



# California Public Utilities Commission

## Program and Project Supervisor, Public Utilities Commission

**Exam Code:** 5UCPS

**Class Code:** 3504

**Department:** California Public Utilities Commission

**Exam Type:** Departmental Open

**Final Filing Date:** Continuous

### CLASSIFICATION DETAILS

**Program and Project Supervisor, Public Utilities Commission**

\$10,727.00 - \$13,428 per month.

View the [Program and Project Supervisor, Public Utilities Commission specification](#)

### APPLICATION INSTRUCTIONS

**Final Filing Date:** Continuous

The testing office accepts applications on a continuous basis. This exam is administered **QUARTERLY**, although this is subject to change based on testing needs. Applications received after the cut-off date will not be processed until the next administration.

**Application Cut-off Dates:**

**February 7, 2020**

**May 1, 2020**

**August 7, 2020**

**November 6, 2020**

## **WHO SHOULD APPLY:**

Applicants who meet the minimum qualifications as stated on this bulletin may apply for and take this examination.

**Candidates may only test once during a 12-month period.**

## **HOW TO APPLY:**

**To apply for this exam, you must submit an Examination/Employment Application (Std. 678) to the California Public Utilities Commission (CPUC) by the final filing date.** If you have a CalCareer account with CalHR (<https://www.calcareers.ca.gov/>), you can login and download a copy of your up-to-date Std. 678 Examination/Employment Application. Alternatively, you may access the application template here: <https://jobs.ca.gov/pdf/std678.pdf>.

**ELECTRONIC SUBMISSION:** You may submit your Examination/Employment Application (Std. 678) via email to: [pucexams@cpuc.ca.gov](mailto:pucexams@cpuc.ca.gov). **Please be sure to sign your application before scanning and sending;** or

**HARDCOPY SUBMISSION:** You may submit a hardcopy of your Examination/Employment Application (Std. 678) by mail to:

California Public Utilities Commission  
Human Resources Division  
Attention: Selection Unit – Program and Project Supervisor, PUC  
505 Van Ness Ave, Room 3008  
San Francisco, CA 94102

**APPLY IN PERSON:** You may apply in person by submitting a hardcopy of your Examination/Employment Application (Std. 678) to:

California Public Utilities Commission  
Human Resources Division  
Attention: Selection Unit – Program and Project Supervisor, PUC  
505 Van Ness Ave, Room 3008  
San Francisco, CA 94102

**Do not submit your application to CalHR.**

## **Special Testing Arrangements:**

If you require assistance or alternative testing arrangements due to a disability, mark the appropriate box on question 10 of the Examination/Employment Application. We will contact you to make arrangements that are convenient for you prior to the examination.

## MINIMUM QUALIFICATIONS

**All applicants must meet the education and/or experience requirements for this examination by the cut-off dates 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 at the level of a Senior Utilities Engineer in the California state service; or

One year of experience in the California state service performing economic, engineering, financial or statistical analysis related to the regulation of a gas, electric, communications or water utility in a class at the level of Public Utilities Regulatory Analyst IV.

### Or II

**Experience:** Broad, extensive (more than five years) and progressively responsible technical experience with a gas, electric, communications, or water utility, or with an allied industry involving familiarity with the operation of one of these utilities or with a utility regulatory agency. At least two years of this experience shall have been in a responsible administrative capacity. (Experience in the California state service applied toward this requirement must include at least one year in a class at least equivalent to Senior Utilities Engineer or Public Utilities Regulatory Analyst IV.); **and**

**Education:** Equivalent to graduation from college with major work in engineering, economics, public policy, accounting, statistics or other related fields. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

## POSITION DESCRIPTION

### **Program and Project Supervisor, Public Utilities Commission**

A Program and Project Supervisor plans and organizes the work and directs the staff of a section in a division at the CPUC concerned with service, safety, certification, operations, earnings, valuation and rates of one or more types of public utilities; confers with the Director and other staff members on Division policies and objectives and coordinates the work of the section with other sections of the Division; performs very difficult technical work relating to public utilities, including the administration of rate tariffs, the preparation of service and construction standards, test procedures, valuations, and rate bases, the making of rate and earnings investigations, analyses and estimates of future requirements, studies of the application of rules, regulations,

and studies of the elements of cost of service; trains staff and evaluates their performance and takes or recommends appropriate actions; represents the Commission or the Director in conferences; participates in investigations and hearings and testifies as an expert witness in proceedings before the Commission and courts; prepares correspondence and reports; and does other job-related work as required.

**This examination covers positions located in Los Angeles, Sacramento, and San Francisco, CA.**

## **EXAMINATION SCOPE**

This examination will consist of a Training and Experience Assessment weighted 100%. To obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the Assessment.

Applicants who meet the minimum qualifications will be sent an e-mail with a link to a Training and Experience Assessment Questionnaire, which is designed to identify a range of information regarding each candidate's knowledge, skills, abilities, and experience to effectively perform the duties required in the classification.

Candidates must complete and return the questionnaire to a designated email address by the date specified in the notice in order to be rated. Candidates failing to return the questionnaire by the specified date shall be eliminated from the rating process.

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

In addition to evaluating applicants' relative knowledge, skills, and ability, as demonstrated by quality and breadth of education and/or experience, emphasis in each exam component will be measuring competitively, relative job demands, each applicant's knowledge and abilities.

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

1. California Public Utilities Code pertaining to utilities and basic court decisions affecting public utility regulation.
2. The theory of public utilities regulation and the structure of the industries being regulated.
3. Economic theory, including competitive and regulated markets.
4. Law and policy pertaining to utilities.
5. Rate making procedures (e.g., development of revenues, expenses, taxes, depreciations, rate base, and rate of return).
6. Physical properties of utilities and of standards of safety and service.
7. Utility financial structure, terminology, and prescribed accounting classifications for utilities.
8. Principles and methods of personnel management and supervision including understanding of and effectiveness in carrying out State and departmental equal employment objectives.

9. Procedures of conducting hearings before the California Public Utilities Commission and other regulatory agencies.
10. Conservation, rate design and alternative cost assessments.

**B. Ability to:**

1. Analyze situations accurately and take effective action.
2. Define the resources and activities required to accomplish an objective, and to plan a logical sequence of activities that will allow the objective to be met.
3. Coordinate several competing projects or activities in order to ensure the most efficient use of your time and other resources.
4. Change or adapt your own work practices or schedule in response to changing conditions or priorities.
5. Plan, direct, and coordinate the work of technical staff, such as analysts, auditors, or engineers.
6. Assign tasks, taking into account availability, capabilities, competing demands, and the time required to perform the activities.
7. Set priorities for a team in terms of the tasks to be accomplished.
8. Monitor work of employees as it progresses and be aware of whether the work is consistent with expectations.
9. Work well with others (e.g., develop and maintain positive relationships with co-workers and external stakeholders, including interacting with people of different backgrounds).
10. Discuss issues with others, mediate problem or conflict-situations, understand both sides of an argument, and work toward a fair agreement.
11. Conduct conferences, workshops, or meetings involving multiple stakeholders.
12. Write technical reports and similar documents.
13. Prepare material that documents the pros and cons and provides recommendations regarding the analysis of a problem.
14. Prepare written briefing packages.
15. Establish and maintain a document management and retention system.

## **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 18 months after it is established. Candidates must then reapply to retest, to reestablish eligibility. **Candidates may only test once during a 12-month period.**

**Veterans' Preference** will be granted for this examination. In accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, or widow or widower of a veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligible list.

Veterans status is verified by the California Department of Human Resources (CalHR). Information on this program and [the Veterans' Preference Application](#) (Std. form 1093) is available online. Additional information on veteran benefits is available at the Department of Veterans Affairs.

## TESTING DEPARTMENTS

California Public Utilities Commission

## CONTACT INFORMATION

If you have any questions regarding this examination bulletin, please contact:

California Public Utilities Commission  
Attn: Human Resources Division - Selection Unit  
505 Van Ness Ave, Room 3008  
San Francisco, CA 94102  
Phone: 1-800-555-7809  
California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice)

TTY is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TTY Device.

## EQUAL OPPORTUNITY EMPLOYER

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of 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.

## DRUG-FREE STATEMENT

It is an objective of the State of California to achieve a drug-free State workplace. 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 servants.

## GENERAL INFORMATION

Examination and/or Employment Application (STD 678) forms are available at the California Department of Human Resources, local offices of the Employment Development Department, and through your [CalCareer Account](#).

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described in this

bulletin will be rated against a predetermined job-related rating, and all applicants who pass will be ranked according to their score.

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 laws and rules and all applicants will be notified.

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:** Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgement, the 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) servicewide 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.

**High School Equivalence:** Equivalence to completion of the 12<sup>th</sup> grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the competitor is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.