



# Senior Transportation Operations Supervisor, PUC

**Open – Continuous examination**

**CPUC**

**California Public Utilities Commission**

Exam #: 6UC33

Class Code: 3921

Min. Salary: \$5687/month

Max Salary: \$7114/month

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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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#### 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 California Department of Human Resources (CalHR).

#### THE POSITION – General Description

Under general direction, a Senior Transportation Operations Supervisor is responsible for a major phase of the work of the Operations and Safety Section in developing, recommending and negotiating the adoption of operating and maintenance practices; coordinates the work of staff in investigations of accidents, conducts studies and field inspections; plans, directs, coordinates and reviews the work of the unit in connection with safety oversight of both Federal and State regulations; assists the section supervisor of the Railroad Operations and Safety Section in the performance of administrative duties; and does other job-related work as required.

#### 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 performing the duties of an Associate Transportation Operations Supervisor, Public Utilities Commission.

Or II

Four years of experience in a supervisor operation position equivalent in level to that of a trainmaster, road supervisor of engines, or chief dispatcher with a Class I railroad operating under the Standard Code of Operating Rules or a combination of three years of such experience and one year in a supervisory position in mechanical or maintenance of way. (College education with major work in transportation or engineering may be substituted for not more than two years of the required experience on the basis of two years of college work being equivalent to one year of experience.)

Additional Desirable Qualifications: Education equivalent to completion of the twelfth grade and two years of college education with major emphasis on job-related course work.

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.

The PUC reserves the right to modify the selection process as necessary to conform to administrative or business necessity.

QUALIFICATIONS APPRAISAL INTERVIEW – WEIGHTED 60%

The interview may include the following:

A. Knowledge of:

1. General railroad operating practices.
2. Sections of the Public Utilities Code and the Commission's general orders relating to rail common carrier operations.
3. Federal and State laws relating to rail common carrier operations and equipment maintenance methods.
4. Facilities and equipment used by rail common carriers, their operating or safety standards, and operating mechanical terminology.
5. Procedures used in the conduct of hearings by the Commission and other transportation regulatory bodies.

B. Ability to:

1. Perform and supervise negotiations for improving operating methods and increase the safety of rail common carrier operations.
2. Informally mediate controversial issues on operating matters between rail common carriers and representatives of their employees.
3. Formulate new or improved operating methods for rail common carriers.
4. Compose general orders and other decisions and present and support them effectively.
5. Act as an expert witness before the Commission and the courts and question witnesses informal proceedings before the Commission and at carrier formal boards of inquiry.
6. Conduct and supervise field studies, develop pertinent facts relative to rail common carrier accidents, and initiate action with management to prevent recurrences.
7. Prepare and review reports.
8. Analyze situations accurately and take effective action.
9. Coordinate the work of a group of assistants.
10. Communicate effectively.

WRITTEN EXERCISE – WEIGHTED 40%

A. Knowledge of:

1. General railroad operating practices
2. Industry specific operations, testing procedures, and inspection processes.
3. Federal and State laws relating to rail common carrier operations and equipment maintenance methods.
4. Facilities and equipment used by rail common carriers, their operating or safety standards, and operating mechanical terminology.

B. Ability to:

1. Read and summarize technical information into easy to understand terms.
2. Communicate in written form effectively.
3. Analyze data, perform research work to locate and identify problems, and to propose solutions to address those problems.
4. Analyze situations accurately and take effective action.
5. Coordinate the work of a group of assistants.
6. Prepare clear, complete and concise reports.
7. Plan, staff, delegate, and allocate resources for project needs.

### ELIGIBLE LIST INFORMATION

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 the order of final scores regardless of dates. Eligibility expires 24 months after it is established. Candidates must then retest to re-establish eligibility. Candidates may only test once during an 18-month period.

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](http://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](http://www.cdva.ca.gov).