

CLASSIFICATION: Air Pollution Specialist *	Time Base: Full Time	SALARY: 4204-7899	FFD: Until Filled
LOCATION: Sacramento		DIVISION: Stationary Source Division	
CONTACT: Carol Wysong		E-MAIL: cwysong@arb.ca.gov	PHONE: (916) 322-0289
MAILING ADDRESS: 1010 I Street			
DUTIES:			
Due to the Governor's Hiring Freeze Order, only internal Air Resources Board lateral candidates will be considered.			
<p>The Substance Evaluation Section within the Air Quality Measures Branch administers various aspects of air toxics program including setting program priorities, identification of toxic air contaminants and development of airborne toxic control measures (ATCM's). To conduct the work of the section, the candidate will work as part of a team to gather, analyze and critically evaluate emissions and exposure data on substances being considered for listing as a toxic air contaminants pursuant to Health and Safety Code requirements. Likewise, the candidate will analyze emissions and cost data, conduct research and prepare evaluations to support the functions of the section in developing ATCMs and needs assessments. In addition, the candidate will assist in the implementation of the recently adopted ATCM on composite wood products. The candidate will prepare staff reports for the Board, briefing papers, and correspondence. Projects may be presented to the public, the Scientific Review Panel and the Board. Other work can include contract management, special projects related to air toxics and responding to public inquiries regarding air toxics.</p>			
<p>DESIRABLE QUALIFICATIONS: The most successful candidate will be a team player of good disposition who has excellent oral and written skills. The candidate should have the ability to work independently under general guidance and also cooperatively with others. Any previous experience in writing staff reports or written documents is desirable, as is knowledge of database programming, engineering economics, toxicology and chemistry. A written exercise will be required as part of the interview. Applications will be screened and only the most qualified applicants will be selected to be interviewed * Other qualified candidates/positions will be considered.</p>			

- 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
Enforcement Division	ED
Executive Office	EO

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>.

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.)