

Open – Continuous Examination for the:



CPUC

California Public Utilities Commission



CARB

California Air Resources Board

And

Public Utilities Regulatory Analyst IV (PURA IV)

Public Utilities Regulatory Analyst V (PURA V)

AN EQUAL OPPORTUNITY EMPLOYER-EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR 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.

HOW TO APPLY

You may download an application form our Internet web site at www.cpuc.ca.gov or we will mail you one if you call 415-703-2364. Please file in person or by mail to:

California Public Utilities Commission
Human Resources Division - Exam Unit
505 Van Ness Avenue, Room 3008
San Francisco, CA 94102-3298

FILING INFORMATION

The testing office accepts applications continuously and will notify and test applicants as needed. Do not submit your application to the State Personnel Board.

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.

SALARY RANGE: PURA IV \$5561 - \$6759
 PURA V \$6110 - \$7425

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

Public Utilities Regulatory Analyst IV *LT25-4615* *4UC0601* *CONTINUOUS FILING*
Public Utilities Regulatory Analyst V *LT20-4616* *3UC0602* *CONTINUOUS FILING*

EXAMINATION INFORMATION

The PURA IV examination will consist of a written exercise (weighted 50%) and an oral interview (weighted 50%). The PURA V examination will consist of a written exercise (weighted 50%) and an oral interview (weighted 50%). The written exercise may be on a computer. If you use a special keyboard or mouse, please notify the exam unit at 415/703-2364 and be prepared to bring them with you for your scheduled examination. 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 Candidates who do not appear for any part of their scheduled examination will be withdrawn from the examination process.

ELIGIBLE LIST INFORMATION

A departmental eligible list will be established for the **California Public Utilities Commission** and in addition the **California Air Resources Board** will use this eligible list to fill their vacancies in Sacramento. Names of successful candidates will be merged onto the list in order of final scores, regardless of date. **A candidate may only test once in an 18 month period.** Eligibility expires 18 months after it is established; candidates may then retest to reestablish eligibility.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applicants must meet the education and/or experience requirements for this examination by the final filing 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.

PURA IV - MINIMUM QUALIFICATIONS

Either I

One year of experience in the California state service performing technical research duties in public utilities and/or transportation regulation at a level of responsibility equivalent to that of Public Utilities Regulatory Analyst III; **or**

Two years of experience in the California state service performing technical research duties in public utilities and/or transportation regulation at a level of responsibility equivalent to that of Public Utilities Regulatory Analyst II.

Or II

Four years of progressively responsible technical research experience in a field related to public utilities and/or transportation in the areas of economics, finance or policy. (Experience in the California state service applied toward this requirement must include one year of experience in a class at a level of responsibility equivalent to that of Public Utilities Regulatory Analyst III); **and**

Education: Equivalent to graduation from college with any major but at least 24 semester units of upper division courses in economics, finance, public policy, or a closely related field. (Work experience performing technical economic, financial or policy research related to public utilities and/or transportation regulation may be substituted for the required education on a year-for-year basis).

A Master's Degree or advancement to Ph.D. candidacy in Economics, Policy, Finance, Business Administration or other fields related to public utilities and/or transportation requiring 30 semester or 45 quarter units for completion may be substituted for one year of the required Pattern II experience.

A Master's degree or advancement to Ph.D. candidacy requiring 60 semester or 90 quarter units for completion, two different Master's degrees (each of which constitutes a full degree program) or a doctorate degree in the above fields may be substituted for two years of the required Pattern II experience.

PURA V - MINIMUM QUALIFICATIONS

Either I

One year of experience in the California state service performing technical research duties in public utilities and/or transportation regulation at a level of responsibility equivalent to that of Public Utilities Regulatory Analyst IV; **or**

Two years of experience in the California state service performing technical research duties in public utilities and/or transportation regulation at a level of responsibility equivalent to that of Public Utilities Regulatory Analyst III.

Or II

Five years of progressively responsible technical research experience in a field related to public utilities and/or transportation in the areas of economics, finance, policy. (Experience in the California state service applied to this pattern must include one year of experience at a level of responsibility equivalent to that of Public Utilities Regulatory Analyst IV); **and**

Education: Equivalent to graduation from college with any major but at least 24 semester units of upper division courses in economics, finance, public policy, or a closely related field. (Work experience performing technical economic, financial or policy research related to public utilities and/or transportation regulation may be substituted for the required education on a year-for-year basis).

A Master's Degree or advancement to Ph.D. candidacy in Economics, Policy, Finance, Business Administration or other fields related to public utilities and/or transportation requiring 30 semester or 45 quarter units for completion may be substituted for one year of the required Pattern II experience.

A Master's degree or advancement to Ph.D. candidacy requiring 60 semester or 90 quarter units for completion, two different Master's degree (each of which constitutes a full degree program) or a doctorate degree in the above fields may be substituted for two years of the required Pattern II experience.

NOTE: APPLICANTS MUST IDENTIFY THE SPECIFIC COURSE WORK EMPHASIS IN ECONOMICS, FINANCE, PUBLIC POLICY, OR ENERGY POLICY. THE LISTING MUST INCLUDE THE UPPER DIVISION COURSE TITLE, THE NUMBER OF UNITS (SPECIFY SEMESTER OR QUARTER) EARNED FOR EACH COURSE, THE DATE COMPLETED, NAME OF COLLEGE OR UNIVERSITY, AND A BRIEF DESCRIPTION OF THE COURSE. PROVIDE LISTING ON THE ATTACHED FORM AND ATTACH TO YOUR APPLICATION.

THE POSITIONS

A Public Utilities Regulatory Analyst IV provides original research and advisory services on highly complex and technical problems which require a great degree of knowledge, skill, and ability; assignments require major synthesis of information and perspective utilizing data of various types and sources; may have lead responsibility in directing and implementing major complex research studies or programs and may lead workshops on regulatory issues of moderate scope and complexity; and does other job related work.

A Public Utilities Regulatory Analyst V develops and implements major studies or programs involving the coordination of a number of regulatory disciplines with federal, statewide or industry-wide policy implications; provides expert consultation to Commissioners and top management in the area of policy development on a wide range of issues relating to public utilities and transportation regulation and makes policy recommendations affecting program direction; may lead several professional subordinates and conduct workshops on the most difficult issues or direct large major studies or regulatory programs of the broadest scope and complexity; and does other job related work.

PURA IV QUALIFICATIONS APPRAISAL INTERVIEW – WEIGHTED 50%

The interview may include the following:

A. Ability to:

1. Analyze situations accurately and take effective action.
2. Reason logically and creatively.
3. Utilize a variety of analytical and research techniques to resolve complex utility or transportation regulatory problems.
4. Work well with others.
5. Maintain composure under stressful situations.
6. Complete assignments independently or with minimal supervision.
7. Work productively and effectively when faced with time pressures, disruptions, or multiple responsibilities.
8. Speak clearly and concisely.

PURA IV WRITTEN EXERCISE – WEIGHTED 50%

The written exercise may include the following:

A. Knowledge of:

1. Trends and issues pertaining to public utilities or transportation regulation.
2. Public utilities and transportation regulatory policy analysis and formulation.

3. Principles, practices, trends, and terminology of economics, finance, or policy analysis pertaining to public utilities and transportation regulations.
4. Principles and concepts of economics and econometrics.

B. Ability to:

1. Make sound decisions based on the information available.
2. Independently apply economic, financial, and public policy theory and techniques to more complex regulatory issues.
3. Read, interpret, and analyze data and present ideas and information effectively.
4. Present key facts, points, or inferences in writing in a clear, organized, and concise format.
5. Write a complex report that includes facts, conclusions, and recommendations.
6. Read and understand technical materials.
7. Interpret and synthesize information across different or multiple sources.

PURA V QUALIFICATIONS APPRAISAL INTERVIEW – WEIGHTED 50%

The interview may include the following:

A. Ability to:

1. Analyze situations accurately and take effective action.
2. Reason logically and creatively.
3. Utilize a variety of analytical and research techniques to resolve complex utility or transportation regulatory problems.
4. Work well with others.
5. Maintain composure under stressful situations.
6. Complete assignments independently or with minimal supervision.
7. Work productively and effectively when faced with time pressures, disruptions, or multiple responsibilities.
8. Interact with an audience, including responding to critical questions, during an oral presentation.
9. Speak clearly and concisely.
10. Develop work plans and schedules to organize assignments.
11. Set and revise project priorities and deadlines.
12. Make decisions in supervisor's absence.
13. Plan, staff, delegate, and allocate resources for project work.
14. Coordinate the complex technical work of others.
15. Provide others with insight on how to complete task.

PURA V WRITTEN EXERCISE – WEIGHTED 50%

The written exercise may include the following:

A. Knowledge of:

1. Trends and issues pertaining to public utilities or transportation regulation.
2. Public utilities and transportation regulatory policy analysis and formulation.
3. Principles, practices, trends, and terminology of economics, finance, or policy analysis pertaining to public utilities and transportation regulations.
4. Principles and concepts of economics and econometrics.

B. Ability to:

1. Make sound decisions based on the information available.
2. Independently apply economic, financial, and public policy theory and techniques to more complex regulatory issues.
3. Read, interpret, and analyze data and present ideas and information effectively.
4. Present key facts, points, or inferences in writing in a clear, organized, and concise format.
5. Write a complex report that includes facts, conclusions, and recommendations.
6. Read and understand technical materials.
7. Interpret and synthesize information across different or multiple sources.

Veterans' preference credits will not be granted in this examination since it does not qualify as an entrance examination under the law.

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.

**TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD device. California Relay (Telephone) Service for the Deaf or Hearing Impaired:
From TDD Phones: 1-800-735-2929; From Voice Phones: 1-800-735-2922**

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