



California Public Utilities Commission

Program Manager, Public Utilities Commission

Exam Code: 5UCPM
Class Code: 3503
Department: California Public Utilities Commission
Exam Type: Departmental Open
Final Filing Date: Continuous

CLASSIFICATION DETAILS

Program Manager, Public Utilities Commission

\$ 13,760.00 - \$15,629.00 per month.

View [Program Manager, 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 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 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

One year of experience at the level of a Program and Project Supervisor, Public Utilities Commission in the California state service; **or**

One year of experience at the level of Public Utilities Regulatory Analyst V in the California state service; **or**

Two years of experience at the level of a Senior Utilities Engineer with the California Public Utilities Commission; **or**

Two years of experience in the California state service performing economic, engineering, financial or statistical analysis related to the regulation of a gas, electric, communications or water utility in a class at the level of Public Utilities Regulatory Analyst IV.

Or II

Experience: Broad, extensive (more than five years) and progressively responsible technical experience with a gas, electric, communications, or water utility, or with an allied industry involving familiarity with the operations of one of these utilities or with a utility regulatory agency. At least two years of this experience shall have been in a responsible administrative capacity. (Experience in the California state service applied toward this requirement must include at least one year performing the duties of a class at least equivalent to Program and Project Supervisor, Public Utilities Commission, or Public Utilities Regulatory Analyst V.); **and**

Education: Equivalent to graduation from college with major work in engineering, economics, public policy, accounting, statistics or other related fields. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

POSITION DESCRIPTION

Program Manager, Public Utilities Commission

A Program Manager plans and organizes the work and directs the staff of a section in a division at the CPUC concerned with service, safety, certification, operations, earnings, valuation and rates of one or more types of public utilities, including that involving presentations before the Federal Energy Regulatory Commission and the Federal Communications Commission concerning electrical, telephone and telegraph, and natural gas producing and transmission companies; coordinates the work of a branch with that of other branches of the Division; confers with the Director of the Division, the Commissioners, and the heads of other divisions and branches on matters pertaining to utility regulation participates in hearings and testifies as an expert witness in proceedings before the Public Utilities Commission, Federal Commissions, and courts; upon assignment, represents the Division in formal matters before the Public Utilities Commission and Federal Commissions; carries out special assignments and studies; meets with officials of the utilities, Federal, State, County, City Governments, and Civic organizations on matters dealing with public utility regulation and related subjects; and does other job-related work as required.

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

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. California Public Utilities Code pertaining to utilities and basic court decisions affecting public utility regulation.
2. The theory of public utilities including inventory, depreciation, unit cost, taxes, and rate base.
3. Economic theory, competitive and regulated markets, and practicing strategies.
4. Financial structure, terminology, and prescribed accounting classifications for utilities.
5. Rate making procedures (e.g., development of revenues, expenses, taxes, depreciations, rate base, and rate of return).
6. Physical properties of utilities and of standards of safety and service.

7. Procedures of conducting hearings before the California Public Utilities Commission and other regulatory agencies.
8. Federal Communications Act, Federal Power Act, and Natural Gas Act.
9. Conservation, rate design, alternative generation, fuel cost offset proceedings, construction cost assessments.
10. Principles and methods of personnel management and supervision including understanding of and effectiveness in carrying out State and departmental equal employment opportunity objectives.

B. Ability to:

1. Analyze situations accurately and take effective action.
2. Define the resources and activities required to accomplish an objective, and to plan a logical sequence of activities that will allow the objective to be met.
3. Coordinate several competing projects or activities in order to ensure the most efficient use of time and other resources.
4. Change or adapt your own work practices or schedule in response to changing conditions or priorities.
5. Plan, direct, and coordinate the work of technical staff, such as analysts, auditors, or engineers.
6. Assign tasks, taking into account availability, capabilities, competing demands, and the time required to perform activities.
7. Manage your own time so that the highest priority activities receive sufficient attention.
8. Set priorities for a team in terms of the tasks to be accomplished.
9. Monitor work of employees as it progresses and be aware of whether the work is consistent with expectations.
10. Recognize changing organizational priorities.
11. Work well with others (e.g., develop and maintain positive relationships with co-workers and external stakeholders, including interacting with people of different backgrounds).
12. Discuss issues with others, mediate problem or conflict-situations, understand both sides of an argument, and work toward a fair agreement.
13. Generate new ideas or techniques applicable to solving problems or taking advantage of opportunities.
14. Conduct conferences, workshops, or meetings involving multiple stakeholders.
15. Write technical reports and similar documents.
16. Prepare material that documents the pros and cons and provides recommendations regarding the analysis of a problem.
17. Ability to prepare written briefing packages.
18. Ability to publicly present information to large audiences.
19. Ability to represent a particular viewpoint as a participant in a public setting (e.g., workshop, legislative hearing, or meeting between agencies).

20. Ability to recognize and effectively supervise employees with a diverse range of personalities, work habits, and backgrounds.
21. Ability to motivate others to do the job and a desire to work toward common 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 Program Manager, 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.