



Administrative Law Judge I, Public Utilities Commission

Open – Continuous Examination

CPUC

California Public Utilities Commission

Exam #: 6UC17

Class Code: 6103

Min. Salary: \$7494/mth

Max Salary: \$9063*/mth

AN EQUAL OPPORTUNITY EMPLOYER-EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR 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 and will notify and test applicants as needed. Do not submit your application to the State Personnel Board.

THE POSITION – General Description

Administrative Law Judges serve as the presiding officer in formal proceedings on a wide range of challenging cases involving electric, gas, telephone and water utilities, as well as certain enforcement, rail safety, and transportation matters. Duties include issuing subpoenas, administering oaths, conducting formal hearings, issuing rulings, and preparing proposed decisions for consideration by the Commission. The cases presided over will be challenging and may be controversial. The Administrative Law Judge Division strongly promotes alternative dispute resolution techniques in many proceedings. Administrative Law Judges have the opportunity to work directly with Commissioners, attorneys, and technical staff.

*Administrative Law Judges 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.

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 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 in the California Public Utilities Commission at a level of responsibility comparable to Senior Transportation Representative performing one or a combination of the following:

1. The presentation of exhibits or evidence, or the examination of witnesses, at Public Utilities Commission Hearings; or
2. The preparation of proposed decisions of the Public Utilities Commission; or
3. The rendering of responsible assistance to a commissioner in reviewing, evaluating and recommending action to be taken by the Commissioner, or in the preparation for or hearing of cases coming for formal hearing before the Commissioner or Commission, or in the preparation of decisions by the Commissioner or Commission.

Or II

Experience: Five years of experience within the last ten years performing one or a combination of the following: (Experience in the California state service applied toward this requirement must have been at a level of responsibility comparable to Senior Transportation Representative.)

1. The presentation of exhibits or evidence, the examination of witnesses, or the preparation of proposed decisions for a trial court or quasi-judicial body; or
2. As a member or hearing officer of a quasi-judicial body.

This experience must have included or been supplemented by one year of technical or professional experience in the gas, electric, communications, water, transportation, or an allied utility industry; **and**

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

EXAMINATION INFORMATION

Stage I: The first stage in the selection process is a written performance exercise (weighted 50% of the final exam score). **Only those candidates who pass the written performance exercise with a minimum rating of 70% will be invited to Stage II.**

Stage II: The second stage will consist of an interview (weighted 50% of the final exam score). In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the total examination process. Candidates who do not appear for any part of their scheduled examination will be withdrawn from the examination process.

STAGE I: WRITTEN PERFORMANCE EXERCISE – WEIGHTED 50%

The written performance exercise may include the following:

A. Knowledge of:

1. Law governing the Public Utilities Commission, the law administered by it, and the judicial interpretation of such laws.
2. The rules of evidence and procedures before the Public Utilities Commission.
3. Administrative and constitutional law applicable to the Public Utilities Commission.

B. Ability to:

1. Write rulings, decisions, and orders.
2. Apply deductive and inductive reasoning to analyze cases.
3. Communicate clearly and effectively in writing.
4. Analyze a variety of problems in the light of applicable principles and precedents and exercise independent judgment in arriving at findings of fact and law.

STAGE II: QUALIFICATIONS APPRAISAL INTERVIEW – WEIGHTED 50%

The interview may include the following:

A. Knowledge of:

1. Techniques for prioritizing and managing cases in order to complete diverse proceeding assignments;
2. Law governing the Public Utilities Commission, the law administered by it, and the judicial interpretation of such laws;
3. The rules of evidence and procedures before the Public Utilities Commission;
4. Administrative and constitutional law applicable to the Public Utilities Commission.

B. Ability to:

1. Write rulings, decisions, and orders;
2. Build consensus and agreement through negotiations and compromise to resolve a variety of issues;
3. Make sound decisions and explain the rationale for those decisions;
4. Work cooperatively with all levels of staff within the CPUC in addition to personnel in outside agencies;
5. Communicate clearly and effectively verbally;
6. Analyze a variety of problems in the light of applicable principles and precedents and exercise independent judgment in arriving at findings of fact and law.

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. Names of successful candidates will be merged onto the list in order of final score, regardless of date. Eligibility expires 24 months after it is established; however, candidates may retest after 12 months.

Veterans' preference credit will not be granted in this examination since it does not qualify as an entrance examination.

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 you meet 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 score.

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.

Veterans Preference: California law limits granting of veterans preference credits to open entrance examinations.