

CLASSIFICATION: Air Pollution Specialist (**2 POSITIONS**)	Time Base: Full Time - Permanent	SALARY: \$4,204 - \$7,899	FFD: May 17, 2011
LOCATION: Sacramento		DIVISION: PTSD	
CONTACT: Karen Snyder Indicate Position: #673-726-3887-007 and #673-726-3887-010		E-MAIL: ksnyder@arb.ca.gov	PHONE: 916-322-6076
MAILING ADDRESS: Air Resources Board, PTSD, 1001 I Street, 7 th Floor, Sacramento, CA 95814			

Due to the Governor's Hiring Freeze Order, only internal Air Resources Board lateral candidates will be considered.

DUTIES: The Emission Inventory Analysis Section is seeking highly-motivated individuals to be part of California's greenhouse gas emission inventory team. Successful candidates will possess the technical and analytical skills necessary to develop updates to California's official greenhouse gas emission inventory. Section responsibilities include providing broad support for the emission inventory needs of ARB's Climate Change Program; evaluating and improving greenhouse gas emission estimation methods; forecasting future greenhouse gas emissions; and providing special analyses of greenhouse gas and criteria pollutant emissions data. Staff in these positions will work collaboratively with management and staff from other state agencies, non-governmental, and private organizations to develop emission inventory quantification and forecasting methods. Requisite skills include the ability to work independently as well as in teams; the ability to write technical reports, memos, and letters; and the ability to present highly technical information in a summarized form to non-technical audiences. Familiarity with climate change concepts and greenhouse gas accounting methods are a must. Only the most qualified individuals will be interviewed. Air Resources Engineers and candidates in related classifications are encouraged to apply.

DESIRABLE QUALIFICATIONS: The successful candidate for this position will have database management experience; demonstrated ability to manage multiple projects and meet tight deadlines; understanding of national and international climate change issues; in-depth knowledge of criteria and/or air toxics inventories; and general understanding of Board priorities. Contract management experience is also desirable.

PLEASE INCLUDE A COPY OF YOUR DEGREES AND INDICATE POSITION #673-726-3887-007 and #673-726-3887-010 ON 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.

DIVISION	CODE
Administrative Services Division	ASD
Chairman's Office	CO
Compliance Division	CD
Enforcement Division	ED

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>.

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.)