



# 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.

### AUTOMOTIVE EMISSION TEST SPECIALIST III EXAM CODE: 6AR02

#### 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: Shalini Pandey  
P.O. Box 2815  
Sacramento, CA 95812

In-Person  
**AIR RESOURCES BOARD**  
Examination & Recruitment Unit  
Attention: Shalini Pandey  
1001 I Street, 20<sup>th</sup> 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: MARCH 15, 2016

If sent by mail, applications must be **POSTMARKED** no later than 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.

**SALARY RANGE: \$3,908 - \$4,893**

#### COMPETITION LIMITED TO STATE EMPLOYEES

#### 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 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

In the California state service, one year of experience performing vehicle test coordination or emission control testing duties at a level of responsibility comparable to that of Automotive Emission Test Specialist II.

##### OR II

Four years of experience in automotive repair, including at least three years of experience in the operation of physical and electronic test instrumentation similar to that used in the emissions, performance or fuel economy testing of vehicles or their components. (College or trade school education in automotive mechanics or automotive engineering may be substituted for the required general experience on a year-for-year basis.)

**SPECIAL REQUIREMENTS:** Possession of a Class 3 California driver's license.

**Note:** Applicants who do not possess this license will be admitted to the examination but must secure the license prior to appointment.

**ADDITIONAL DESIRABLE QUALIFICATIONS:** Possession of a motor vehicle pollution control device installer's license; graduation from high school. Mechanical aptitude; experience or education in using or servicing industrial instrumentation is also desirable.

#### THE POSITION

The Automotive Emission Test Specialist III is the advanced journey level in the series. Incumbents function as high level experts in a laboratory setting where unique and specialized tests are performed on proposed emission control inventions. Duties include directing the installation, calibration and service of the most complex chemical, electronic and mechanically operated test equipment; designing test arrangements and determining instrumentation requirements. Incumbents at this level may serve in a lead capacity directing a team of 3-5 specialists.

Positions exist in El Monte, California only.

#### EXAMINATION INFORMATION

This examination will utilize an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is **especially important** that each candidate take special care in accurately and completely filling out their application. List **all** experience relevant to the "Requirements for Admittance to the Examination" shown on this announcement, even if that experience goes beyond the seven-year limit printed on the application. When completing the application include "to" and "from" dates (month/day/year), time base, civil service class titles and/or job titles from the private sector, relevant college or trade school education, certificates, licenses, etc., name(s) or institution(s) and completion dates. **Please read the "Requirements for Admittance to the Examination" carefully** to see what kind of information will be useful to the staff doing the evaluation.

In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

**SEE REVERSE SIDE FOR ADDITIONAL INFORMATION**

**AUTOMOTIVE EMISSION TEST SPECIALIST III  
QQ95-6954 EXAM CODE: 6AR02**

**BULLETIN RELEASE DATE: MARCH 01, 2016  
FINAL FILING DATE: MARCH 15, 2016**

**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. Automotive systems and equipment terminology.
2. Preventative maintenance procedures.
3. Electronic and electrical theory and operation.
4. Emission control systems/technologies.
5. Problem-solving methods and processes.
6. Time management techniques.
7. Standard emission testing procedures.
8. Combustion technology and engine functionality.
9. Basic work site safety precautions.
10. Microsoft Office Suite software (e.g., Word, Excel, PowerPoint, Outlook).
11. Proper documentation procedures.
12. Pertinent reference material (e.g., California Code of Regulations, Code of Federal Regulations, ASTM, California Vehicle Codes).
13. Standard operating procedures.
14. Emergency protocols.
15. The most complex chemical, electronic, and/or mechanically operated test equipment.

**Ability to:**

1. Follow oral and written instructions.
2. Read and write at a level required for successful job performance.

3. Work in an area with fast-moving testing equipment.
4. Communicate effectively in a written format.
5. Communicate effectively in an oral format.
6. Establish and maintain cooperative working relationships with staff and management.
7. Participate in and contribute to the effectiveness of a group or team.
8. Comprehend and interpret complex information and materials, including standards, procedures, and policies.
9. Exercise sound judgment.
10. Analyze situations or problems.
11. Gain knowledge and skills through participation in organized training.
12. Organize assignments.
13. Lead a group of lower level staff (e.g., AETS I, AETS II)
14. Design test arrangements and/or determine instrument requirements.

**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 Los Angeles County, only.

**VETERANS PREFERENCE CREDITS** 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](http://www.arb.ca.gov)."

**It is the candidate's responsibility** to contact the California Air Resources Board Examination Analyst, **Shalini Pandey at (916) 445-5076** or [shalini.pandey@arb.ca.gov](mailto: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 CalHR offices, local offices of the Employment Development Department, the California Air Resources Board, and the Air Resources Board website at <http://www.arb.ca.gov/personnel/jobs/std678.pdf>.

**The California Air Resources Board** reserves the right to revise the examination plan to better meet the needs of the Board if the circumstances under which the examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified. To find out more about the California Air Resources Board connect to our web site at: <http://www.arb.ca.gov>.

**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) multi-departmental promotional, 4) service-wide 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 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.

