



**CALIFORNIA
AIR RESOURCES
BOARD**

**DEPARTMENTAL PROMOTIONAL
EXAMINATION FOR
CALIFORNIA STATE EMPLOYEES**

THE STATE OF CALIFORNIA IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL, REGARDLESS OF AGE, ANCESTRY, COLOR, DISABILITY (MENTAL AND PHYSICAL), EXERCISING THE RIGHT TO FAMILY CARE AND MEDICAL LEAVE, GENDER, GENDER EXPRESSION, GENDER IDENTITY, GENETIC INFORMATION, MARITAL STATUS, MEDICAL CONDITION, MILITARY OR VETERAN STATUS, NATIONAL ORIGIN, POLITICAL AFFILIATION, RACE, RELIGION CREED, SEX (INCLUDES PREGNANCY, CHILDBIRTH, BREASTFEEDING AND RELATED MEDICAL CONDITIONS), AND SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

**VEHICLE PROGRAM SPECIALIST, AIR RESOURCES BOARD
EXAM CODE: 5AR07**

HOW TO APPLY

Examination/Employment Applications (STD.678) must be submitted:

By Mail
AIR RESOURCES BOARD
Examination & Recruitment Unit
Attention: Megan Lee
P.O. Box 2815
Sacramento, CA 95812

In-Person
AIR RESOURCES BOARD
Examination & Recruitment Unit
Attention: Megan Lee
1001 I Street, 20th Floor, Rm #20-34
Sacramento, CA 95814

**DO NOT SUBMIT APPLICATIONS TO THE CALIFORNIA
DEPARTMENT OF HUMAN RESOURCES (CalHR)**

If you need reasonable accommodation and require special testing arrangements, mark the appropriate box on Question #2 of the State application (STD. 678). You will be contacted to make specific arrangements.

FINAL FILING DATE: APRIL 28, 2015

If sent by mail, applications must be **POSTMARKED** no later than the Final Filing Date. If personally delivered or sent via interagency mail, applications **must be received by the Examination Unit by 5:00 pm (close-of-business)** on the Final Filing Date. Applications postmarked, personally delivered, or received via interagency mail after the Final Filing Date will **NOT** be accepted for any reason.

QUALIFICATIONS APPRAISAL INTERVIEW

It is anticipated the examination will be held in May/June 2015.

SALARY RANGE: \$8,506 – \$10,647

WHO SHOULD APPLY

Applicants must have a permanent civil service appointment with the California Air Resources Board (currently or within the past three years of the Final Filing Date) or qualify under the provisions of Government Code Section 18990, 18991, or 18992 listed below:

1. Must be a current or former employee of the Legislature with two or more consecutive years as defined in Government Code Section 18990; **OR**
2. Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years as defined in Government Code Section 18992; **OR**
3. Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code Section 18991. **NOTE: Applicants applying under Government Code Section 18991 must provide documentation of retirement or honorable discharge from the United States Military.**

REQUIREMENTS FOR ADMISSION TO THE EXAMINATION

NOTE: All applicants must meet the education and/or experience requirements for this examination by the Final Filing Date.

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, II, "or" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

MINIMUM QUALIFICATIONS

Experience: Broad and extensive experience (more than five years) working in the field of air quality or environmental programs, at least one year of which involved automobile technology or emissions, low/Zero emission vehicles, smog check, alternative fuels programs, or related fields.

AND

Education: Equivalent to graduation from college with a major in engineering, physical, or environmental science. (Related qualifying experience may be substituted for the required education on a year- for-year basis.)

THE POSITION

The Vehicle Program Specialist assists the Air Resources Board and its Executive Officer in developing policy on assigned areas within the Vehicle Emissions Control Program; plans and reviews vehicle emissions research and technologies; makes recommendations on proposed vehicle emissions and standards; demonstrates new technologies; works with vehicle manufacturers; participates in the preparation of a variety of technical and economic material for the Air Resources Board on vehicle emissions and energy consumption issues; represents the Air Resources Board with Federal, State, and local governmental agencies and air pollution control districts on vehicle emissions and fuel economy standards; meets with and handles complaints from oil, automobile, and other private industries and governmental agencies regarding vehicle emissions standards.

The resulting eligible list will be used to fill vacancies in Sacramento and El Monte.

EXAMINATION INFORMATION

The examination will consist of a Qualifications Appraisal Panel (QAP), interview only. To obtain a position on the eligible list, a minimum score of 70% must be attained.

QUALIFICATIONS APPRAISAL PANEL INTERVIEW – WEIGHTED 100%

SCOPE

In addition to the competitors' relative abilities as demonstrated by quality and breadth of experience, emphasis will be on measuring competitively, relative to job demands, each competitor's:

KNOWLEDGE OF:

1. State, Federal, and local vehicle emissions standards and requirements.
2. Methods and procedures of measuring and controlling automobile emissions.
3. Potential use of alternatives to internal combustion engines.
4. Low/zero emission vehicles, smog check, alternative fuels, alternative emissions control systems, and retrofit devices.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

**VEHICLE PROGRAM SPECIALIST, AIR RESOURCES BOARD
EXAM CODE: 5AR07 IB60/0663**

**BULLETIN RELEASE DATE: APRIL 14, 2015
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5. Air quality laws and regulations.
6. Program/sector as it relates to air pollution control.
7. Air Resources Board's mission.
8. Air quality and climate change policy goals including past policies and outcomes.
9. Air Resources Board programs and sectors to ensure consistent policy and message to public/regulated parties.
10. Engine combustion technology, batteries, electric propulsion systems, fuel cells, and vehicle production.
6. Communicate effectively.
7. Write reports and present data to interested groups.
8. Represent the Air Resources Board on vehicle-related matters.
9. Work cooperatively with others.
10. Schedule and manage many assignments and staff.
11. Synthesize findings from a variety of data sources, analytical reports, and discussions with technology providers and other stakeholders.
12. Understand and interpret vehicle testing data.

ABILITY TO:

1. Evaluate vehicle emissions and economic data and prepare policy recommendations.
2. Assess feasibility of proposed emissions standards in relation to potential new engine designs; review marketability.
3. Assess potential of various emissions control systems.
4. Establish effective working relationships with those contacted within the course of work.
5. Analyze situations and take effective action.

ELIGIBLE LIST INFORMATION

Departmental eligible list will be established for the California Air Resources Board. The list will be abolished **12** months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

VETERANS PREFERENCE CREDIT and CAREER CREDITS are not granted in promotional examinations.

GENERAL INFORMATION

"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 at www.arb.ca.gov."

For an examination without a written feature, it is the candidate's responsibility to contact the Air Resources Board Examination Analyst, **Megan Lee**, at (916) 327-3515 or megan.lee@arb.ca.gov three weeks after the Final Filing Date if he/she has not received a progress notice.

Applications are available at the CalHR website at <http://jobs.ca.gov/Profile/StateApplication>, local offices of the Employment Development Department, and the Air Resources Board at <http://www.arb.ca.gov/personnel/jobs/examvac.htm>.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. All candidates who pass the examination will be ranked according to their scores.

The Air Resources Board reserves the right to revise the examination plan to better meet the needs of the Board. If circumstances change under which the examination was planned, such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Examination locations: Oral interviews will be scheduled in Sacramento and El Monte (Los Angeles County); however, locations of interviews may be extended or limited as conditions warrant.

Eligible Lists: Eligible lists established by competitive examinations, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin. In case of continuous testing examinations, names are merged into the appropriate eligible lists in order of final test scores (except as modified by veterans preference credits) regardless of the date of the test and the resulting eligible lists will be used only to fill vacancies in the area shown on the bulletin.

Promotional Examinations Only: Competition is limited to employees who have a civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the information counter of CalHR offices or <http://www.calhr.ca.gov>.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**For specific examination questions, contact the Examination Unit at (916) 445-5076.
TTY/TDD/Speech-to-Speech users may dial 711 for the California Relay Service.**

