) Experience in making legal arguments or other appropriate presentations clearly and logically in written and oral form whether in administrative or judicial venues or, where appropriate, before decision-makers, their advisors, and/or members of the Legislature, customer groups, community-based organizations, other consumer advocates, and/or other governmental entities;
- 8) Experience in developing and implementing high level policy based on sound legal principles and legally sound and defensible goals;
- 9) Experience in litigating matters pertaining to public utilities regulation;
- 10) Experience in analyzing complex and difficult legal problems and applying sound legal principles and precedents to a factual situation;
- 11) Experience in writing accurate summaries of evidence and preparing appropriate findings, conclusions and proposed rulings and orders.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted and writing samples may be requested 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: <https://emp.cpuc.ca.gov/JobListings.aspx>.
- An SOQ. The SOQ 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 SOQ 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 three (3) typewritten pages.
- The content of the SOQ should provide the reviewers with detailed knowledge, skills and experience including specific examples for each of the bullets under the Required Experience/ Knowledge and Abilities identified above.
- Each candidate's SOQ will be rated on knowledge, skills, and experience as well as communication skills using standardized rating criteria to select the most qualified candidate for the position.

- Please observe the page limit. If a candidate's SOQ exceeds the three-page limit, only the first three pages will be evaluated.
- Please note that all information provided is subject to verification. For each of the topic areas discussed in the SOQ, include the name(s) and phone number(s) of supervisor(s) and/or manager(s) who are knowledgeable with your work and may be contacted for verification.
- Resumes do not take the place of the SOQ.

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.

If you need assistance completing the application, you may contact the Human Resources staff at onlineapp@cpuc.ca.gov or call (800) 555-7809.

Questions concerning this position should be directed to Linda Serizawa at Linda.Serizawa@cpuc.ca.gov or 415-703-5259.

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.