

CLASSIFICATION: Air Resources Supervisor I	Time Base: Full Time - Permanent	SALARY: \$7,377 - \$8,965	FFD: 3/11/2011
LOCATION: Sacramento		DIVISION: PTSD	
CONTACT: Carolyn Schneider INDICATE POSITION #673-728-3762-001		E-MAIL: cschneid@arb.ca.gov	PHONE: 916-322-7305
MAILING ADDRESS: Air Resources Board, Planning & Technical Support Division, 1001 – "I" Street, 7 th Floor, Sacramento, CA 95814			
<p>Due to the Governor's Hiring Freeze Order, only internal Air Resources Board candidates will be considered; promotional candidates are encouraged to apply, and is subject to the Governor's approval to hire.</p> <p>DUTIES: The Emissions Inventory Branch of the Planning and Technical Support Division is seeking a highly motivated, enthusiastic candidate to manage the Climate Change Verification Section. The successful candidate will lead a team of engineers and scientists in developing and implementing a greenhouse gas (GHG) verification and accreditation program for California's GHG mandatory emissions reporting program. Duties will include supervising staff that will be: implementing ARB's verification program for GHG reporting, including developing and conducting training for accrediting third party verifiers of GHG emissions reports and offset projects; conducting an oversight and audit of verifier performance in relation to GHG reporting; coordinating and collaborating with staff and management from State and Federal agencies and other public and private organizations in developing the GHG verification program and protocol methods and criteria; writing technical reports and memos on GHG verification; and presenting technical information to staff, management, and the general public. Strong writing and oral presentation skills are required.</p>			
<p>DESIRABLE QUALIFICATIONS: The most competitive candidate will have the ability to manage a diverse staff of professionals and projects and to capitalize on the talents of all section staff encouraging full participation in meeting the Verification and Protocol Section's goals. Other desirable qualifications include demonstrated ability in building teams, communicating and working cooperatively with staff and management at all levels; demonstrated ability to produce written reports; ability to manage multiple projects and meet deadlines. Applicants must also be able to effectively communicate and coordinate with other sections and divisions at the ARB as well as other State, Federal and International agencies, industry, and academia. Knowledge of ARB's Climate Change and Emission Inventory programs, a broad understanding of ARB programs and policies, as well as familiarity with climate change and atmospheric processes related to global warming is highly desirable. Only the most qualified applicants will be considered.</p>			
Please reference position #673-728-3762-001 and include a copy of your degrees with 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.
 - **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.

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>.

DIVISION	CODE
Administrative Services Division	ASD
Chairman's Office	CO
Compliance Division	CD
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.)