

CEA A

Career Executive Assignment Examination Announcement

California Public Utilities Commission

Exam #: 6UC06 **Class Code:** 7500 **Min. Salary:** \$6,453/month **Max Salary:** \$12,936/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 – Deputy Director, Safety and Enforcement Division (SED)

LOCATION:

California Public Utilities Commission
San Francisco Headquarters
Safety and Enforcement Division (SED)
505 Van Ness Avenue, 2nd Floor
San Francisco, CA 94102

Or

320 West 4th Street, Ste. 500
Los Angeles, CA 90013

Or

180 Promenade Circle, Ste. 115
Sacramento, CA 95834

This position can be located in either the CPUC San Francisco Headquarters, in the CPUC Los Angeles Office, or in the CPUC Sacramento Office. The position requires frequent travel between San Francisco, Los Angeles, and Sacramento and regular travel throughout California to support the work of the division and the agency.

FINAL FILING DATE: March 30, 2016

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

Under the general direction of the Division Director, SED, the Deputy Director is responsible for the overall performance of the Division's electric, natural gas, generation and telecommunications safety programs. Deputy Director serves as the chief policy development and implementation advisor in the design and functioning of the Division's safety and enforcement goals, objectives, priorities and work plans, and assists in the administration of the Division; provides leadership that ensures that the output of the Office meets expectations of the Executive Leadership of the Commission and of the five Commissioners; works on the issues that are of the importance to Commission's leadership and have high potential to be contentious; must be able to understand the different aspects of issues, such as policy, legal, legislative and public relations implications; establishes relationships with other Divisions and ensures that collaboration and coordination takes place when necessary; ensures that the organization is highly functional, guiding the management team towards performance goals and standards; in charge of quality assurance for the Office, reviewing output and performance for areas of improvement and instituting change through a continuous improvement process; personally

models and supports the development in employees of the electric, natural gas, generation and telecommunications safety programs that instill core values of accountability, excellence, integrity, open communications, and stewardship; and performs other job-related duties as assigned.

The Deputy Director will work closely with the Director in:

- Guiding the management team on current priorities, goals, key action items, allocation of staff etc.
- Providing regular input into ongoing efforts and check-in on progress.
- Reviewing and approving documents.
- Working with Commission leadership and other divisions on strategic/high-impact and risk assessment issues.
- Directing work on contentious or emergency issues.
- Assisting Commission leadership in developing external communication materials, including press releases, letters, talking points etc.
- Overseeing the planning, setting and implementation of the Division and programmatic goals, objectives, priorities, measurements for success.
- Identifying, planning and ensuring execution of continuous improvements of the analysis undertaken, the work product produced, and the process employed in addressing issues of utility safety.
- Engaging with external stakeholders and industry.
- Presenting at conferences, contributing to whitepapers, meeting with industry experts and staying current on developing industry trends and best practices.
- Performing administrative functions, including development of budgets, approving expenses and timesheets, interview potential hires, etc.
- Working directly with line staff to assist with development of work products.
- Providing tactical support, facilitating workshops, leading investigations, managing vendor contract and otherwise filling-in for gaps in staffing or skills.

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 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; 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) Demonstrated ability to lead teams and manage large volumes of work; experience with guiding staff on priorities, goals and key action items; experience with a range of techniques pertaining to organizing and motivating groups; experience with strategic planning and establishing continuous improvement programs.
- 2) Experience in crisis management and emergency response; proven ability to mediate various parties through highly contentious issues; experience with developing communication material in crisis situations; proven ability to perform well under pressure and in highly stressful situations.
- 3) Strong written and oral communication skills, including extensive experience with presentations in formal forums such as press conferences and legislative hearings; experience with testifying under oath in legal cases.

- 4) Knowledge and experience with state and federal laws, rules and regulations related to natural gas and electric safety, including the California Public Utilities Code, the United States Code, the Code of Federal Regulations, Commission general orders, resolutions and decisions related to natural gas and electric safety.

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) may be eliminated from this examination process.

Interested applicants must submit:

- An online application at: <https://emp.cpuc.ca.gov/JobListings.aspx>.
- 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 three (3) 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 Elizaveta Malashenko, Director, Safety and Enforcement Division at 415-703-2349 or e-mail at elizaveta.malashenko@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.

Release Date: March 2, 2016