



# Public Utility Financial Examiner IV

## Open - Continuous Examination

**CPUC**

**California Public Utilities Commission**

**Exam #:** 6UC35

**Class Code:** 4499

**Min. Salary:** \$6289/month

**Max Salary:** \$8266/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. Testing is considered continuous as closing dates (cut-off dates) can be set at any time and eligible lists are merged. Applications submitted after the closing date will be held over for the next examination. Do not submit your application to the State Personnel Board (SPB)/California Department of Human Resources (CalHR).

### **THE POSITION – General Description**

Under general direction, a Financial Examiner IV either (1) directs examinations of the largest public utilities to determine their financial status and the propriety of accounting, and provides data regarding utilities' financial condition, results of operations, methods of financing and types of securities issued for use in proceedings before the Public Utilities Commission; or (2) directs and makes difficult financial analysis of applications of public utilities to issue securities or to encumber, acquire, transfer or sell properties, and drafts and reviews proposed orders relating to securities for consideration by the Commission; analyzes federal and state income tax regulation affecting public utilities; and does other job-related work as required.

**SPECIAL REQUIREMENTS** – Ability to qualify for a fidelity bond; willingness to travel and work away from the headquarters office.

### **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**

One year of experience in the California state service performing the duties of a professional accounting or auditing class equivalent in level to Public Utilities Financial Examiner III.

## **Or II**

Five years of increasingly responsible professional accounting or auditing experience. For at least two years, this responsibility must have been at a level equivalent to conducting financial examinations of large public utilities; **and**

Education: Either

1. Completion of either:
  - a) A prescribed professional accounting curriculum given by a residence or correspondence school of accountancy, including courses in elementary and advanced accounting, auditing, cost accounting and business law; or
  - b) A collegiate-grade residence institution of the equivalent of sixteen semester hours of professional accounting courses, including courses in elementary and advanced accounting, auditing, and cost accounting; and three semester hours of business law.

### **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. Generally Accepted Accounting Principles.
2. Generally Accepted Auditing Standards.
3. Specialized financial examining practices and procedures as used in public utility financial examining. (Consolidation Accounting for Affiliate transactions.)
4. The allocation of fixed charges to fixed capital and operating accounts in public utility accounting.
5. The financial organization and practices of public utilities.
6. Applying provisions of the law governing public utilities in California related legal opinions and court decisions, and orders of the Public Utilities Commission applicable to financial practices of public utilities.
7. The regulatory authority of the Public Utilities Commission.
8. Business law.
9. General knowledge of corporate finance, cost of capital and risk and return.

#### **B. Ability to:**

1. Apply Generally Accepted Accounting Principles.
2. Perform financial examinations in conformance with Generally Accepted Auditing Standards.
3. Apply specialized financial examining practices and procedures used in public utility financial examining. (Perform Agreed Upon Special Procedure Audits in conformance with Generally Accepted Auditing Standards.)
4. Apply provisions of the law governing public utilities in California; related legal opinions and court decisions, and orders of the Public Utilities Commission applicable to financial practices of public utilities.
5. Plan, organize, and direct the work of a staff engaged in examining accounts and records of utility and transportation companies regulated by the Commission.
6. Perform financial examinations of accounts and records of public utilities subject to State regulation.
7. Gather, organize and summarize financial data.
8. Analyze data, draw sound conclusions and make appropriate recommendations.
9. Analyze situations accurately and to adopt an effective course of action.
10. Establish and maintain cooperative relations with those contacted in the work.
11. Prepare clear, complete and concise reports.
12. Communicate effectively.

### **WRITTEN EXERCISE – WEIGHTED 40%**

#### **A. Knowledge of:**

1. Generally Accepted Accounting Principles.
2. Generally Accepted Auditing Standards.
3. The financial organization and practices of public utilities.
4. Basic data analysis techniques to draw appropriate conclusions and make decisions from data sets for the completion of work assignments

### **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 reapply to 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.

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### **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](http://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](http://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

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## **CALIFORNIA PUBLIC UTILITIES COMMISSION**

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