

# CEA B

## Career Executive Assignment Examination Announcement

### California Public Utilities Commission

**Exam #:**6UC19    **Class Code:** 7500    **Min. Salary:** \$9,255/month    **Max Salary:** \*\$13,388/month

\*Subject to approval from the California Department of Human Resources, the maximum salary may be offered.

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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.

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**POSITION:** CEA B - Director, Communications Division

**LOCATION:** California Public Utilities Commission  
Communications Division  
505 Van Ness Avenue, 3rd Floor  
San Francisco, CA 94102

**FINAL FILING DATE:** December 15, 2016

**DUTIES AND RESPONSIBILITIES:**

Under the general direction of the Executive Director, the Communications Director advises decision makers (Commissioners, their advisors, and Administrative Law Judges) on industry policy and regulatory matters and plans, organizes, and directs the activities of the division's staff to implement Commission decisions, assuring compliance with Commission policies and procedure. The Director is responsible for program and fiscal management of five telecommunications public programs and supervises three Program Managers over their respective regulatory programs; develops the division's budget and ensures compliance with funding allocations; oversees the recruitment of new employees consistent with the Commission's goals and promotes equal opportunity in hiring and promotion while maintaining a work environment free of discrimination and harassment; oversees employee development and training of all division employees. The Director attends Commission meetings and other division management meetings; meets and confers with other state and federal agencies and representatives of industry and consumer groups; represents the Commission as a telecommunications expert before state and federal agencies; prepares correspondence at the request of the Commissioners and Governor's office for response to inquiries to the respective offices.

**REQUIREMENTS FOR ADMI TTANCE TO THE EXAMINATION - MINIMUM QUALIFI CATIONS**

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 administrative and policy – influencing functions effectively. Such overall ability requires possession of most 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; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

## DESIRED QUALIFICATION(S)

Each candidate's Statement of Qualifications (SOQ) must be in response to these Desirable Qualifications. Please respond in the order listed below:

1. Extensive managerial and administrative experience requiring responsibility for a major program.
2. Knowledge of policies, procedures and processes of the California Public Utilities Commission or other regulatory agencies.
3. Strong leadership skills, professional integrity, the ability to motivate professional employees, and exceptional communication skills, both written and oral.
4. Ability to analyze complex situations and information and distill them into understandable, concise, and persuasive arguments or points.
5. Ability to embody and promote the Commission's core values of accountability, excellence, integrity, open communications, and stewardship.
6. Ability to serve effectively as the Division's representative in public forums, including the California State Legislature and other agencies of government on matters relating to Division policy and administration.

## 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 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 a review of each candidate's application and Statement of Qualifications (SOQ) weighted 100%. The desirable qualifications listed on this bulletin will be used as the evaluation criteria to screen applications. It is critical that each applicant include specific information on how his/her background and knowledge and abilities meet the desirable qualifications.

## FILING INSTRUCTIONS

Applicants who fail to submit the Statement of Qualifications (SOQ) will be eliminated from this examination process.

### Interested applicants must submit:

- An online application at: <https://emp.cpuc.ca.gov/JobListings.aspx>. Exam code: 6uc19.
- 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 Timothy Sullivan, Executive Director at (415) 703-3808 or e-mail at [timothy.sullivan@cpuc.ca.gov](mailto:timothy.sullivan@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.