



**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.

**AIR RESOURCES FIELD REPRESENTATIVE II
EXAM CODE: 5AR06**

HOW TO APPLY

[Training and Experience Examination Packages](#) must be submitted:

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

In-Person
AIR RESOURCES BOARD
Examination & Recruitment Unit
Attention: Shalini Pandey
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 8, 2015

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

SALARY RANGE: \$4,185 – \$5,239

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

All State Applications (STD. 678) must include: "to" and "from" dates (month/day/year); title; class range; and time base. You must include your STD. 678 in your Training and Experience Examination Package. Links to the Training and Experience Examination Package are located in the "How to Apply" section and at the end of this bulletin. Applications must include the applicable Training and Experience Examination package or it will be rejected.

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

EITHER I

One year of experience in the California state service performing the duties of an Air Resources Field Representative I.

OR II

One year of experience in the California state service performing the duties of a Vehicle Emission Test Specialist IV** or Instrument Technician II.

OR III

Four years' experience as a journey level automotive mechanic, two years of which must have been in automobile or truck engine tune-up, with at least two years' experience investigating consumer complaints regarding emission failures and tampering violations. (Experience in California state service applied toward this pattern shall include at least one year of experience at a level of responsibility equivalent to that of an Air Resources Field Representative I.) (College or trade school education in automotive engineering or automotive mechanics; or college education in engineering or air pollution may be substituted for two years of the required experience on a year-for-year basis.)

**Vehicle Emission Test Specialist IV has been reclassified to Automotive Emission Test Specialist III.

ADDITIONAL DESIRABLE QUALIFICATIONS

Graduation from an accredited university, college, or vocational school.

SPECIAL REQUIREMENTS

Possession of a valid California automobile driver's license.

SPECIAL PERSONAL CHARACTERISTICS

Willingness and ability to make frequent field visits away from established headquarters.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

**AIR RESOURCES FIELD REPRESENTATIVE II
EXAM CODE: 5AR06 IB82/3937**

**BULLETIN RELEASE DATE: MARCH 24, 2015
FINAL FILING DATE: APRIL 8, 2015**

THE POSITION

The Air Resources Field Representative II performs all of the duties of Air Resources Field Representative I, but, under general direction, also do the following: document emission failures and tampering violations; under supervision, mediate consumer complaints and investigate allegations of tampering and illegal sales of non-California certified vehicles; and maintain and calibrate equipment used in dealership and manufacturing plant inspections.

The resulting eligible list will be used to fill vacancies in Sacramento only.

EXAMINATION INFORMATION

The examinations will consist of a Training and Experience Examination, which is the sole component of the Air Resources Field Representative II examination. To obtain a position on the eligible list, a minimum score of 70% must be attained. Candidates may be tested only once in any 12 month period.

TRAINING AND EXPERIENCE EXAMINATION – 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. Applicable laws, rules and regulations to enforce Air Resources Board (ARB) programs.
2. Internal combustion engines.
3. Overall automotive systems and equipment.
4. Emission control systems/technologies.
5. General automotive tools and testing equipment.
6. Computer software applications for word processing, communication, and data management.
7. Chain-of-custody, confidentiality, and security regarding sensitive information and samples.
8. The automotive and trucking industries to apply applicable emission regulations to the respective industries.
9. The organizational structure of ARB.

SKILL TO:

1. Drive a motor vehicle for travel.
2. Climb on, under, or through equipment (e.g., trucks, locomotives, buses, trailers, off-road equipment) to conduct inspections and/or testing.
3. Operate testing equipment and general automotive tools.

ABILITY TO:

1. Organize workloads.
2. Work independently.
3. Work with a partner or on a team.
4. Work with the public and maintain professionalism by remaining calm and using good judgment (especially in hostile and/or stressful situations).
5. Recognize hostile situations or conditions.
6. Listen and understand the needs and/or complaints of the general public.
7. Work with immediate colleagues and personnel from other sections, divisions, and agencies.
8. Follow policies and procedures.
9. Be flexible to changes in priorities, assignments, and other interruptions.
10. Read and interpret ARB Advisories.
11. Research, read and/or interpret technical manuals and/or data.
12. Navigate using Global Positioning System (GPS) and/or hardcopy maps.
13. Verbally communicate in a clear, concise, and appropriate manner to coworkers, stakeholders and the general public that have varying levels of understanding.
14. Travel extensively and be away from the office for extended periods of time.
15. Work in extreme weather conditions.
16. Drive for long periods of time.

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, Shalini Pandey, at (916) 445-5076 or shalini.pandey@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 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.

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.



TAKING THE EXAMINATION

When you click the link below, you will be directed to the Training and Experience Examination Package.

[Click here to download the Training and Experience Examination Package](#)

Or visit <http://www.arb.ca.gov/personnel/jobs/exams/arfrexam.pdf>