



Senior Transportation Representative

Open – Continuous Examination

CPUC

California Public Utilities Commission

Exam #: 6UC30

Class Code: 8997

Min. Salary: \$5427/mth

Max Salary: \$6745/mth

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.

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

Under general direction, to plan, organize, and direct the work of a major organizational unit of the Compliance and Enforcement Branch, or the Tariff and License Branch, or to supervise Associate Transportation Representatives and/or Transportation Analysts performing highly specialized technical staff work in the Compliance and Enforcement Branch or the Tariff and License Branch; and to do other related work.

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, 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 Associate Transportation Representative.

Or II

Experience: Three years of responsible experience in a utility regulatory agency performing:

- a. Traffic or transportation work requiring an extensive knowledge of regulatory statutes, rates, rules and regulations.

or

- b. The economics of transportation pricing, including experience in the development, application and interpretation of transportation rates and tariffs, and experience in or with the regulation of transportation companies. (Experience in California state service applied to this requirement must be at a level equivalent to Associate Transportation Representative.)

And

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis. Satisfactory completion of courses in traffic management or a related field in a recognized residence school, or its equivalent in a correspondence school, may be substituted for two years of the required education of a year-for-year basis.)

Additional Desirable Qualifications

Either

Admission to practices before the Interstate Commerce Commission.

or

Membership as a founder of certified member of the American Society of Traffic and Transportation, Incorporated.

or

Possession of a valid certificate in the field of transportation issued by the State Personnel Board.

Special Personal Characteristic - Demonstrated supervisory ability.

EXAMINATION INFORMATION

This examination will consist of an oral interview (weighted 60% of the total score) and a written exercise (weighted 40% of the total score). 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 60%

The interview may include the following:

- A. Knowledge of:
1. Public Utilities Commission rules and regulations concerning the regulation of highway transportation companies, air, rail, and water carriers, transportation brokers, freight forwarders and express corporations.
 2. Leading orders of the Public Utilities Commission and the courts relating to transportation and related utilities.
 3. Classification, rights and responsibilities of carriers.
 4. Use and application of tariffs.
 5. Rules of practice and procedures of the Public Utilities Commission.
 6. Operating procedures and problems in transportation industry.
 7. Record-keeping methods of warehouse and transportation companies.
 8. Principles of personnel management and supervision.
 9. Investigation techniques and procedures.
 10. Rules of evidence, laws of arrest, and court procedure.
 11. Commission's Equal Employment Opportunity program objectives.
 12. A manager's role in the Equal Employment Opportunity Program and the processes available to meet these objectives.
- B. Ability to:
1. Interpret and apply the provisions of the Public Utilities Code and Public Utilities Commission rules and regulations concerning the regulation of highway transportation companies, rail and water carriers, warehouse workers, and motor transportation brokers.
 2. Advise highway transportation companies of accepted record-keeping methods.
 3. Direct the work of others.
 4. Communicate well, both in writing and orally.
 5. Establish tactful and diplomatic relations with citizens and public officials.
 6. Effectively contribute to the Commission's equal employment opportunity objectives.
 7. Ability to establish satisfactory relations with citizens and public officials under conditions requiring considerable tact and good judgment.
 8. Communicate effectively orally.
 9. Plan, organize, and direct the work of staff.

WRITTEN EXERCISE – WEIGHTED 40%

The written exercise may include the following:

- A. Knowledge of:
1. CPUC rules and regulations concerning the regulation of public agencies, such as transportation companies, air, rail, and water carriers, warehouse persons, motor transportation brokers, air freight forwarders, freight forwarders and express corporations.
 2. CPUC proceedings, structure, and General Orders governing transportation and telecommunications regulation.

3. Basic legal terminology.
4. Operating procedures and problems in the transportation and telecommunications industry.
5. Principles of technical report writing.

B. Ability to:

1. Communicate in written form effectively.
2. Prepare clear, complete and concise reports.
3. Analyze data and perform research work to locate and identify problems.
4. Reason logically and creatively, while utilizing a variety of analytical approaches to resolve regulatory problems.

ELIGIBLE LIST INFORMATION

A candidate may only test once in a 24 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 scores, regardless of date. Eligibility expires 24 months after it is established; candidates may then retest to reestablish eligibility.

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

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.

Veterans' Preference:

HOW TO APPLY FOR VETERANS' PREFERENCE

The California Department of Human Resources (CalHR) has information on how to apply for Veterans' Preference on their website at www.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 www.cdva.ca.gov.