

CEA B

Career Executive Assignment Examination Announcement

California Public Utilities Commission

Exam #: 6UC08 **Class Code:** 7500 **Min. Salary:** \$8,985/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 B – Deputy Director, Energy Division

LOCATION:

California Public Utilities Commission
San Francisco Headquarters
Energy Division
505 Van Ness Avenue, 4th Floor
San Francisco, CA 94102

FINAL FILING DATE: June 2, 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 Director of the Energy Division, California Public Utilities Commission, and in partnership with the other Deputy Director in the Energy Division, the Deputy Director will be a decision maker in the Division's policy planning, development, and implementation. The Deputy Director shall do the following:

- Focus on the policy areas of demand response, customer generation, retail rates, energy efficiency, low income programs, electric cost, natural gas, transmission rate cases and electric market structure and design;
- Provide oversight, coordination, and implementation of Energy Division's strategic planning;
- Act as one of the division's principal liaisons with the regulated industry, government offices, legislature, and other stakeholders;
- Participate as an integral part of the senior management team;
- Serve as Energy Division's advocate spearheading policy goals and their implementation.

To ensure efficient operations and the development and implementation of the division's strategic policy planning efforts, the Deputy Director shall do the following:

- Advise the Division Director regarding positions on Commission and Energy Division energy policy for demand response, customer generation, retail rates, energy efficiency, low income programs, electric cost, natural gas, transmission rate cases and electric market structure and design;
- Conduct regular meetings with Program Managers, Supervisors, and staff to ensure that all facets of policy analyses are covered, and positions are consistent with the policy direction established by the Director;
- Lead discussions to efficiently cover the key points that need closest oversight;
- Review and approve documents;
- Attend and participate in, on behalf of the Director, agency wide meetings and on projects such as strategic

planning, training, budget development, agency communication, personnel issues, recruiting, hiring, staff rotation, website development, etc.;

- Assist the Director in sensitive personnel matters and develop approaches to ensure that managers and supervisors prepare meaningful employee performance appraisals and career development plans;
- Direct work on contentious or emergency issues;
- Act as the Energy Division's legislative liaison with the Office of Government Affairs (OGA) through interactions with, and responses to, inquiries and requests from the Legislature; provide strategic and policy direction for Energy Division's review of proposed legislation; and coordinate the development and submission of statutorily required reports to the appropriate Legislative committees;
- Act as one of Energy Division's principal liaisons to Commissioners and their advisors, the Legislature, the investor owned utilities (IOU), industry trade groups, and other stakeholders; identify and participate in opportunities for exchange of information with these groups, hold open dialogue on potentially contentious issues, explore opportunities to resolve disputes with stakeholders; keep the division's Director, other Deputy Director and Program Managers updated on industry trends and research possibilities;
- Handle media contacts on high profile matters;
- Advise the division's Director, other Deputy Director, Program Managers and staff on administrative, management, and information technology issues that will improve the division's management structure, processes, and procedures;
- Develop a strategic training plan that will enhance the division's staff and skills needs.

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. Please respond in the order listed below:

- 1) Managerial and administrative experience requiring responsibility for a major program.
- 2) Substantive background and experience in formulating and developing policy positions for the energy industry in the areas of demand response, customer generation, retail rates, energy efficiency, low income programs, electric cost, natural gas, transmission rate cases and electric market structure and design.
- 3) Experience in developing and reviewing proposed decisions, resolutions, technical reports, policy memos and technical presentations to ensure policy positions are rational, practical and consistent.
- 4) Experience making presentations and/or testifying at formal proceedings before executive management, Commissioners, their advisors, members of the Legislature, industries, government entities and other appropriate venues.
- 5) Experience in effectively articulating current energy trends and policies.

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 Edward Randolph, Director, Energy Division at 415-703-2083 or e-mail at edward.randolph@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.