



California Public Utilities Commission

Supervisor, Operations and Safety Section, California Public Utilities Commission

Exam Code: 2UC27
Class Code: 3919
Department: California Public Utilities Commission
Exam Type: Departmental Open
Final Filing Date: Continuous

CLASSIFICATION DETAILS

Supervisor Operations and Safety Section, Public Utilities Commission

Salary Range: \$7,897.00 - \$9,886.00 per month.

View [Supervisor Operations and Safety Section](#), Public Utilities Commission specification

APPLICATION INSTRUCTIONS

Final Filing Date: Continuous

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. Eligibility expires 18 months after its established; candidates may then reapply to retest, to establish eligibility. How To Apply:

The link to connect to the Written Examination in Survey Monkey is located farther down on this bulletin in the "Taking the Exam" section.

Special Testing Arrangements:

If you require special testing arrangements due to a verified disability or medical condition, please contact:

The CPUC Selection Unit by clicking on the link: pucexams@cpuc.ca.gov
Utilizing this email is the most **expeditious** and **preferred** method of communication.

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.

Experience:

Either

1. Two years of experience with a transportation regulatory agency in the performance of administrative work comparable to that of a Senior Transportation Operations Supervisor, Public Utilities Commission. or
2. Five years of experience in a supervisory operating position equivalent to that of trainmaster, road supervisor of engines, or chief dispatcher with a Class I railroad operating under The Standard Code of Operating Rules or a combination of four years of such experience and one year in a supervisory position as an assistant mechanical superintendent of assistant division engineer. (College education with major work in transportation)

Or

Engineering May Be Substituted for Not More Than Two Years of:

the required experience on the basis of two years of college work being equivalent to one year of experience.) and,

Education: Equivalent to completion of the twelfth grade. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

DESCRIPTION

Supervisor, Operations and Safety Section, Public Utilities Commission

Under administrative direction, to plan, organize, and direct the work of the Operations and Safety Section, Transportation Division, in developing, recommending, and negotiating the adoption of operating and maintenance practices, including adequate facilities for the health and comfort of passengers and operating and nonoperating employees, and enforcing safety regulations of railroads, street railways, and water carriers; and to do other related work.

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

EXAMINATIONSCOPE

This examination will consist of a **Supplemental Questionnaire, weighted 100%**. The Supplemental Questionnaire consists of job-related questions for which candidates must Provide their responses.

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

A final score of 70% must be attained to be placed on the eligible list.

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.

Knowledge of:

1. Sections of the Public Utilities Code and of the Commission's general orders relating to carrier operations,
2. Procedures used in the conduct of hearings by the Commission and other transportation regulatory bodies,
3. Federal and State laws relating to carrier operations and equipment maintenance methods,
4. Facilities and equipment used by carriers and their relationship to operating or safety standards,
5. Carrier operating and mechanical terminology,
6. Commission's Affirmative Action Program objectives,
7. A manager's role in the Affirmative Action Program and the processes available to meet affirmative action objectives.

Ability to:

1. Plan, conduct, or direct negotiations to improve operating methods and increase the safety of carrier operations and mediate controversial issues between carrier management and representatives of transportation employees
2. Formulate and recommend new or revised operating and safety practices,
3. Act as an expert witness in matters pertaining to carrier operations,
4. Direct and supervise the work of the staff of the section,
5. Write clear and concise reports,
6. Analyze situations accurately and take effective action,
7. Effectively contribute to the Commission's affirmative action objectives.

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.

PREPARING FOR THE EXAMINATION

Here is a list of suggested resources to have available prior to taking the exam.

Employment History: Employment dates, job titles, organization names and addresses, names of supervisors or persons who can verify your job responsibilities, and phone numbers of persons listed above.

Education: School names and addresses, degrees earned, dates attended, courses taken (verifiable on a transcript), persons or office who can verify education, and phone numbers of persons or offices listed above.

Training: Class titles, certifications received, names of persons who can verify your training, and phone numbers of persons listed above.

TAKING THE EXAMINATION

[Take the Supervisor, Operations and Safety Section, PUC examination](#)

TESTING DEPARTMENTS

California Public Utilities Commission

CONTACT INFORMATION

If you have any questions regarding this examination bulletin, please contact:
The CPUC Selection Unit by clicking on the link: pucexams@cpuc.ca.gov
Utilizing this email is the most **expeditious** and **preferred** method of communication.

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.

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) 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.