

CLASSIFICATION: Associate Governmental Program Analyst (AGPA)	Time Base: P/FT	SALARY: \$4,400.00 - \$5,348.00	FFD: Until Fill
LOCATION: Sacramento		DIVISION: ED	
CONTACT: Elizabeth Walker		E-MAIL: ewalker@arb.ca.gov	PHONE: 916-322-2659
MAILING ADDRESS: 1001 I Street., Sacramento, CA 95812			
<p>DUTIES: Due to the Governor's hiring freeze, only internal Air Resources Board candidates will be considered.</p> <p>Process citations: Enter and track citations in spreadsheets and database, communicate with people that have been cited, gather documentation for clearing citations, file appropriate documents for delinquencies, develop collections correspondence, maintain and support program databases, prepare and distribute documents to applicable staff and management. Extensive telephone work is involved. Support enforcement efforts for all other heavy duty diesel programs and the smoking vehicle and idling diesel complaint programs. Oversee student assistants assigned to aid with the daily workload. Prepare cases for administrative hearings, prepare witness lists, declarations, and other pertinent documents, interface with Administrative Hearing Office, and serve as a witness at hearings. Conduct audits of on-road enforcement programs, prepare cases for settlement or prosecution, schedule and participate in office settlement conferences, prepare cases for referral and support prosecutor during litigation, and testify in court on behalf of the Air Resources Board. Serve as a resource to the regulated industry, the public, and other government employees. Prepare and complete staff work, including writing of technical reports, preparation and delivery of occasional enforcement and informational presentations, review of regulations for enforceability, coordinate and/or attend meetings and training events, and complete other projects as assigned. Occasional travel may be required.</p>			
<p>DESIRABLE QUALIFICATIONS: The candidate must have a strong technical background and excellent communication, writing, and interpersonal skills. The candidate must have a background in or thorough understanding of enforcement operations. The most successful applicants will possess the ability to work independently and cooperatively with other staff and agencies. Candidate must possess the ability to meet deadlines, follow written and verbal instructions, use tact and good judgment in dealing with people, apply good customer service techniques, and work effectively under pressure. Applicants should be familiar with Microsoft Office, Excel, and Windows, Adobe Acrobat, and be able to use a database program. Must be able to work flexible hours as occasionally needed. Applications will be screened and only the most qualified candidates will be interviewed. For recruitment purposes, we will also consider Staff Services Analysts, (SSA's).</p> <p>WHO MAY APPLY:</p> <ul style="list-style-type: none"> • Current Air Resources Board employees • SROA/Surplus candidates are encouraged to apply. • We are located downtown in the California Environmental Protection Agency (CalEPA) building at 10th and I Streets. Light Rail is two blocks from the CalEPA building and we are also close to the downtown plaza, restaurants, and gym. If interested, please submit a completed State application STD form 678 and any other relevant documents (e.g. resume, transcripts etc.) to the attention of Ms. Elizabeth Walker. Also, please indicate your eligibility for this position in Box 12 of your application. 			

INSTRUCTIONS: In order to insure job opportunity information displayed via the State Personnel Board's (SPB) WVPOS system is accurate, it is very important that the information provided via the job opportunity form be entered as follows:

- Classification - This field is used by the WVPOS system as a search field. WVPOS recognizes only State civil service classification titles. Do not use working titles, abbreviated titles or include a "range" in the title. (Example: Air Pollution Specialist)
- Time Base - Enter the time base of the vacant position (Example: Full Time, Part Time, etc.)
- Salary - Use the first step and last step of the salary range. If the classification includes more than one range, use the first step of Range A and the last step of the highest Range of the classification.

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: <http://www.arb.ca.gov>.

- FFD - Enter the last day for which applications will be accepted for consideration in filing the position. Enter the date in the following format mm/dd/yyyy.
- Location - Enter only the city in which the position is headquartered (Sacramento, El Monte, etc.).
- Division - Enter only the appropriate code as displayed below for the Division in which the position exists.

DIVISION	CODE
Administrative Services Division	ASD
Chairman's Office	CO
Enforcement Division	ED
Executive Office	EO
Mobile Source Control Division	MSCD
Mobile Source Operations Division	MSOD
Monitoring & Laboratory Division	MLD
Office of Information Services	OIS
Planning & Technical Support Division	PTSD
Research Division	RD
Stationary Source Division	SSD

- Contact - Enter the name of the person to be contacted regarding the vacant position.
- E-Mail - Enter the ARB e-mail address of the designated contact person.
- Phone - Enter the ARB phone number of the designated contact person and include the area code.
- Mailing Address - Enter the address to which applications should be submitted.
- Duties - Enter a brief description of the typical duties of the vacant position.
- Desirable Qualifications - Enter a brief statement of the qualifications that are desired in filing the position. Include any requirements of the position which are not typical (Example: travel required, must be able and willing to use special safety equipment, uniformed classification, climbing required, etc.)