



# Join The CPUC's Energy Division Team



1/5/2018

The approximately 1,400-member staff of the California Public Utilities Commission (CPUC) provides a robust regulatory framework to promote innovation in communications, energy, transportation, and water policies. The CPUC regulates privately owned electric, natural gas, telecommunications, water, railroad, rail transit, and passenger transportation companies. The CPUC serves the public interest by protecting consumers and promoting the delivery of safe, reliable utility service at just and reasonable rates; and the CPUC works with utility infrastructure to ensure support for current utility needs and to envision and provision infrastructure to support our innovative future.

All staff work with a commitment to environmental enhancement that will support and promote a healthy California economy. Their mission is to serve the public interest and to ensure compliance with CPUC Decisions and governments statutory mandates.

The approximately 170-member staff of the **Energy Division** work to bolster California's nation-leading commitment to energy efficiency, renewable energy, and reduction (or reversal) of climate change, and staff are working to implement Senate Bill (SB) 350, the Clean Energy and Pollution Reduction Act of 2015, which codifies the goals to double the rate of energy efficiency savings in California buildings and to generate half of the state's electricity from renewable sources by 2030.

Energy Division staff generally works in Public Utilities Regulatory Analyst (PURA) and Utilities Engineer job classifications, and its staff have backgrounds in many fields including Public Policy, Public Administration, Economics, Finance, Political Science, Engineering, Environmental Studies, Law, and Business. Staff join Energy Division with various levels of education and experience (BAs, BSs, MA, MSs, MPAs, MBAs, B. Eng, JDs, and PhDs).

Energy Division has offices in three cities. Its headquarters is in San Francisco, and we have staff at offices in downtown Los Angeles and Sacramento. Permanent staff now reside in all three cities.

Staff address a broad range of issues including climate change, utility rate design, cost allocation, electricity procurement and resource planning, energy efficiency and renewable energy, low income energy assistance, natural gas procurement and planning, transmission permitting, public purpose program marketing and outreach, federal energy regulatory policy, grid planning (both distribution and transmission), and compliance with environmental permitting regulations. Recently staff have been added to work on data modeling and electric car infrastructure.

Staff develops policy, works the CPUC lawyers and CPUC administrative law judges, and provides advice to the CPUC's five Governor-appointed Commissioners.

California has long been a global leader in the fight against climate change, and the work of the CPUC and Energy Division staff contribute to this and to creating a brighter, more sustainable energy future for Californians.



## Examination Process

Before you are selected for a position with the CPUC, you will compete in an open, competitive civil service examination process, which will establish employment list eligibility for your targeted employment classification (generally PURA or Utilities Engineer). This civil service examination process consists of six steps:

- Step 1: [Apply for an Examination](#)
- Step 2: [Complete the Examination](#)
- Step 3: [Employment List Eligibility](#)
- Step 4: [Apply for CPUC Job Openings](#)
- Step 5: [The Hiring Process](#)
- Step 6: [Enjoy Working](#)
- Step 7: [The Probationary Period](#)

## Step 1: Apply for an Examination

Begin by identifying examinations in progress for which you qualify. The most common positions in the Energy Division are the Public Utilities Regulatory Analyst (PURA) and the Utilities Engineer (UE). The PURA examinations are currently offered at Levels I, II, III, IV, and V. Less common and more senior positions include program supervisors and managers and senior utilities engineers and supervisors.

In order to apply for an examination, visit the <http://www.cpuc.ca.gov/jobs/>. There you will learn about the types and frequency of exams. The following is an overview of relevant exams.

Energy Division-related Exams	Type of Exams or Assessments	Frequency of Exam Administration or Availability	Application Cut-Off Date	Exam Bulletin
program & project supervisor	online	Quarterly	Cut-off Dates: February 16, 2018 May 16, 2018	<a href="https://emp.cpuc.ca.gov/sigmadocs/5UCPS.pdf">https://emp.cpuc.ca.gov/sigmadocs/5UCPS.pdf</a>
program manager	online	Quarterly	Cut-off Dates: February 16, 2018 May 16, 2018	<a href="https://emp.cpuc.ca.gov/sigmadocs/5UCPM.pdf">https://emp.cpuc.ca.gov/sigmadocs/5UCPM.pdf</a>
PURA i	online	Anytime	n/a	<a href="https://www.jobs.ca.gov/JOBSGEN/7PB10.PDF">https://www.jobs.ca.gov/JOBSGEN/7PB10.PDF</a>
PURA ii	online	Anytime	n/a	<a href="https://www.jobs.ca.gov/JOBSGEN/7PB11.PDF">https://www.jobs.ca.gov/JOBSGEN/7PB11.PDF</a>
PURA iii	online	Anytime	n/a	<a href="https://www.jobs.ca.gov/JOBSGEN/7PB12.PDF">https://www.jobs.ca.gov/JOBSGEN/7PB12.PDF</a>



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PURA iv	online	Anytime	n/a	<a href="https://www.jobs.ca.gov/JOBSGEN/7PB13.PDF">https://www.jobs.ca.gov/JOBSGEN/7PB13.PDF</a>
PURA v	online	Anytime	n/a	<a href="https://www.jobs.ca.gov/JOBSGEN/7PB16.PDF">https://www.jobs.ca.gov/JOBSGEN/7PB16.PDF</a>
senior utilities engineer (specialist)	online	Quarterly	Cut-off Dates: February 9, 2018 May 9, 2018	<a href="https://emp.cpuc.ca.gov/sigmadocs/5UCSP.pdf">https://emp.cpuc.ca.gov/sigmadocs/5UCSP.pdf</a>
senior utilities engineer (supervisor)	online	Quarterly	Cut-off Dates: February 9, 2018 May 9, 2018	<a href="https://emp.cpuc.ca.gov/sigmadocs/5UCSU.pdf">https://emp.cpuc.ca.gov/sigmadocs/5UCSU.pdf</a>
utilities engineer	Written (in person)	Monthly (3rd Monday)	14 days prior to exam date, which is the third Monday of the month (assuming no holiday falls on that date)	<a href="https://emp.cpuc.ca.gov/sigmadocs/10UC03.pdf">https://emp.cpuc.ca.gov/sigmadocs/10UC03.pdf</a>

Review the *Exam Details* to check examination prerequisites and to see if you qualify for an examination, and click the *Apply Now* hyperlink next to the specific exam name on the Exam Schedule.

For applicants, applying for a public utility regulatory analyst position, you can begin your exam/self-assessment immediately.

As you apply for the exam, be sure to complete all of the questions thoroughly and be sure to submit your application by the submittal deadline. Applications received after that deadline cannot be accepted.

For applicants, applying for a public utility regulatory analyst position, you can begin your exam/self-assessment immediately, and then you can move forward to apply for a job. (Step 4 below.)

For applications for engineering and management positions, once your application has been submitted, it will be reviewed to determine if you meet the minimum qualifications for admittance to the examination.

NOTE: If your application is rejected, you will be provided written notification of the reasons(s) for the rejection and an opportunity to submit additional information to clarify your possession of the education and/or experience required for admittance to the examination. It is possible information on your application was not clear, was inadvertently left out, or was misinterpreted. If you are still denied admittance to the examination, you will also be informed of your rights to appeal (see [California Department of Human Resources](#) for additional information).



## Step 2: Complete the Examination

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Once you have been accepted to sit for the exam, carefully review the information contained in the Examination Announcement/Details, as the details contains specific information regarding the type of examination to be used and how examination scores will be determined. Examinations administered by the CPUC may include a written test, Supplemental Application, Statement of Qualifications, and/or a Qualifications Appraisal Interview. The "Scope" section of the Examination Bulletin lists the subject areas to be covered by the examination.

Examinations for some positions may require applicants to apply via the Internet, to complete an online education and experience examination process, and/or to appear at a test site to take an examination.

NOTE: If you have a disability that may require accommodation in the examination process, mark the appropriate box on the State Examination Application (STD. 678) and review the California Department of Human Resources publication [Important Information for Persons with Disabilities Applying for State Civil Service Examinations](#).

## Step 3: Employment List Eligibility

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Successful evaluation of either the exam and the PURA self-assessment will lead to your name being placed on a position eligibility list. The State civil service system mandates that civil service positions be filled by individuals who have established eligibility through the examination process. The names of all successful competitors are placed on the employment eligibility list for that classification in ranked order according to the applicant's final examination score. Individuals in the top three ranks of the employment list are eligible to be considered for hire. All applicants will receive notification of their exam results, and applicants in the top three ranks should begin applying for open job. Although PURA applicants may have applied for jobs prior to the evaluation of their assessment, if an evaluator determines that the PURA applicant is in some way not qualified, that applicant's name will not be added to the Employment Eligibility List.

## Step 4: Apply for CPUC Job Openings

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For most applicants, once you receive notification that you can begin looking for job openings, go to the <http://www.cpuc.ca.gov/openings/> (all CPUC job opportunities are posted there).

If you don't find the open position that you want, check the job opportunity listings later and continue to check frequently. Jobs appear, disappear, and sometime reappear on this list and jobs are posted here on no specific schedule.



When you are ready to apply for a position, read the information posted with the [job posting](#) and also read on the California Department of Human Resources (CalHR) Examinations, <http://www.cpuc.ca.gov/General.aspx?id=1102>, as the latter explains valuable information about this stage of the application process.

When a job vacancy occurs and assuming you are highly rated on the eligibility list, you may receive a "contact letter" to determine your interest in being considered for the vacant position. When you receive such a letter, respond to it by the specified due date. If you don't respond by that date your name can be removed from the employment list for this job and for all related jobs.

## Step 5: The Hiring Process

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If you expressed interest in the available job, you may be called to interview for the specific position. This interview is typically conducted by the hiring supervisors and managers. They will ask you questions that are tailored to the job duties and skills you will need to be successful in the specific position, and they will make their hiring decision based on all applicant's abilities, qualifications, and fitness to perform the duties of the specific classification.

NOTE: If you are not selected for a specific position, you are strongly encouraged to continue to apply for other employment opportunities with the CPUC.

## Step 6: Enjoy Working

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When hired, you will begin working with many bright, committed people on complex, challenging, and impactful issues that will shape our energy future.

You will work on interesting complex problems (see [www.cpuc.ca.gov](http://www.cpuc.ca.gov) – click on Energy). For example, the depth and complexity of the renewable energy topic is exemplified by its subtopics: biodiesel, biomass, digester gas, fuel cells, (using renewable fuels), geothermal, landfill gas, limited municipal, solid waste, ocean wave, ocean, thermal, tidal current, photovoltaic, solar thermal, small hydroelectric, (30 megawatts or less), and wind.

Whether you are working on implementing existing legislation or influencing future legislation, you will be a positive influence on the modeling of a bright energy future.

## Step 7: The Probationary Period

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As you work for the first six months to one year, you will be passing through the state's probationary period. The probationary period is considered the final portion of the



examination process. You will be provided regular performance evaluations throughout the probationary period. Once you have successfully demonstrated your superior strengths, you will complete the probationary period, and you will obtain permanent civil service status.

AND . . .

As an employee of the CPUC you will become a member of a staff that supports our Core Values. The staff:

- Works with *Integrity*: showing good character, high ethical standards, and courteous and dignified behavior.
- Strives for *Excellence*: delivering quality work on timely schedules while showing creativity and initiative.
- Demonstrates *Accountability*: showing leadership, courage, good judgment, resiliency in the face of trials, and transparency in dealing with your colleagues and the public.
- Supports *Open Communications*: listening carefully and courteously and responding quickly and respectfully to internal and external stakeholders, and seeking council from knowledgeable colleagues.
- Demonstrates *Strong Stewardship* skills: exhibiting responsible caretaker skills in relation: to people (Californians, stakeholders, and staff), to financial information (careful computations and respect for confidentiality), to the environment (considering the long-term as well as the short-term implications of the CPUC's decisions), and to resource allocations (striving to use resources in a way that optimizes benefits to Californians).