



# Supervisor, Operations and Safety Section, PUC

## Open - Continuous Examination

**CPUC**

**California Public Utilities Commission**

Exam #: 07uc25

Class Code: 3919

Min. Salary: 6265/mth Max Salary: \$7616/mth

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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.

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### **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.

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

Under general direction, a Supervisor, Operations and Safety Section plans, organizes, and directs the work of the Operations and Safety Section 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 non-operating employees, and enforcing safety regulations of railroads, street railways, and water carriers; and does other job-related work as required.

### **JOB LOCATION**

This Exam covers positions located in Los Angeles, Sacramento and 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 cut off date 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**

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 II**

Five years of experience in a supervisor operation position equivalent in level to that of a 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.)

**EXAMINATION INFORMATION**

This examination will consist of an oral interview (weighted 60% of the total score) and a written exercise (weighted 40% of the total score). 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 any part of their scheduled examination will be withdrawn from the examination process.

**QUALIFICATIONS APPRAISAL INTERVIEW – WEIGHTED 60%**

The interview may include the following:

**A. Knowledge of:**

1. The principles of effective leadership.

**B. Ability to:**

1. Accurately analyze situations and data and take effective action.
2. Communicate effectively and work well with others.
3. Take initiative, develop work plans, and direct the work of the staff of the section.
4. Negotiate and mediate conflicts.
5. Use, categorize, and reference systems.
6. Operate computers and workstations to complete work assignments.

**WRITTEN EXERCISE – WEIGHTED 40%**

**A. Knowledge of:**

1. Federal and State agencies involved in rail transportation regulations.
2. Facilities and equipment used by carriers and their relationship to operating or safety standards.
3. Carriers' operating and mechanical terminology.
4. Nomenclature related to position.

**B. Ability to:**

1. Read and understand technical material.
2. Accurately analyze situations and data and take effective action.
3. Present key facts, points, or inferences in a clear, organized, and concise written format.

**ELIGIBLE LIST INFORMATION**

**A candidate may only test once in a 24 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 24 months after it is established; candidates may then retest to reestablish eligibility.

**Veterans' preference** points will be added to the final score of all competitors who are successful in this examination and who qualify for and have applied for these points. Due to changes in the law, which were effective January 1, 1996, Veterans who achieve permanent civil service status are not eligible to receive veteran's points.

**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.

**Veterans Preference:** Veteran's preference credits will be added to the final score of all competitors who are successful in the examination and who qualify for and have requested these points. Due to changes in the law, which were effective January 1, 1996, VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS' CREDITS. Directions for applying for veterans preference are on the Veteran Preference Application Form which is available from the State Personnel Board office, written test proctors, and the Department of Veterans Affairs, P.O.Box 1559, Sacramento, CA 95807.