



CPUC

Assistant Chief Administrative Law Judge, Public Utilities Commission

Open Examination - San Francisco Only

California Public Utilities Commission

Exam #: 6UC09

Class Code: 6101

Min. Salary: \$9,468/month

Max Salary: \$10,752/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.

*Assistant Chief ALJs who complete a National Judicial College (NJC) certificated course related to administrative law adjudication or twenty (20) hours of judicial education or certification as approved by the employee's department shall receive a monthly differential of five percent (5%) of their salary. Equivalency shall be determined by the Department of Personnel Administration based on recommendations from the employee's department.

HOW TO APPLY

You may access the online application at: <https://emp.cpuc.ca.gov/joblistings.aspx>

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.

FINAL FILING DATE: June 9, 2016

Online applications must be received no later than 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).

THE POSITION

The Commission's formal proceedings can involve ratemaking, environmental, consumer, financial, and other administrative regulatory issues, and Commission decisions can adjudicate complaints or enforcement matters, resolve ratesetting matters, and establish policy germane to the Commission's regulation of public utilities. Many proceedings are resolved using alternative dispute resolution techniques. Under the direction of the Chief Administrative Law Judge, Assistant Chief ALJs are responsible for supervision of ALJs to ensure that assigned matters are processed timely, that hearings are conducted in a fair and impartial manner, and that decision drafts are well-written, explain Commission policy, rely on the record, and contain adequate findings of fact, conclusions of law, and ordering paragraphs. Assistant Chief ALJs are also responsible for facilitating interaction between ALJs and Commissioners, advisors, other Commission divisions, and support personnel within the ALJ Division.

Assistant Chief ALJs may undertake specific management and supervisory responsibilities regarding other activities needed to support the Commission's decision-making process, such as document filing, agenda preparation, maintenance of the record of formal proceedings, publication of rulings and decisions, and other related work. Assistant Chief ALJs may also cover the duties of Chief ALJ & ALJs in the event of illness or other unexpected absences, or if unexpected events occur during an ALJ's planned absence.

Assistant Chief ALJs will be responsible for evaluating ALJ work performance and professional development.

JOB LOCATION

This Exam covers positions located only in 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 final filing date.

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

Two years of experience in the California state service performing the duties of an Administrative Law Judge II, Public Utilities Commission.

Or II

Five years of experience in the practice of law*, including participation in several contested cases, at least three years of which shall have been in the field of public utility regulation.

* Experience in the "practice of law" or "performing legal duties" or "legal experience" is defined as only that legal experience acquired after admission to The Bar.

EXAMINATION INFORMATION

This examination will consist of an oral interview (weighted 70%) and a written exercise (weighted 30%). In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the examination process. Candidates who do not appear for any part of their scheduled examination will be withdrawn from the examination process.

QUALIFICATIONS APPRAISAL INTERVIEW - WEIGHTED 70%

The interview may include the following:

A. Knowledge of:

1. Ratesetting, policy, finance, environmental, consumer, and other administrative regulatory issues.
2. The mission, purposes, organization, and operation of the CPUC.
3. State and Federal statutes and regulations affecting the Commission.
4. Constitutional law as it relates to due process and fair hearings.
5. Public Utilities Code; Rules of Practice and Procedure; General Orders; regulations, practices, policies of the CPUC.
6. Rules of evidence, civil procedure, administrative law, and the legislative process.
7. Basic principles of organization, structure, and financing of regulated utilities.

B. Ability to:

1. Research, review, and analyze cases to determine relevance, importance, and applicability to Commission proceedings.
2. Analyze situations accurately and adopt an effective course of action.
3. Develop and maintain constructive relationships with colleagues, management, and others in the course of regular professional activities in the workplace.
4. Communicate effectively with colleagues and management.
5. Actively listen to, mentor, and motivate others.
6. Build consensus and agreement among a diverse group of staff and decision makers through the give-and-take of principled negotiations and compromise to resolve a variety of issues.
7. Supervise employees to ensure that workload needs are being met and/or legislative deadlines are adhered to.
8. Directly manage support staff supervisors to implement Commission programs and adhere to statutory requirements of the Bagley-Keene Act and other regulations.
9. Objectively explain the reasons and rationale for decisions made and policies and practices implemented.
10. Plan strategically, think creatively about problems, and apply innovative solutions.
11. Prioritize competing demands without missing deadlines, and make appropriate decisions when faced with time constraints and limited information.

WRITTEN EXERCISE - WEIGHTED 30%

The written exercise may include the following:

A. Knowledge of:

1. Rate setting, policy, finance, environmental issues, consumer issues, and other administrative regulatory issues.
2. State and Federal statutes and regulations affecting the Commission.
3. Constitutional law as it relates to due process and fair hearings.
4. Rules of evidence, civil procedure, administrative law, and the legislative process.
5. Public Utilities Code; Rules of Practice and Procedure; General Orders; regulations, practices, policies of the CPUC.
6. Effective writing styles and persuasive, analytical writing techniques as applied to rulings, decisions, and orders.
7. Proficient English grammar and prose style.

B. Ability to:

1. Prepare written statements of fact, law, policy, and arguments in a clear and logical manner.
2. Accurately summarize evidence and prepare appropriate findings, opinions, and orders.
3. Communicate effectively in writing with colleagues, management, decision makers, staff, and parties.
4. Write memos, short reports, and complex reports including facts, conclusions, and recommendations.
5. Edit and proofread documents for clarity and correctness, including spelling, rules of composition, and grammar.

ELIGIBLE LIST INFORMATION

A list of eligible candidates will be established for the California Public Utilities Commission. The list will be effective for at least 12 months and up to 48 months to meet the needs of the Commission.

Veterans' Preference: Will be awarded in this examination, pursuant to Government Code Section 18973.1, 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 performance in the examination will be compared with the performance of the others who take this test, 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

CALIFORNIA PUBLIC UTILITIES COMMISSION
505 VAN NESS AVENUE
San Francisco, CA 94102
Phone: 1-800-555-7809