

2014 ANNUAL EXAMINATION PLAN

Air Resources Board
California Environmental Protection Agency, Office of the Secretary
 Updated: August 11, 2014

EXAMINATIONS SCHEDULED FOR 2014

Analyst	Testing Classification Job Analysis Status Exam Development Status	Exam Base	Bulletin Release Date	List Effective Date	List Life and/or Testing Intervals
CalHR	Air Pollution Specialist <i>Job Analysis completed in 2012</i>	Open (Online)	Aug 2013	Immediate	12 Months (Continuous)
CalHR	Air Resources Engineer <i>Job Analysis completed in 2012</i>	Open (Online)	Aug 2013	Immediate	12 Months (Continuous)
MZ	Executive Secretary I – (ARB) <i>Job Analysis to be completed in 2014</i>	Open (Online)			12 Months
MZ	Executive Secretary II – (ARB) <i>Job Analysis completed in 2013</i>	Open (Online)			12 Months
MZ	Environmental Program Mgr. I (Sup) (Cal/EPA)	Open (Online)			Pending
MZ	Staff Services Manager I – (Cal/EPA) <i>Job Analysis completed in 2013</i>	Open (Online)			12 Months
MZ	Administrative Assistant I – (ARB & Cal/EPA) <i>Job Analysis completed in 2012</i>	Open (Online)			12 Months
MZ	Administrative Assistant II – (ARB)	Open (Online)			12 Months
MZ	Executive Assistant – (ARB & Cal/EPA) <i>Job Analysis completed in 2012</i>	Open (Online)			18 Months
MZ	Warehouse Worker – (Cal/EPA) <i>Job Analysis completed 2013</i>	Open (Online)			12 Months
SV	Mailing Machines Operator I – (Cal/EPA) <i>Job Analysis completed in 2014</i> <i>Exam Completed</i>	Promo	March 11, 2014	March 25, 2014	12 Months
SV	Mailing Machines Operator II – (Cal/EPA) <i>Job Analysis completed in 2014</i> <i>Exam Completed</i>	Promo	March 11, 2014	March 25, 2014	12 Months
SV	Air Resources Supervisor I <i>Job Analysis completed in 2012</i> <i>Exam Completed</i>	Promo	March 11, 2014	March 25, 2014	48 Months (Quarterly)
SV	Air Resources Supervisor II <i>Job Analysis completed in 2012</i> <i>Exam Completed</i>	Promo	March 11, 2014	Mar 25, 2014	48 Months (Quarterly)
LP	Air Resources Technician I <i>Job Analysis completed in 2012</i> <i>Exam Completed</i>	Open	March 11, 2014	Mar 31, 2014	24 Months
LP	Air Resources Technician II <i>Job Analysis completed in 2012</i> <i>Exam Completed</i>	Open	March 11, 2014	Mar 31, 2014	24 Months
SV	Assistant Division Chief, ARB <i>Job Analysis completed in 2012</i> <i>Exam Completed</i>	Promo	April 10, 2014	June 5, 2014	12 Months

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SV	Administrative Assistant II – (Cal/EPA) <i>Job Analysis to be completed Exam Completed</i>	Promo	May 13, 2014	May 28, 2014	12 Months
SV	Accounting Officer (Specialist) <i>Job Analysis completed in 2012 Exam Completed</i>	Promo	May 21, 2014	June 5, 2014	12 Months
ML	Accounting Officer (Supervisor) CANCELLED <i>Job Analysis to be completed Exam Development to be conducted</i>	Promo	CANCELLED	CANCELLED	CANCELLED
SP	CEA B - Chief, Industrial Strategies Division	Open	June 20, 2014	July 1, 2014	
SP	Staff Services Analyst (General) – (ARB & Cal/EPA) Transfer Exam in Progress	Transfer	June 13, 2014	August 6, 2014	Bi-Annually
ML	Air Resources Supervisor I <i>Job Analysis completed in 2012 Exam in progress</i>	Promo	June 27, 2014	July/August	48 Months (Quarterly)
ML	Air Resources Supervisor II <i>Job Analysis completed in 2012 Exam in progress</i>	Promo	June 27, 2014	July/August	48 Months (Quarterly)
SP	Personnel Technician I <i>Job Analysis completed in 2014 Exam in progress</i>	Open	June 27, 2014	July/August	12 Months
LF	Air Resources Technician I <i>Job Analysis completed in 2012 Exam in Progress</i>	Open	August 1, 2014	August/September	24 Months
LF	Air Resources Technician II <i>Job Analysis completed in 2012 Exam in Progress</i>	Open	August 1, 2014	August/September	24 Months
LF	Assistant Chief Counsel <i>Job Analysis completed 2013 Exam Development to be conducted</i>	Promo	August 1, 2014	September/October	12 Months
SP	CEA B - Chief, Industrial Strategies Division	Open	July 30, 2014	August/September	
ML	Vehicle Program Specialist <i>Job Analysis in process Exam Development to be conducted</i>	Open	July/August	August/September	12 Months
SP	Personnel Supervisor I <i>Job Analysis in process Exam Development to be conducted</i>	Promo	August/September	September/October	12 Months
SP	Senior Personnel Specialist <i>Job Analysis in process Exam Development to be conducted</i>	Promo	August/September	September/October	12 Months

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ML	Automotive Emission Test Specialist I <i>Job Analysis completed in 2012</i> <i>Exam Development in progress</i>	Open/Spot	August/September	September/October	12 Months
ML	Automotive Emission Test Specialist II <i>Job Analysis completed in 2013</i> <i>Exam Development in progress</i>	Promo	August/September	September/October	12 Months
ML	Automotive Emission Test Specialist III <i>Job Analysis completed in 2013</i> <i>Exam Development in progress</i>	Promo	August/September	September/October	12 Months
ML	Staff Air Pollution Specialist <i>Job Analysis completed 2012</i> <i>Exam Development in progress</i>	Promo	August/September	September/October	Pending
ML	Instrument Technician, Air Quality <i>Job Analysis in progress</i> <i>Exam Development to be conducted</i>	Open	August/September	September/October	12 Months
ML/SP	Senior Accounting Officer (Specialist) <i>Job Analysis to be conducted</i> <i>Exam Development to be conducted</i>	Promo	September/October	October/November	12 Months
ML/SP	Senior Accounting Officer (Supervisor) <i>Job Analysis to be conducted</i> <i>Exam Development to be conducted</i>	Promo	September/October	October/November	12 Months
LF	Senior Printing Trades Specialist (General) – (Cal/EPA) <i>Job Analysis to be conducted</i> <i>Exam Development to be conducted</i>	Promo	CANCELLED	CANCELLED	CANCELLED

NOTE: The Exam Plan indicates examinations currently scheduled for the Air Resources Board (ARB) and the California Environmental Protection Agency, Office of the Secretary (Cal/EPA). The Exam Plan may be adjusted to meet the needs of ARB or Cal/EPA. Managers and Supervisors requesting an examination must complete a [Request for Examination Form \(ASD/HRB 271\)](#). If you have any questions regarding the Exam Plan, please contact **Martha Zarate** via email or call (916) 327-2954.

For questions regarding examinations administered by the [California Department of Human Resources \(CalHR\)](#), please visit their website or call (866) 844-8671.

EXAM MANAGER

MZ – Martha Zarate

EXAM ANALYSTS:

ML - Megan Lee

SP – Shalini Pandey

LF – Laura Ford