



CALIFORNIA AIR RESOURCES BOARD

OPEN EXAMINATION

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.

INSTRUMENT TECHNICIAN, AIR QUALITY EXAM CODE: 5AR08

HOW TO APPLY

Applications are available at and may be filed in person or mailed to:

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: MAY 15, 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 July/August 2015.

SALARY RANGE:
A: \$3,327 - \$4,164
B: \$3,813 - \$4,774
C: \$4,185 - \$5,239

OPEN ONLY

This is an open examination. Applications will not be accepted on a promotional basis.

WHO SHOULD APPLY

Persons who meet the minimum qualifications of the examination as stated under "Requirements for Admittance to the Examination."

REQUIREMENTS FOR ADMITTANCE 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

EITHER I

Two years of experience in the California state service as an Air Resources Technician II installing, maintaining, preparing, and operating automatic electronic air pollution measuring instrumentation and other sampling equipment for the detection of atmospheric pollutants.

OR II

Two years of experience in the operation, maintenance, and repair of electronic instrumentation, control mechanisms, or similar devices involving the application of electronic, physical, and chemical principles.

(Education in electronic technology or a closely related field in an accredited college, university, technical, or trade school beyond the 12th grade level may be substituted on a year-for-year basis.)

ADDITIONAL DESIRABLE QUALIFICATIONS: Education equivalent to completion of the 12th grade and completion of a two-year training program in electronics at a recognized, accredited technical school.

THE POSITION

The Instrument Technician, Air Quality, class is a technical class in which incumbents perform electronics and instrumentation repair work at the entry, journey, and advanced journey levels. Incumbents install, maintain, test, repair, and operate automatic electronic air monitoring instrumentation, meteorological instrumentation, and data acquisition equipment; operate personal computers, modems, and associated peripheral equipment such as printers and video monitors; fabricate and connect tubing and electrical wiring in accordance with plans, electronic schematics, and wiring diagrams; check, adjust, repair, and calibrate a wide variety of digital and analog electronic recording and indicating devices and equipment; use, maintain, repair, and adjust electronic test and physical measuring instruments such as photometers, oscilloscopes, frequency counters, manometers, flow meters/controllers, voltmeters, ammeters, and potentiometers; collect air samples and perform routine tests and measurements; install and fabricate complete air monitoring stations and field source test systems; read, record, tabulate, and edit strip chart data and electronic data files; keep records of work performed and of supplies used; order supplies as needed; and prepare reports. Positions in these classes are not supervisory.

Positions exist in Fresno, Kern, Los Angeles, Sacramento, and San Joaquin counties.

EXAMINATION INFORMATION

This examination will consist of qualifications appraisal panel (QAP). In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. **COMPETITORS WHO DO NOT APPEAR FOR THE EXAMINATION WILL BE DISQUALIFIED.**

QUALIFICATIONS APPRAISAL PANEL – WEIGHTED 100%

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

**INSTRUMENT TECHNICIAN, AIR QUALITY
EXAM CODE: 5AR08 QQ70/6927**

**BULLETIN RELEASE DATE: APRIL 24, 2015
FINAL FILING DATE: MAY 15, 2015**

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. Basic electronic fundamentals, electronic circuit troubleshooting techniques, and the use of electronic test equipment.
2. Principles underlying the construction, operation, and use of scientific electronic microprocessor-based air pollution measuring instruments, complete air pollution monitoring systems, data acquisition systems, and air quality sample collection systems.
3. Knowledge of the fundamentals of electronics and electrical theory.
4. Basic work-site safety procedures.

ABILITY TO:

1. Read and write at a level required for successful job performance.
2. Read plan, blueprints, schematics, and electrical wiring diagrams.
3. Learn the theory of operation of scientific electronic measuring devices and microprocessor-based instrumentation.
4. Install, operate, repair, and maintain electronic, microprocessor-based air pollution measuring instrumentation, meteorological measuring equipment, data acquisition systems, and air sample collection systems.
5. Recognize, trace, and correct instrument malfunctions and sources of error using electronic test equipment.
6. Operate data acquisition equipment and personal computers.
7. Work with hand tools, power tools, and soldering equipment.
8. Keep records, edit data, and prepare reports.

9. Carry and lift instruments to test site heights in the laboratory or at field locations.
10. Communicate effectively with others.
11. Manage time effectively to optimize production and meet deadlines.
12. Safely operate various tools and equipment used to assemble, maintain, and/or dismantle testing equipment.

SKILL TO:

1. Work independently to complete projects and assignments without direct supervision.
2. Operate various testing equipment to collect data and/or samples.
3. Use basic hand, power, and soldering tools.
4. Use electronic equipment to test equipment once repairs have been completed.
5. Safely operate various tools and equipment to assemble, maintain and/or dismantle various items.

ELIGIBLE LIST INFORMATION

A departmental eligibility 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.

The resulting eligible list will be used to fill vacancies in Fresno, Kern, Los Angeles, Sacramento, and San Joaquin counties.

VETERANS PREFERENCE CREDITS are granted and will be added to the final score of successful competitors who have requested these points.

CAREER CREDITS do not apply.

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.

If a candidate's notice of oral interview or performance test fails to reach them prior to the day of the interview due to a verified postal error, they will be scheduled upon written request.

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.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento and Los Angeles. However, locations of interviews may be extended 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.

Veterans Preference Points: California Law (Government Code 18971-18978) allows the granting of Veterans Preference Points in open entrance and open, non-promotional entrance examinations.

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.

High School Equivalence: Equivalent to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year

r-for-year basis.

For specific examination questions, contact the Examination Unit at (916) 327-3515.
TTY/TDD/Speech-to-Speech users may dial 711 for the California Relay Service.

