



PROGRAM MANAGER, PUC

Open – Continuous Examination

CPUC

California Public Utilities Commission

Exam #: 5UCPM

Class Code: 3503

Min. Salary: \$11,197/month

Max Salary: \$12,718/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. This examination is administered QUARTERLY, although this is subject to change based on testing needs. Applications received after the cut-off date will not be processed until the next administration.

Cut-off Dates:

August 17, 2016

November 17, 2016

February 17, 2017

May 17, 2017

Do not submit your application to the California Department of Human Resources (CalHR).

THE POSITION – General Description

A Program Manager plans and organizes the work and directs the staff of a section in a division at the CPUC concerned with service, safety, certification, operations, earnings, valuation and rates of one or more types of public utilities, including that involving presentations before the Federal Energy Regulatory Commission and the Federal Communications Commission concerning electrical, telephone and telegraph, and natural gas producing and transmission companies; coordinates the work of a branch with that of other branches of the Division; confers with the Director of the Division, the Commissioners, and the heads of other divisions and branches on matters pertaining to utility regulation participates in hearings and testifies as an expert witness in proceedings before the Public Utilities Commission, Federal Commissions, and courts; upon assignment, represents the Division in formal matters before the Public Utilities Commission and Federal Commissions; carries out special assignments and studies; meets with officials of the utilities, Federal, State, County, City Governments, and Civic organizations on matters dealing with public utility regulation and related subjects; and does other job-related work as required.

JOB LOCATION

The exam covers positions located in Los Angeles, Sacramento and San Francisco, CA.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION - MINIMUM QUALIFICATIONS

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 possessing 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.

Either I

One year of experience at the level of Program and Project Supervisor, Public Utilities Commission in the California state service; or

One year of experience at the level of Public Utilities Regulatory Analyst V in the California state service; or

Two years of experience at the level of Senior Utilities Engineer with the California Public Utilities Commission; or

Two years of experience in the California state service performing economic, engineering, financial or statistical analysis related to the regulation of a gas, electric, communications or water utility in a class at the level of Public Utilities Regulatory Analyst IV.

Or II

Experience: Broad, extensive (more than five years) and progressively responsible technical experience with a gas, electric, communications, or water utility, or with an allied industry involving familiarity with the operation of one of these utilities or with a utility regulatory agency. At least two years of this experience shall have been in a responsible administrative capacity. (Experience in the California state service applied toward this requirement must include at least one year performing the duties of a class at least equivalent to Program and Project Supervisor, Public Utilities Commission, or Public Utilities Regulatory Analyst V.); and

Education: Equivalent to graduation from college with major work in engineering, economics, public policy, accounting, statistics or other related fields. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

EXAMINATION INFORMATION

This examination will consist of a Training and Experience Assessment weighted 100%. To obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the Assessment.

Applicants who meet the minimum qualifications will be sent an e-mail with a link to a Training and Experience Assessment Questionnaire, which is designed to identify a range of information regarding each candidate's knowledge, skills, abilities and experience to effectively perform the duties required in the classification.

Candidates must complete and return the questionnaire to a designated email address by the date specified in the notice in order to be rated. Candidates failing to return the questionnaire by the specified date shall be eliminated from the rating process.

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

TRAINING AND EXPERIENCE ASSESSMENT – WEIGHTED 100%

Scope of the Training and Experience Assessment Questionnaire may include:

Knowledge of:

1. California Public Utilities Code pertaining to utilities and basic court decisions affecting public utility regulation.
2. The theory of public utilities, including inventory, depreciation, unit cost, taxes, and rate base.
3. Economic theory, competitive and regulated markets, and practicing strategies.
4. Financial structure, terminology, and prescribed accounting classifications for utilities.
5. Rate making procedures (e.g., development of revenues, expenses, taxes, depreciations, rate base, and rate of return).
6. Physical properties of utilities and of standards of safety and service.
7. Procedures of conducting hearings before the California Public Utilities Commission and other regulatory agencies.
8. Federal Communications Act, Federal Power Act, and Natural Gas Act.
9. Conservation, rate design, alternative generation, fuel cost offset proceedings, construction cost assessments.
10. Principles and methods of personnel management and supervision including understanding of and effectiveness in carrying out State and departmental equal employment opportunity objectives.

Ability to:

1. Analyze situations accurately and take effective action .

2. Define the resources and activities required to accomplish an objective, and to plan a logical sequence of activities that will allow the objective to be met.
3. Coordinate several competing projects or activities in order to ensure the most efficient use of time and other resources.
4. Change or adapt your own work practices or schedule in response to changing conditions or priorities.
5. Plan, direct, and coordinate the work of technical staff, such as analysts, auditors, or engineers.
6. Assign tasks, taking into account availability, capabilities, competing demands, and the time required to perform activities.
7. Manage your own time so that the highest priority activities receive sufficient attention.
8. Set priorities for a team in terms of the tasks to be accomplished.
9. Monitor work of employees as it progresses and be aware of whether the work is consistent with expectations.
10. Recognize changing organizational priorities.
11. Work well with others (e.g., develop and maintain positive relationships with co-workers and external stakeholders, including interacting with people of different backgrounds).
12. Discuss issues with others, mediate problem or conflict-situations, understand both sides of an argument, and work toward a fair agreement.
13. Generate new ideas or techniques applicable to solving problems or taking advantage of opportunities.
14. Conduct conferences, workshops, or meetings involving multiple stakeholders.
15. Write technical reports and similar documents.
16. Prepare material that documents the pros and cons and provides recommendations regarding the analysis of a problem.
17. Ability to prepare written briefing packages.
18. Ability to publicly present information to large audiences.
19. Ability to represent a particular viewpoint as a participant in a public setting (e.g., workshop, legislative hearing, or meeting between agencies).
20. Ability to recognize and effectively supervise employees with a diverse range of personalities, work habits, and backgrounds.
21. Ability to motivate others to do the job and a desire to work toward common objectives.

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 and 18973.5, 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 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.

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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505 VAN NESS AVENUE
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