



**CALIFORNIA  
AIR RESOURCES  
BOARD**

**DEPARTMENTAL PROMOTIONAL  
EXAMINATION FOR  
CALIFORNIA STATE EMPLOYEES**

THE STATE OF CALIFORNIA IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL, REGARDLESS OF AGE, ANCESTRY, COLOR, DISABILITY (MENTAL AND PHYSICAL), EXERCISING THE RIGHT TO 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, RELIGION CREED, SEX (INCLUDES PREGNANCY, CHILDBIRTH, BREASTFEEDING AND RELATED MEDICAL CONDITIONS), AND 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 SERVANTS.

**AIR RESOURCES SUPERVISOR II  
EXAM CODE: 5AR01-02**

**HOW TO APPLY**

[Training and Experience Examination Packages](#) must be submitted:

**By Mail**  
**AIR RESOURCES BOARD**  
Examination & Recruitment Unit  
Attention: Megan Lee  
P.O. Box 2815  
Sacramento, CA 95812

**In-Person**  
**AIR RESOURCES BOARD**  
Examination & Recruitment Unit  
Attention: Megan Lee  
1001 I Street, 20<sup>th</sup> Floor, Rm #20-34  
Sacramento, CA 95814

**DO NOT SUBMIT APPLICATIONS TO THE CALIFORNIA  
DEPARTMENT OF HUMAN RESOURCES (CalHR)**

If you need reasonable accommodation and require special testing arrangements, mark the appropriate box on Question #2 of the Examination/Employment Application (STD. 678). You will be contacted to make specific arrangements.

**CUT-OFF DATE: JANUARY 20, 2015**

If sent by mail, Training and Experience Examination Packages must be **POSTMARKED** no later than the Cut-Off Date. If personally delivered or sent via interagency mail, Training and Experience Examination Packages **must be received by the Examination Unit by 5:00 pm (close-of-business)** on the Cut-Off Date. Training and Experience Examination Packages postmarked, personally delivered, or received via interagency mail after the Cut-Off Date will **NOT** be accepted for any reason.

**CROSS-FILING INFORMATION:** If you meet the entrance requirements for Air Resources Supervisor I and Air Resources Supervisor II, you may file for both examinations on a single application. However, you must list BOTH examination titles on the Examination/Employment Application (STD. 678).

**SALARY RANGE: \$8,921 - \$11,168**

**WHO SHOULD APPLY**

Applicants must have a permanent civil service appointment with the California Air Resources Board (currently or within the past three years of the Cut-Off Date) or qualify under the provisions of Government Code Section 18990, 18991, or 18992 listed below:

1. Must be a current or former employee of the Legislature with two or more consecutive years as defined in Government Code Section 18990; **OR**
2. Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years as defined in Government Code Section 18992; **OR**
3. 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. **NOTE: Applicants applying under Government Code Section 18991 must provide documentation of retirement or honorable discharge from the United States Military.**

**REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION**

All State Applications (STD. 678) must include: "to" and "from" dates

(month/day/year); title; class range; and time base. You must include your STD. 678 in your Training and Experience Examination Package. Links to the Training and Experience Examination Package are located in the "How to Apply" section and at the end of this bulletin. Applications must include the applicable Training and Experience Examination pages or it will be rejected.

**NOTE: All applicants must meet the education and/or experience requirements for this examination by the Cut-Off Date.**

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, II, "or" III, etc. For example, candidates 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.

**MINIMUM QUALIFICATIONS**

**EITHER I**

Two years of experience in the California state service performing air pollution work comparable in level, duties, and responsibilities to an Air Resources Supervisor I.

**OR II**

Experience: Five years of increasingly responsible experience in positions performing air pollution monitoring, regulation, research and development, engineering, or a closely related field. At least two years of the required experience shall have been supervisory and comparable in level, duties and responsibilities to an Air Resources Supervisor I in the California state service. **AND**

Education: Equivalent to graduation from college with a major in the physical, biological, or environmental sciences, mathematics, engineering, or a related field. (Possession of a doctorate degree in any physical, biological, or environmental science, mathematics, engineering, or a related degree may be substituted for two years of general experience; possession of a master's degree in the same fields may be substituted for one year of general experience.)

**DESIRABLE QUALIFICATIONS**

Possession of a valid certificate of registration as a professional engineer issued by the California State Board of Registration for Professional Engineers.

**THE POSITION**

The Air Resources Supervisor II is the second supervisory level of the Air Resources Engineer and Air Pollution Specialist classifications. Air Resources Supervisor II manage, plan, organize, and direct major and highly complex air pollution control programs or investigative studies into the nature and causes of air pollution, of two or more major sections within a division.

The resulting eligible list will be used to fill vacancies in Sacramento and El Monte (Los Angeles County).

**SEE REVERSE SIDE FOR ADDITIONAL INFORMATION**

**AIR RESOURCES SUPERVISOR II  
EXAM CODE: 5AR01-02 IA88/3763**

**BULLETIN RELEASE DATE: JANUARY 6, 2015  
CUT-OFF DATE: JANUARY 20, 2015**

**EXAMINATION INFORMATION**

This examination will consist of a Training and Experience Examination, which is the sole component of the Air Resources Supervisor I examination. To obtain a position on the eligible list, a minimum score of 70% must be attained. Candidates may be tested only once in any 12 month period.

**TRAINING AND EXPERIENCE EXAMINATION – WEIGHTED 100%**

**SCOPE**

**Knowledge of:**

1. Engineering, physics, chemistry, mathematics, statistics, natural sciences, and/or meteorology as related to air quality.
2. Research methods.
3. The chemical and physical characteristics of mobile and stationary source emissions.
4. Local, State, and federal laws, rules, regulations, and standards applicable to the Air Resources Board's (ARB) programs.
5. ARB's Equal employment Opportunity (EEO) Program.
6. Personnel management concepts (e.g., team building, problem solving, training).
7. Emission control technologies and systems
8. ARB's sexual harassment prevention policy.
9. ARB's progressive disciplinary process.
10. ARB's reasonable accommodation policy.
11. Microsoft Office Suite.
12. The branch and division mission.
13. The organizational structure of ARB.
14. Quality assurance and/or quality control procedures for projects.
15. The regulatory development process.
16. ARB's contract process.
17. State supervisory principles and procedures.

**Ability to:**

1. Analyze situations, make decisions, and take an effective course of action.
2. Communicate effectively in a verbal manner.
3. Communicate effectively in a written format.
4. Plan, direct, and evaluate the work of staff.
5. Develop and interpret policies and procedures.
6. Review and edit technical reports and/or other written material.
7. Conduct meetings effectively.
8. Negotiate effectively.
9. Recognize and manage hostile situations.
10. Lead and motivate staff.
11. Adapt to a changing work environment.
12. Facilitate the resolution of staff conflicts.
13. Ensure confidentiality and security regarding sensitive information.
14. Deliver oral presentations to audiences with varying levels of understanding.
15. Handle stressful situations and long hours.
16. Remain diplomatic and professional.
17. Give honest and accurate feedback to staff.
18. Engage in active listening.
19. Understand how specific programs relate to ARB's and California's broader goals.
20. Act for the Assistant Division Chief or Division Chief.

**ELIGIBLE LIST INFORMATION**

A departmental promotional eligible list will be established for the California Air Resources Board. This examination will be administered on a continuous basis. Names of successful competitors are merged onto the existing list in order of final scores, regardless of date. Eligibility expires **48** months after it is established.

**VETERANS PREFERENCE CREDIT** and **CAREER CREDITS** are not granted in promotional examinations.

**GENERAL INFORMATION**

"The energy challenge facing California is real. Every Californian needs to take immediate action to reduce energy consumption. For a list of simple ways you can reduce demand and cut your energy costs, see our web-site at [www.arb.ca.gov](http://www.arb.ca.gov)."

For an examination without a written feature, it is the candidate's responsibility to contact the Air Resources Board Examination Analyst, **Megan Lee**, at (916) 327-3515 or [megan.lee@arb.ca.gov](mailto:megan.lee@arb.ca.gov) three weeks after the Cut-Off Date if he/she has not received a progress notice.

Applications are available at the CalHR website at <http://jobs.ca.gov/Profile/StateApplication>, local offices of the Employment Development Department, and the California Air Resources Board at <http://www.arb.ca.gov/personnel/jobs/examvac.htm>.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. All candidates who pass the examination will be ranked according to their scores.

The California Air Resources Board reserves the right to revise the examination plan to better meet the needs of the Board. If circumstances change under which the examination was planned, such revision will be in accordance with civil service laws and rules and all competitors will be notified.

**Eligible Lists:** Eligible lists established by competitive examinations, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental 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 this bulletin. In case of continuous testing examinations, names are merged into the appropriate eligible lists in order of final test scores (except as modified by veterans preference credits) regardless of the date of the test and the resulting eligible lists will be used only to fill vacancies in the area shown on the bulletin.

**Promotional Examinations Only:** Competition is limited to employees who have a civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the information counter of CalHR offices or <http://www.calhr.ca.gov>.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and 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.

For specific examination questions, contact the Examination Unit at (916) 327-3515.  
TTY/TDD/Speech-to-Speech users may dial 711 for the California Relay Service.



**TAKING THE EXAMINATION**

When you click the link below, you will be directed to the Training and Experience Examination Package.

[Click here to download the Training and Experience Examination Package](http://www.arb.ca.gov/personnel/jobs/exams/arsupteex.pdf)

Or visit <http://www.arb.ca.gov/personnel/jobs/exams/arsupteex.pdf>