



California Public Utilities Commission

Assistant Chief Administrative Law Judge, Public Utilities Commission

Exam Code: 9UC08

Class Code: 6101

Department: California Public Utilities Commission

Exam Type: Departmental Open

Final Filing Date: 10/28/2019

CLASSIFICATION DETAILS

Assistant Chief Administrative Law Judge, Public Utilities Commission

\$10,856.00 - \$12,452 per month.

View the [Assistant Chief Administrative Law Judge, Public Utilities Commission specification](#)

APPLICATION INSTRUCTIONS

Final Filing Date: 10/28/2019

Exam applications must be **received by 5:00 p.m.** on the final filing date. Applications must be POSTMARKED no later than the final file date. Applications received or postmarked after the final filing date will not be accepted for any reason.

Do not submit your Examination/Employment Application (Std. 678) to the California Department of Human Resources (CalHR).

WHO SHOULD APPLY:

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

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 – Assistant Chief Administrative Law Judge, 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 – Assistant Chief Administrative Law Judge, 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

Two years of experience in the California state service performing the duties of an Administrative Law Judge II, Public Utilities Commission.

Or II

Five years of experience in the practice of law*, including participation in several contested cases, at least three years of which shall have been in the field of public utility regulation.

*Experience in the "practice of law" or "performing legal duties" or "legal experience" is defined as only that legal experience acquired after admission to The Bar.

POSITION DESCRIPTION

Assistant Chief Administrative Law Judge, Public Utilities Commission

Under direction, to assist in planning and coordinating the work of the Administrative Law Judge Division staff engaged in conducting formal hearings on proceedings before the Commission; to review the findings and the drafts of proposed opinions resulting from such hearings; to conduct hearings and prepare opinions and orders; and to do other related work.

This examination covers positions located in San Francisco, CA.

EXAMINATION SCOPE

This examination will consist of a **Training and Experience Narrative**, weighted 100%. The Training and Experience Narrative consists of job-related questions for which candidates must submit typed responses. A panel of subject matter experts will evaluate competitor responses to each question using job-related rating and scoring criteria.

Applicants who meet the minimum qualifications will be sent an email notice with the Training and Experience Narrative questions, 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 Training and Experience Narrative responses to a designated email address by the date specified in the email notice in order to be rated. Candidates failing to return their responses by the specified date will 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 the exam component will be measuring competitively, relative job demands, each applicant's knowledge and abilities.

A. Knowledge of:

1. Effective writing styles and persuasive, analytical writing techniques, as applied to rulings, decisions, and orders.
2. Proficient English grammar and prose style.
3. Principles of logical analysis.

B. Ability to:

1. Build consensus and agreement among a diverse group of staff and decision-makers through the give-and-take of principled negotiations and compromise to resolve a variety of issues.
2. Objectively explain the reasons and rationale for decisions made and policies and practices implemented.
3. Make concise presentations with appropriate illustrative materials, to Commissioners, advisors, colleagues, and staff as needed.
4. Advise and to seek advice as appropriate from Commissioners, colleagues, and advisory staff.
5. Orally present statements of fact, law, policy, and arguments in a clear and logical manner.
6. Develop and maintain constructive relationships with colleagues and management in the ALJ Division, Commissioners' offices, Executive Division, Legal Division, staff, and others in the course of regular professional activities in the workplace.
7. Communicate effectively with colleagues and management in the ALJ Division, Legal Division, CPUC decision makers, staff, and parties.
8. Apply principles of effective management and communication techniques in order to foster employee growth and career development.
9. Plan strategically, think creatively about particular problems, and to apply innovative solutions.
10. Take initiative to identify training needs and opportunities.
11. Actively listen to, mentor and motivate others.
12. Patient, objective and courteous.
13. Recognize and deal effectively with stress and other individuals in stressful situations.
14. Prepare written statements of fact, law, policy, and arguments in a clear and logical manner.
15. Accurately summarize evidence and prepare appropriate findings, opinions and orders.

16. Communicate effectively in writing with colleagues and management in the ALJ Division, Legal Division, CPUC decision makers, staff, and parties.
17. Write a complex report that includes facts, conclusions, and recommendations (e.g. reports to ALJ Division, Legal Division, Executive Division, etc.).
18. Edit and proofread documents for clarity and correctness, including spelling, rules of composition, and grammar.

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. The list will be effective for at least 12 months and up to 48 months to meet the needs of the Commission.

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.