CALIFORNIA AIR RESOURCES BOARD

OPEN EXAMINATION

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.

AIR RESOURCES TECHNICIAN I - EXAM CODE: 5AR15-01
AIR RESOURCES TECHNICIAN II - EXAM CODE: 5AR15-02

HOW TO APPLY
Training and Experience Examination Packages must be submitted:

By Mail	In-Person
AIR RESOURCES BOARD	**AIR RESOURCES BOARD**
Examination & Recruitment Unit	Examination & Recruitment Unit
Attention: Laura Ford	Attention: Laura Ford
P.O. Box 2815	1001 I Street, 20th Floor, Rm #20-34
Sacramento, CA 95812	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.

Applications are accepted on a continuous basis and will be processed quarterly,

NEW ADMINISTRATION	CUT-OFF-DATES
November 3, 2015	December 3, 2015
February 2, 2016	February 25, 2016
May 3, 2016	May 26, 2016

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 inter-agency 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 the Air Resources Technician I and the Air Resources Technician II you may file for both examinations on a single Training and Experience Examination Package. However, you must list the examination title of BOTH examinations on the Examination/Employment Application (STD. 678).

AIR RESOURCES TECHNICIAN I SALARY RANGE: A: $2,194 - $2,743
B: $2,558 - $3,200

AIR RESOURCES TECHNICIAN II SALARY RANGE: $2,871 - $3,596

ALTERNATE RANGE CRITERIA FOR AIR RESOURCES TECHNICIAN I
These criteria will be used to allocate incumbents to Alternate Range A or Range B.

Range A. This Range shall apply to incumbents who do not meet the criteria for payment in Range B.

Range B. This Range shall apply to incumbents who have satisfactorily completed: (1) the equivalent of twelve months of Air Resources Technician I, Range A; or (2) who have two years of paraprofessional air pollution or vehicle emissions control experience; or (3) two years of full-time college with work in mathematics, physical and/or natural sciences; or trade school education in electronics, auto mechanics or related fields.

OPEN ONLY
These are open examinations. Applications will not be accepted on a promotional basis.

WHO SHOULD APPLY
Persons who meet the minimum qualifications of the examination(s) as stated under "Requirements for Admittance to the Examination."

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION
All Examination/Employment 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 all the required applicable Training and Experience Examination pages or they 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 FOR THE AIR RESOURCES TECHNICIAN I

Ability to read and write at a level necessary to perform job duties; perform routine calculations; to follow written and oral directions.

ADDITIONAL DESIRABLE QUALIFICATIONS
Education equivalent to completion of the twelfth grade with course work in trigonometry, biology, chemistry and physics.

THE POSITION
The Air Resources Technician I is the entry and working level. Positions are permanently allocated to this level when the major portion of the functions inherent in the position does not include the more responsible, varied and difficult assignments found at the full journeyperson level.

MINIMUM QUALIFICATIONS FOR THE AIR RESOURCES TECHNCIAN II

EITHER I
One year of experience in the California state service performing the duties of an Air Resources Technician I, Range B.

OR II
Experience: Three years of paraprofessional air pollution or vehicle emissions control experience.

OR III
Education: Completion of three years of full-time college with course work in mathematics, physical and/or natural sciences; or trade school education in electronics, auto mechanics, or related fields.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

AIR RESOURCES TECHNICIAN I – EXAM CODE: 5AR15 – 01
AIR RESOURCES TECHNICIAN II – EXAM CODE: 5AR15 – 02
(OPEN EXAMINATION)

CUT-OFF-DATE: CONTINUOUS FILING

ADDITIONAL DESIRABLE QUALIFICATIONS
Completion of two years of college with course work emphasis in the physical or biological sciences.

THE POSITION
The Air Resources Technician II is the full journeyperson level. Incumbents are assigned the more complex and difficult paraprofessional air pollution and vehicle emissions control work.

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

EXAMINATION INFORMATION
The examinations will consist of a Training and Experience Examination, which is the sole component of the Air Resources Technician I and II examinations. To obtain a position on the eligible list(s), a minimum score of 70% must be attained. Candidates may be tested for each examination only once in any 12 month period.

TRAINING AND EXPERIENCE EXAMINATION – WEIGHTED 100%

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

AIR RESOURCES TECHNICIAN I AND AIR RESOURCES TECHNICIAN II

KNOWLEDGE OF:
1. Arithmetic functions to solve mathematical problems.
2. Proper spelling, grammar, and English composition.

ABILITY TO:
1. Learn job-related training and information quickly and efficiently.
2. Follow directions to ensure work can be properly performed.
3. Communicate effectively and establish cooperative relationships with other staff and stakeholders.
4. Acquire acceptable work habits such as punctuality, skill, neatness, and dependability.
5. Use a personal computer to write correspondence, conduct research, and create and edit documents.
6. Communicate verbally to convey information effectively.
7. Communicate in writing to convey information effectively.
8. Provide information to stakeholders and the public via the telephone.
9. Use Microsoft Office Suite (e.g., Excel, Word, Outlook, PowerPoint, Access) to create and edit documents, spreadsheets, correspondence, presentations, and databases.
10. Act professionally in a variety of situations.
11. Provide good customer service.
12. Manage time effectively.

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 onto the existing list in order of final scores, regardless of date. Eligibility expires **24** months after it is established.

VETERANS PREFERENCE CREDIT will be awarded in this examination, pursuant to Government Code Section 18973.1, effective January 1, 2014, as follows:

1. Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for veterans' preference.
2. An entrance examination is defined, under the law, as any open competitive examination.
3. Veterans' Preference is not granted once a person achieves permanent civil service status.

CAREER CREDITS are not granted in open 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 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 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 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) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide 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.

Veterans Preference Points: Assembly Bill 372, signed into law by Governor Brown on August 12, 2013, changes the way the Veterans Preference process is administered by the State of California. Veterans Preference will be awarded as follows, starting on January 1, 2014: 1) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for veteran's preference; 2) An entrance examination is defined, under the law, as any open competitive examination; 3) Veterans Preference is not granted once a person achieves permanent civil service status.

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.

High School Equivalence: Equivalent to completion of the 12th grade may be demonstrated in any one of the following ways; 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

For specific examination questions, contact the Examination Unit at (916) 324-9238.
TTY/TDD/Speech-to-Speech users may dial 711 for the California Relay Service.

EQUAL

D/O (Rev. 01/15)

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

Or visit http://www.arb.ca.gov/personnel/jobs/exams/artechexam.pdf