

**AIR RESOURCES BOARD
CALIFORNIA ENVIRONMENTAL PROTECTION AGENCY
2012 JOB ANALYSIS & EXAMINATION SCHEDULE
MAY 17, 2012**

Analyst	Testing Class & Job Analysis (JA) Time Frame	Exam Type	Bulletin Release Month	List Month	List Life & Testing Intervals
MZ	Information Officer I (Specialist) ARB assisting the SPB w/Job Analysis	Open	January	*Consortium Exam	12 Months/Continuous Thru the State Personnel Board (SPB)
MZ	Information Officer I (Supervisor) ARB assisting the SPB w/Job Analysis	Open	January	*Consortium Exam	12 Months/Continuous Thru the State Personnel Board (SPB)
MZ	Information Officer II ARB assisting the SPB w/Job Analysis	Open	January	*Consortium Exam	12 Months/Continuous Thru the State Personnel Board (SPB)
LT	Accountant I Job Analysis completed January 2012	Open	January	*Consortium Exam	12 Months/Continuous Thru the State Personnel Board (SPB)
LT	Accountant Trainee Job Analysis completed January 2012	Open	January	*Consortium Exam	12 Months/Continuous Thru the State Personnel Board (SPB)
KR	CEA 3 – ARB, SSD	Open	January	March	12 Months
SV/LT	Air Pollution Specialist Job Analysis in progress January - August	Open	Continuous	Continuous	12-Months/Continuous
SV/LT	Air Resources Engineer Job Analysis in progress January - August	Open	Continuous	Continuous	12-Months/Continuous
LT	Administrative Assistant I – Cal/EPA Job Analysis completed April 2012	Promo	March	April	12-Month
SV	Assistant Division Chief, ARB Job Analysis in progress April - July	Promo	April	June/July	12-Month
LT	Staff Air Pollution Specialist Job Analysis completed May 2012	Promo	PENDING	PENDING	48-Month Continuous
LT	Accounting Officer (Specialist) Job Analysis completed March 2012	Promo	April	June/July	12-Month
LT	Accounting Analyst Job Analysis completed March 2012	Open	April	June/July	12-Month
SV	Staff Services Analyst – ARB & Cal/EPA Job Analysis not required	Promo	May	June	Indefinitely/ Bi-Annually

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SV/CN	Air Resources Field Rep I Job Analysis in progress May – August	Open	September	Oct/Nov	12-Month
SV/CN	Air Resources Field Rep II Job Analysis in progress May – August	Promo	PENDING	PENDING	12-Month
SV/CN	Air Resources Field Rep III Job Analysis in progress May – August	Promo	PENDING	PENDING	12-Month
SV	AR SUP I Job Analysis in progress April - July	Promo	July	Aug/Sept	48-Month Continuous
LT	AR SUP II Job Analysis in progress April - July	Promo	July	Aug/Sept	48-Month Continuous
LT	Auto Emission Test Specialist I Job Analysis in progress April - July	Open/ Spot	July	Aug/Sept	12-Month
LT	Instrument Technician, Air Quality Job Analyst to be conducted July – October	Open	September	November	12-Month
LT	Accounting Administrator I (Specialist) Job Analysis to be conducted June – July	Promo	October	November	12-Month
LT	Accounting Administrator I (Supervisor) Job Analysis to be conducted June – July	Promo	October	November	12-Month
LT/KR	Graphic Designer III Job Analysis to be conducted August – September	Promo	November	December	12-Month

Note: The proposed examination schedule indicates examinations and the timeframes for completion. This plan may be adjusted to accommodate requests for other priority exams. When requesting an examination, complete the ASD/HRB Form 271 at the following link <http://www.arb.ca.gov/personnel/hrforms/hrb271.doc>. If you have any questions, please contact Martha Zarate at (916) 327-2954, or via email at mzarate@arb.ca.gov.

Analysts:

KR – KIMBERLY RUSSELL
LT – LESLEE THOMPSON
SV – STEVE VOLPICELLI
NB – NANCY BRITO

***Consortium Exams are Open Continuous Exams that may be accessed through the State Personnel Board at www.spb.ca.gov.**

(Updated 05/16/12)