



# Public Utilities Counsel I, PUC

## Promotional – Continuous Examination

**CPUC**

**California Public Utilities Commission**

**Exam #:** 6UC01

**Class Code:** 5816

**Min. Salary:** \$5638/mth

**Max Salary:** \$6818/mth

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 access the online application at: <http://www.cpuc.ca.gov/PUC/jobs/>

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.

### **WHEN MAY APPLICATIONS BE FILED**

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

### **WHO SHOULD APPLY**

This is a departmental promotional examination for the California Public Utilities Commission.

1. Applicants must have a permanent civil service appointment with the California Public Utilities Commission as of the final filing date in order to participate in this examination; or
2. Must be a current or former employee of the Legislature for two or more years as defined in Government Code Section 18990; or
3. Must be a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code Section 18992; or
4. Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code Section 18991.

For applicants under Items 2, 3, or 4, if promotional examinations are given by more than one department for the same classification, the applicant must select one department in which to compete.

### **THE POSITION – General Description**

Under direction, a Public Utilities Counsel I prepares and presents difficult legal cases involving carriers and public utilities before the courts, the Public Utilities Commission, and other public and regulatory agencies; participates in and presents litigation and appears before courts and public utility regulatory agencies in matters involving the Public Utilities Commission; acts as counsel in formal proceedings before the Commission, including the preparation and presentation of evidence and argument; assists in the preparation of drafts of legal opinions and orders for Commission members and staff of the Commission on legal problems in connection with regulatory statutes and the orders, rules, and regulations of the Commission; studies court decisions, and other legal authorities in the preparation of cases, opinions, and briefs; does legal research; prepares legal documents, memoranda, digests, and summaries and does other related duties as required.

## **JOB LOCATION**

This Exam covers positions located only in San Francisco, CA.

## **REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION - MINIMUM QUALIFICATIONS**

**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 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, candidate possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

Active Membership in the State Bar of California **and**

### **Either I**

One year of experience performing the duties of Legal Counsel Range B, in the Public Utilities Commission. (Applicants who have completed ten months of the required experience will be admitted to the examination but must complete one year of such experience before they will be eligible for appointment.)

### **Or II**

Four years of experience in the practice of law\*, which shall have included experience in the preparation or presentation of public utility or other regulatory matters before regulatory agencies or the courts.

### **Or III**

Four years in the practice of law\*, which shall include practice before California or United States trial or appellate courts.

*Experience in the California State service applied toward Pattern II or III must include at least one year performing the duties of a class at a level of responsibility equivalent to Legal Counsel, Range B.*

**\*Experience in the "practice of law" or "performing legal duties" is defined as only that legal experience acquired after admission to the Bar.**

**Note: Applicants must show the month/year of admission to The Bar on their application.**

## **EXAMINATION INFORMATION**

This examination will consist of an oral interview (weighted 100%). 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 their scheduled examination will be withdrawn from the examination process.

## **QUALIFICATIONS APPRAISAL INTERVIEW – WEIGHTED 100%**

The interview may include the following:

### **A. Knowledge of:**

1. Law governing and administered by the Public Utilities Commission and judicial interpretation of such law.
2. Rules and regulations of the Public Utilities Commission.
3. Conduct of proceedings and rules of evidence and procedure in State and Federal courts, and before public utility regulatory bodies.
4. General legal principles.
5. Purposes, organization, and operation of the Public Utilities Commission.
6. Administration law applicable to the Public Utilities Commission.
7. Basic principles or organization structure, and financing of public utilities.

### **B. Skill in:**

1. Assembling and directing the assembling of facts and law for presentation before courts and regulatory Agencies, and in the conduct of such proceedings

### **C. Ability to:**

1. Analyze legal problems and apply legal principles and precedents to particular sets of facts.
2. Make accurate summaries of evidence and prepare appropriate findings, opinions and orders.
3. Perform legal research.
4. Present statements of fact, law and argument clearly and logically in oral form.
5. Analyze situations accurately and adopt an effective course of action.
6. Communicate effectively orally.

### **ELIGIBLE LIST INFORMATION**

**A candidate may only test once in a 12 month period.** 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 order of final scores, regardless of date. Eligibility expires 12 months after it is established; candidates may then retest to reestablish eligibility.

**Veterans' preference points** are not granted in promotional examinations.

### **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.