



California Public Utilities Commission

Senior Utilities Engineer (Supervisor)

Exam Code: 5UCSU

Class Code: 3508

Department: California Public Utilities Commission

Exam Type: Departmental Open

Final Filing Date: Continuous

CLASSIFICATION DETAILS

Senior Utilities Engineer (Supervisor)

\$9,766.00 - \$12,223 per month.

View the [Senior Utilities Engineer \(Supervisor\) 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:

March 15, 2019

June 14, 2019

September 13, 2019

December 13, 2019

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. 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 – Senior Utilities Engineer (Supervisor)
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 – Senior Utilities Engineer (Supervisor)
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.

Possession of a valid certificate of registration as an engineer issued by the California State Board of Registration for Professional Engineers;

And

One year of experience in the California state service performing duties equivalent to those of an associate level engineer or Utilities Engineer, Range D;

Or II

Experience: Five years of professional engineering experience with a gas, electric, telecommunications, water, sewer, steam, or pipeline utility, railroad, or transportation company; or with an industry or firm involving familiarity with the operation of a public utility or a transportation system; or with a transportation or public utility regulatory agency. At least two years of this experience shall have involved independent responsibility for a wide variety of technical engineering investigations and reports equivalent in responsibility to that of an associate level engineer.

NOTE: Professional engineering experience is defined as actual work experience gained after graduation from a four-year college or university with a degree in an engineering curriculum.

POSITION DESCRIPTION

Senior Utilities Engineer (Supervisor)

Under general direction, as a first-line supervisor, to plan, assign, direct, and coordinate the work of engineers and/or other professional staff in performing the more difficult and complex engineering work pertaining to public utilities and transportation regulation; and to do other related work. **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 CPUC 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 and General Orders.
2. Trends, issues, State and Federal requirements and basic court decisions affecting public utilities and transportation regulation.
3. Traditional rate-making procedures based on the evaluation and analysis of transportation or stationary utility properties including the development of, depreciation, unit costs, taxes, rate base, revenues, expenses, and rate of return/operating ratios as well as performance-based and incentive rate-making mechanisms.
4. Engineering terminology, fundamentals, mathematics, and economics.
5. Physical properties of transportation or stationary utilities and standards of service, reliability, and safety.
6. Materials and methods of engineering construction.
7. Procedures of conducting hearings before the California Public Utilities Commission and other regulatory agencies.
8. Principles and techniques of personnel management and supervision.
9. A supervisor's role in the Equal Employment Opportunity Program and the processes available to meet these objectives.

B. Ability to:

1. Read and understand technical material (e.g., testimony supporting formal utility filings, utility maintenance and operation procedures, advice letters from utilities, etc.).
2. Comprehend and interpret engineering documents (e.g., reports, blueprints, applications, etc.).
3. Pay close attention to detail and analyze situations accurately based on observations or other evidence.
4. Conduct root cause analysis to determine the source(s) of problems.

5. Evaluate possible actions and alternatives to address problems and propose solutions.
6. Translate technical or other complex material into common language.
7. Edit and/or proofread documents (i.e. check for spelling, grammar, sentence structure, logical order of ideas, etc.).
8. Conduct interviews in a way that yields valid and detailed information.
9. Testify on results of completed studies and/or findings at a formal hearing.
10. Negotiate fair resolutions when differences of opinion and/or position occur.
11. Work collaboratively with a group or team in an effort to achieve a common goal. Includes foregoing self-interests for the good of the team, fostering commitment from other team members to a group goal, and actively participating in the group.
12. Prioritize and manage resources and time to accomplish tasks (i.e. focus on goal-relevant activities, rank goals in order of importance, allocate time, etc.).
13. Change priorities as needed due to time constraints and deadlines.
14. Provide constructive feedback to others in a non-threatening manner and to accept feedback (positive or negative) from others.
15. Motivate others to do the job and to work toward common objectives.
16. Fairly and accurately recognize differences in staff members' skill and ability levels, work orientation, and needs.
17. Assess others' needs for professional development and identify activities that provide development.

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 12th 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.