



**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, RELIGIOUS 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.

**ASSISTANT DIVISION CHIEF, AIR RESOURCES BOARD
EXAM CODE: 5AR11**

HOW TO APPLY

Examination/Employment Applications (STD.678) must be submitted:

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

In-Person
AIR RESOURCES BOARD
Examination & Recruitment Unit
Attention: Laura Ford
1001 I Street, 20th Floor, Rm #20-34
Sacramento, CA 95814

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.

**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: JULY 13, 2015

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

SALARY RANGE: \$10,326 – \$11,726

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.**

QUALIFICATIONS APPRAISAL PANEL (QAP) INTERVIEW

It is anticipated that QAP interviews will be conducted during July/August 2015.

NO WRITTEN TEST IS REQUIRED

The entire examination will consist of a QAP interview.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

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

MINIMUM QUALIFICATIONS

EITHER I

One year of supervisory experience over a program in the California Air Resources Board at a responsibility level equivalent to Supervising Air Pollution Specialist** or Supervising Air Resources Engineer**.

OR II

Five years of professional engineering, scientific, or managerial experience in air pollution control work, two years of which shall have been in an administrative capacity involving the planning and direction of a major program of air pollution control, motor vehicles emission control, enforcement program, or other related specialized field of air pollution control work. (Experience in the California state service applied toward this requirement must include one year performing the duties of a class with a level of responsibility equivalent to Supervising Air Pollution Specialist**).

**Supervising Air Pollution Specialist and Supervising Air Resources Engineer have been reclassified to Air Resources Supervisor II.

THE POSITION

The Assistant Division Chief, ARB assists in the development, implementation, and direction of programs within a division of the California Air Resources Board; coordinates the activities of the division with those of other divisions and the Executive Office; assists in determining division policies and procedures; obtains, monitors, and allocates available budgetary and personnel resources within the division; assists in the prioritization of the division programs and allocates available resources; consults with the Division Chief and members of executive management regarding policy and program development and evaluation; responsible for special projects as directed by the Division Chief, Executive Officer, or the Board Members; acts as Division Chief in the Chief's absence; and prepares correspondence and reports.

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

EXAMINATION INFORMATION

This examination will consist of a Qualifications Appraisal Panel (QAP) interview only. To obtain a position on the eligible list, a minimum score of 70% must be attained. Candidates may be tested only once in a 12 month period. **CANDIDATES WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

QUALIFICATIONS APPRAISAL PANEL INTERVIEW – WEIGHTED 100%

SCOPE

In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis will be on measuring competitively, relative to job demands, each competitor's:

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

**ASSISTANT DIVISION CHIEF, AIR RESOURCES BOARD
EXAM CODE: 5AR11, IA22 – 3878**

**BULLETIN RELEASE DATE: JUNE 29, 2015
CUT-OFF DATE: JULY 13, 2015**

Knowledge of:

1. The relevant principles of engineering, physics, chemistry, mathematics, statistics, natural sciences, and/or meteorology as related to air quality.
2. Local, State, and federal laws, rules, regulations, standards and statutes applicable to Air Resources Board (ARB) programs.
3. Personnel management concepts to provide effective leadership and promote a positive and productive work environment.
4. Emission control technologies and systems.
5. The relevant principles of economics to understand the impact of ARB programs and regulations.
6. ARB's progressive discipline process.
7. The State and federal legislative process.
8. The regulatory development process.
9. Computer software programs to create, read, and edit documents.
10. Time management techniques.
11. ARB's Equal Employment Opportunity (EEO) Program.
12. ARB's sexual harassment prevention policy and other work place policies.

Ability to:

1. Communicate effectively in a verbal manner.
2. Communicate effectively in a written format.
3. Deliver oral presentations to audiences with varying levels of understanding.
4. Manage complex programs to meet project deadlines and objectives.
5. Lead large teams to complete projects and assignments in a timely manner.
6. Learn quickly to effectively and efficiently carry out assignments.

7. Analyze situations, make decisions, and take an effective course of action.
8. Lead and motivate staff.
9. Adapt to a changing work environment.
10. Act for the Division Chief to provide guidance and/or make decisions in his/her absence.
11. Work effectively with a wide range of individuals.
12. Delegate duties and responsibilities to complete projects and assignments in a timely manner.
13. Maintain good working relationships with a wide variety of individuals.
14. Negotiate and compromise to resolve matters involving differing opinions and viewpoints.
15. Recognize and manage adverse situations.
16. Establish clear expectations and goals to ensure work assignments are completed properly and on time.
17. Manage deadlines to deliver products or services in a timely manner.
18. Make decisions under tight time constraints and with limited information.
19. Recognize the political, social, and economic impacts of ARB programs and policies.

ELIGIBLE LIST INFORMATION

A departmental 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 into the existing list in order of final scores, regardless of date. **Eligibility expires 12 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 website at www.arb.ca.gov."

For an examination without a written feature, it is the candidate's responsibility to contact the California Air Resources Board Examination Analyst, Laura Ford, at (916) 324-9238 or laura.ford@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 a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

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.

Examination locations: Oral interviews will be scheduled in Sacramento and El Monte (Los Angeles County); however, locations of interviews may be extended or limited as conditions warrant.

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) 324-8893.
TTY/TDD/Speech-to-Speech users may dial 711 for the California Relay Service.

