



California Public Utilities Commission

Chief Hearing Reporter, Public Utilities Commission

Exam Code: 2UC32
Class Code: 1223
Department: California Public Utilities Commission
Exam Type: Departmental Open
Final Filing Date: Continuous

CLASSIFICATION DETAILS

Chief Hearing Reporter, Public Utilities Commission

\$7,625 - \$9,548 per month*

**In addition, incumbents will receive a page rate for expedited transcripts of \$4.65 per page (included in retirement calculation).*

View the [Chief Hearing Reporter, 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 12 months after it is established; candidates may then reapply to retest, to establish eligibility.

How To Apply:

The link to connect to the Training and Experience Evaluation 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 as stated on this exam bulletin to be accepted into the examination. Part-time or full-time jobs, regardless of whether paid or volunteer positions, and inside or outside California state service will count toward experience.

Experience:

Possession of a State of California license as a Certified Shorthand Reporter **and**

Either I:

Two years of experience in California state service performing the duties of a Hearing Reporter, Public Utilities Commission.

Or II

Four years of experience taking and transcribing verbatim accounts of conferences, hearings, proceedings, trials, and other formal meetings using electronic machine shorthand writing and scoping on a CAT system, two years of which must have been in a supervisory capacity.

Additional Desirable Qualification: Education equivalent to completion of the twelfth grade.

POSITION DESCRIPTION

Chief Hearing Reporter, Public Utilities Commission

Under the direction of the Chief Administrative Law Judge, acts as the supervisor of the Reporting Branch of the Public Utilities Commission; plans, organizes, and directs the statewide activities of the Branch; uses CAT to regularly take verbatim accounts of conferences, meetings, workshops, and hearings of the Public Utilities Commission; scopes notes and proofreads final transcripts; and may travel throughout the State to record proceedings.

This examination covers positions located in Sacramento, San Francisco, and/or Los Angeles depending on Department needs.

EXAMINATION SCOPE

This examination will consist of a **Training and Experience, weighted 100%**. The Training and Experience consists of job-related questions for which candidates must choose 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.

A. Knowledge of:

1. Customary hearing procedures.
2. Elements of transcript production to produce transcripts according to established standards.
3. Computer-Aided Transcription (CAT) equipment.
4. Grammar and spelling.
5. Maintaining a work environment which is free of discrimination or harassment.
6. Principles of public administration.
7. Word knowledge and association.

B. Ability to:

1. Adapt to changing situations and maintain a calm and even disposition under pressure.
2. Direct the statewide operation of the hearing reporting or record-making function of the Public Utilities Commission.
3. Effectively contribute to promoting equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.
4. Report verbatim material related to Public Utilities Commission hearings, including questions and answers colloquy, statements, objections, and rulings on objections using CAT technology.
5. Prioritize work assignments in response to changing priorities, problems, or setbacks to ensure completion within established timeframes and by expected deadlines.
6. Identify information, material, and resources needed to complete assignments and to clarify record.
7. Analyze situations accurately, thoroughly, and timely, to determine and implement effective, appropriate courses of action.
8. Perform multiple tasks or work on multiple assignments simultaneously, maintaining appropriate control and oversight of completed tasks/assignments.
9. Participate in a team environment to accomplish project objectives.
10. Identify and make appropriate decisions from a variety of alternatives to achieve the desired outcome.
11. Communicate effectively.
12. Follow directions.

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 12 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 Chief Hearing Reporter, 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.

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.