

2013 ANNUAL EXAMINATION PLAN

Air Resources Board
California Environmental Protection Agency, Office of the Secretary
 Updated: February 4, 2014

EXAMINATIONS SCHEDULED FOR 2013

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	Open – (Online)	Aug 13	Continuous	12 Months/ Continuous
CalHR	Air Resources Engineer	Open – (Online)	Aug 13	Continuous	12 Months/ Continuous
SV	Executive Secretary I – (ARB & Cal/EPA) <i>Job Analysis completed in 2013</i> <i>Exam Development completed in 2013</i>	Promo	Dec 4, 2013	Jan 2014	12 Months
SV	Executive Secretary II – (ARB & Cal/EPA) <i>Job Analysis completed in 2013</i> <i>Exam Development completed in 2013</i>	Promo	Dec 4, 2013	Jan 2014	12 Months
SV	Mailing Machines Operator I – (Cal/EPA) <i>Job Analysis in progress</i> <i>Exam Development to be conducted</i>	Promo	Feb 2014	Mar 2014	12 Months
SV	Mailing Machines Operator II – (Cal/EPA) <i>Job Analysis in progress</i> <i>Exam Development to be conducted</i>	Promo	Feb 2014	Mar 2014	12 Months
SV	Accounting Officer (Specialist) <i>Job Analysis completed in 2012</i> <i>Exam Development to be conducted</i>	Promo	Feb 2014	Mar 2014	12 Months
SV	Accounting Officer (Supervisor) <i>Job Analysis to be conducted</i> <i>Exam Development to be conducted</i>	Promo	Feb 2014	Mar 2014	12 Months

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 [Leslee Pagenkopf](#) via email or call (916) 323-1151.

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

ANALYSTS:

KR – Kimberly Russell

LP – Leslee Pagenkopf

SV – Steve Volpicelli

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EXAMINATIONS COMPLETED IN 2013

Analyst	Testing Classification	Exam Base	List Effective Date	List Life and/or Testing Intervals
SV/KR	Air Resources Supervisor I	Promo	Mar 4, 2013	48 Months/Continuous
SV/KR	Air Resources Supervisor II	Promo	Mar 4, 2013	48 Months/Continuous
NB	Air Pollution Specialist	Open	Mar 13, 2013	12 Months/Continuous
NB	Air Resources Engineer	Open	Mar 13, 2013	12 Months/Continuous
NB/LP	Associate Business Management Analyst – (ARB & Cal/EPA)	Promo	Mar 18, 2013	12 Months
LP/KR	Automotive Emission Test Specialist III	Promo	Apr 29, 2013	12 Months
KR	Air Resources Supervisor I – (Cal/EPA)	Promo	May 31, 2013	48 Months
LP/KR	Automotive Emission Test Specialist I	Open/Spot	Jun 14, 2013	12 Months
SV	Staff Services Analyst (General) – (ARB & Cal/EPA)	Transfer	Jun 18, 2013	Indefinite Eligibility/Bi-Annually
SV/NB	Air Resources Field Representative III	Promo	Aug 16, 2013	12 Months
SV	Air Resources Supervisor I	Promo	Sep 9, 2013	48 Months/Continuous
SV	Air Resources Supervisor II	Promo	Sep 9, 2013	48 Months/Continuous
LP/KR	Air Resources Technician I	Open	Sep 12, 2013	24 Months/Continuous
LP/KR	Air Resources Technician II	Open	Sep 12, 2013	24 Months/Continuous
SV/NB	Air Resources Field Representative I	Open	Oct 1, 2013	12 Months
SV/NB	Air Resources Field Representative II	Open	Oct 1, 2013	12 Months
LP	Digital Composition Specialist I – (Cal/EPA)	Promo	Oct 21, 2013	12 Months
LP	Digital Composition Specialist II – (Cal/EPA)	Promo	Oct 21, 2013	12 Months
LP	Digital Composition Specialist III – (Cal/EPA)	Promo	Oct 21, 2013	12 Months
BM/SV	Environmental Program Manager I (Supervisory) – (Cal/EPA)	Promo	Oct 30, 2013	12 Months
KR	Business Service Officer I (Specialist) – (ARB & Cal/EPA)	Promo	Nov 14, 2013	12 Months
KR	Business Service Officer II (Specialist) – (ARB & Cal/EPA)	Promo	Nov 14, 2013	12 Months
KR	Business Service Officer III – (ARB & Cal/EPA)	Promo	Nov 14, 2013	12 Months
SV	Staff Services Analyst (General) – (ARB & Cal/EPA)	Transfer	Dec 13, 2013	Indefinite Eligibility/Bi-Annually
SV	Air Resources Supervisor I	Promo	Dec 18, 2013	48 Months/Continuous
SV	Air Resources Supervisor II	Promo	Dec 18, 2013	48 Months/Continuous

CAREER EXECUTIVE ASSIGNMENTS (CEA) COMPLETED IN 2013

Analyst	Classification	Final Filing Date
KR	CEA 5 – Executive Officer, Air Resources Board	April 3, 2013
KR	CEA 3 – Chief, Mobile Source Operations Division	April 8, 2013
LP	CEA 4 – Deputy Executive Officer	April 25, 2013