



# California Public Utilities Commission

## Administrative Law Judge II, Public Utilities Commission

**Exam Code:** 0UC03

**Class Code:** 6102

**Department:** California Public Utilities Commission

**Exam Type:** Departmental Open

**Final Filing Date:** Continuous

### CLASSIFICATION DETAILS

**Administrative Law Judge II, Public Utilities Commission**

\$9,678.00 - \$12,181 per month.

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

### APPLICATION INSTRUCTIONS

**Final Filing Date:** Continuous

The testing office accepts applications on a continuous basis. This exam is administered **TRI-ANNUALLY**, although this is subject to change based on testing needs. Applications received after the cut-off date will not be processed until the next administration.

**Application Cut-off Dates:**      **January 15, 2021**  
   **May 14, 2021**  
   **September 17, 2021**

### **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.**

## **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](mailto:pucexams@cpuc.ca.gov).

Submitting your application to this email is the most **expeditious** and **preferred** method.

**HARDCOPY SUBMISSION:** You may submit a hardcopy of your Examination Application (Std. 678) by mail to:

California Public Utilities Commission  
Human Resources Division  
Attention: Selection Unit – Administrative Law Judge II  
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 – Administrative Law Judge II  
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**

One year of experience in the California state service performing the duties of an Administrative Law Judge I, Public Utilities Commission.

### **Or II**

Two years of experience in the Public Utilities Commission at a level of responsibility equivalent to that obtained in the class of Supervising Transportation Representative performing one or a combination of the following:

1. The presentation of exhibits or evidence, or the examination of witnesses, at Public Utilities Commission hearings or the direct supervision of persons performing those functions; or the supervision of the preparation of proposed ex parte decisions of the Public Utilities Commission; or
2. The rendering of responsible assistance to a Commissioner in reviewing, evaluating, and recommending action to be taken by the Commissioner, or in the preparation for or hearing cases coming for formal hearing before the Commissioner or Commission, or in the preparation of decisions by the Commissioner or Commission.

### **Or III**

**Experience:** Five years of professional experience in the practice of law\*, including at least two years in public utility regulation matters which involved several contested cases or two years conducting judicial or quasi-judicial hearings as presiding officer; and

Membership in the State Bar of California. (Applicants must have active membership in The State Bar before they will be eligible for appointment.); **and**

**Education:** Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

\*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

### **Administrative Law Judge II, Public Utilities Commission**

An Administrative Law Judge II acts as presiding officer in formal hearings and processes complex ex parte matters on complaints or applications filed with the Public Utilities Commission or investigations instituted by the Commission; instructs parties as to their rights; issues subpoenas, administers oaths, examines witnesses, and receives documentary evidence; rules on exceptions, motions, and admissibility of evidence; hears arguments, directs or permits the filing of briefs, and makes rulings prior to submission of assigned matters; consults with staff members on technical subjects; analyzes pleadings in preparation for hearings; determines the advisability of and holds prehearing conferences; analyzes and evaluates facts and law and exercises independent judgment in the preparation and issuance of reports and findings; prepares and recommends drafts of opinions, orders, and recommendations for consideration by the Commission.

\*Administrative Law Judges who complete a National Judicial College (NJC) certificated course related to administrative law adjudication or twenty (20) hours of judicial education or certification as approved by the employee's department shall receive a monthly differential of five percent (5%) of their salary. Equivalency shall be determined by the California Department of Human Resources (CalHR) based on recommendations from the employee's department.

## EXAMINATION SCOPE

This examination consists of the following components:

### **This examination will consist of a written performance exercise weighted 100%.**

In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the examination process. Applicants who meet the minimum qualifications, will be sent an e-mail notice with a link to complete the examination online, 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 the examination online by the date specified on the notice in order to be rated. Candidates failing to complete the examination by the specified date and time shall be eliminated from the rating process. A panel of subject matter experts will evaluate competitor responses using job-related rating and scoring criteria.

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. The organization and functioning of Commissioner's offices, Commission staff and ALJ Division.
2. State and local government.
3. Federal statutes and regulations affecting the Commission.
  
4. Constitutional law as it relates to due process and fair hearings.
5. Commission's practice concerning rules of evidence.
6. Applicable civil procedure and administrative law.
7. Ethical duties of government employees, lawyers and judges.
8. Provisions of the Public Utilities Code and other California codes applicable to the Commission.
9. Commission's Rules of Practice and Procedure.
10. How to perform legal research in libraries and on-line.
11. How to write rulings, decisions, and orders.
12. Applying deductive and inductive logic principles to analysis (or principles of logical analysis).
13. Proficient English grammar and prose style.

### **B. Ability to:**

1. Gather, analyze, correlate, and develop data from various sources regarding relevant policy, ratemaking, engineering, economic, and legal issues raised in proceedings.
2. Research and understand federal statutes and regulations affecting the Commission.
3. Make appropriate decisions when faced with time constraints and limited information.
4. Rule and decide promptly, even under conditions of uncertainty as to facts and governing law, with minimal supervision.
5. Write clearly and quickly.

## **ELIGIBLE LIST INFORMATION**

A departmental, open eligible list for the Administrative Law Judge II, Public Utilities Commission classification will be established for:

California Public Utilities Commission

The names of **successful** competitors will be merged onto the eligible list in order of final score regardless of exam date. Eligibility expires **24 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.

## 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 following link: [pucexams@cpuc.ca.gov](mailto:pucexams@cpuc.ca.gov).

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, ext. 2  
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.

**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.