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, RELIGIOUS 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.

STAFF AIR POLLUTION SPECIALIST
EXAM CODE: 6AR12

HOW TO APPLY
Training and Experience Examination Packages should be submitted:

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

In-Person
AIR RESOURCES BOARD
Examination & Recruitment Unit
Attention: Laura Ford
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: August 11, 2016

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 inter-agency 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: $8,105 – $10,146

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
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 pages along with a signed STD. 678 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 air pollution work comparable in level, duties, and responsibilities to that of an Air Pollution Specialist (Range C).

Or II

EXPERIENCE: Five years of varied and responsible air pollution experience in the engineering, research, or the physical, biological, or environmental sciences, at least two years of which must have included responsibility for consultation, analysis, or determination of program design and methods for studies in air pollution. **AND**

EDUCATION: Equivalent to graduation from college with a major in the physical, biological, or environmental sciences, mathematics, engineering, or a related field. (Possession of a doctorate degree in any physical, biological, or environmental science, mathematics, engineering, or a related degree may be substituted for two years of general experience; possession of a master's degree in the same fields may be substituted for one year of general experience.)

DESIRABLE QUALIFICATION
Experience as a project or program expert in air quality analysis or motor vehicle pollution control.

THE POSITION
The Staff Air Pollution Specialist is a fully qualified independent specialist at a level for program and policy development work. Incumbents carry program or project responsibilities with extreme sensitivity and complexity usually dealing with emerging or undefined issues or problems and typically involving intense conflict among issues such as "State of the Art," public concern, local, State, and Federal Government concerns, costs, and business interest. Assigned work requires the development of broad policy and legislative proposals with immediate and long-range impact. Positions at this level require expertise that is significantly greater than standard full journey level analytical assignments, and this expertise is critical to the Board's basic mission.

Positions exist in Sacramento and El Monte, California.

EXAMINATION INFORMATION
The examination will consist of a Training and Experience Examination, which is the sole component of the Staff Air Pollution Specialist exam. To obtain a position on the eligible list, a minimum score of 70% must be attained.

NO WRITTEN TEST IS REQUIRED
The entire examination will consist of a Training and Experience Examination.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

STAFF AIR POLLUTION SPECIALIST **BULLETIN RELEASE DATE: July 28, 2016**
EXAM CODE: 6AR12 (DEPT/PROMO/CONTINUOUS)

TRAINING AND EXPERIENCE EXAMINATION – WEIGHTED 100%

SCOPE

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

A. Knowledge of:

1. Statistical analysis methods and techniques.
2. Scientific principles and methods.
3. Scientific disciplines (e.g., engineering, biology, chemistry, natural sciences, meteorology, physics, toxicology, mathematics).
4. Computer programming applications and software.
5. Chemical and physical characteristics of air pollutants and their interactions with the environment.
6. Problem-solving techniques and processes.
7. Time management techniques and assignments.
8. Local, State, and federal air quality laws, regulations, and policies.
9. Quality assurance and quality control procedures.
10. The organizational structure of ARB.
11. Emission control technologies.
12. ARB policies and priorities.
13. Regulatory development process.

B. Ability to:

1. Establish and maintain cooperative working relationships with staff, management, and stakeholders.
2. Engage in active listening.
3. Maintain professionalism in hostile situations by remaining calm.
4. Recognize hostile situations.
5. Interact with and relate effectively to the public, staff, and stakeholders.
6. Negotiate and compromise.
7. Understand and follow oral and written instructions.
8. Anticipate and address potential challenges before they arise.
9. Provide input and advice to others on appropriate courses of action.
10. Manage deadlines.
11. Participate in and contribute to the effectiveness of a group or team.
12. Lead a group or team.
13. Adapt to changing work environments and projects.
14. Be flexible to changes in priorities, assignments, and other interruptions.
15. Verbally communicate clearly, concisely, and appropriately for audiences with varying levels of understanding.
16. Write clear and concise summaries and explanations of technical materials (e.g., journals, regulations, procedures).
17. Present data, analyses, conclusions, and recommendations regarding ARB program to provide information to shareholders.
18. Identify and organize information obtained from research and data-gathering.
19. Comprehend and interpret complex information and materials, including standards, procedures, and policies.
20. Perform mathematical computations.
21. Use statistical tools (e.g., distributions, frequencies, *t*-tests).
22. Work under the pressure of a heavy workload and tight timelines.
23. Work independently.
24. Use word processing software.
25. Use spreadsheet software.
26. Use presentation software.
27. Identify data requirements needed for project tasks.
28. Analyze and interpret data.
29. Identify and reconcile discrepancies in data and information.
30. Read, evaluate, and interpret complex written documents.
31. Exercise sound judgment when making decisions.
32. Review and interpret technical reports.
33. Analyze situations or problems.
34. Deliver oral presentations to audiences of varying levels of understanding.
35. Interact impartially.
36. Assertively communicate ARB's regulations, requirements, and policies when necessary.
37. Maintain and enhance expertise through participation in organized training and/or independent study.
38. Independently identify and/or solve complex problems.
39. Understand how specific programs relate to ARB's and California's broader goals.
40. Understand when to communicate with management regarding key issues.
41. Develop new programs from start to completion with minimal managerial oversight.

ELIGIBLE LIST INFORMATION
A departmental promotional eligible list will be established for the California Air Resources Board. This examination will be administered on a continuous basis. Names of successful competitors are merged onto the existing list in order of final scores, regardless of date. Eligibility expires 48 months after it is established.

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 web-site at www.arb.ca.gov."

For an examination without a written feature, it is the candidate's responsibility to contact the California Air Resources Board Examination Analyst, **Laura Ford, at (916) 324-9238 or Laura.Ford@arb.ca.gov** eight weeks after the Cut Off 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 California 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 California 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) 322-4349.
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