NOTICE OF CORRECTION:

DATE: August 18, 2017

EXAM TITLES: Air Resources Field Representative I and Air Resources Field Representative II

EXAM CODE: 7AR13-01 and 7AR13-02

ORIGINAL FINAL FILING DATE: August 18, 2017

REVISED FINAL FILING DATE: September 01, 2017

EXAM BASE: Open Examination

NOTE: The Final Filing Date has been extended to September 01, 2017. We apologize for any inconvenience this may have caused.
AIR RESOURCES FIELD REPRESENTATIVE I

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

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

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

DO NOT SUBMIT APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES.

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.

CONTINUOUS TESTING
The Examination Unit will accept standard State applications (STD. 678) and Training and Experience (T&E) Questionnaire Packets continuously throughout the calendar year although this is subject to change based on testing needs. Examination packages submitted via facsimile (FAX) machines, or electronically mailed (e-mail) will not be accepted. Examination packets must be POSTMARKED or personally delivered no later than the cut-off dates indicated in this examination bulletin. Examination packets sent via interagency mail must be received by the Examination Unit by 5:00 pm (close-of-business). State applications (STD. 678) and T&E Questionnaire packets postmarked or personally delivered after the cut-off date will be held until the next administration dates indicated below:

CUT-OFF DATES: SEPTEMBER 01, 2017 NOVEMBER 17, 2017

CROSS-FILING INFORMATION: If you meet the entrance requirements for the Air Resources Field Representative I and Air Resources Field Representative II, you may file for both examinations on a single T&E Questionnaire Package. However, you must list BOTH examination titles on the Examination/Employment Application (STD. 678). Applications must have an original signature.

SALARY RANGE: $4,064 - $5,089

WHO SHOULD APPLY
Persons who meet the minimum qualifications of the examination(s) as stated under “Requirements for Admittance to the Examination.”

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 T&E Questionnaire Package. Links to the T&E Questionnaire Package are located in the “How to Apply” section, and at the end of this bulletin. Applications must include the applicable T&E Questionnaire Package along with a signed STD. 678.

NOTE: All applicants must satisfy the education and/or experience requirements for this examination by the Cut-Off Dates. 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 a Vehicle Emission Test Specialist III* or Instrument Technician I**.

OR II
Three years of experience performing automotive mechanical repair or automotive mechanical inspection duties at least one year of which must have included experience in 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 or responsibility equivalent to Instrument Technician I or Vehicle Emission Test Specialist III.) (College or trade school education in automotive engineering or automotive mechanics may be substituted for two years of the required experience on a year-for-year basis.)

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

**Instrument Technician I has been reclassified to Instrument Technician, Air Quality (Range A).

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.

THE POSITION
The Air Resources Field Representative I is the entry level for this series. In a learning capacity, incumbents perform the following duties under close supervision: conduct routine tests and measurements; conduct surveillance/inspections as manufacturing plants and dealerships; investigate complaints relating to emission control devices; conduct field studies and surveys relative to enforcement action; tabulate data and write reports; and provide assistance in conducting seminars and other public speaking engagements.

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

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION
AIR RESOURCES FIELD REPRESENTATIVE I
DEPARTMENTAL/OPEN CONTINUOUS

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

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 with a partner or on a team.
3. Work with the public and maintain professionalism by remaining calm and using good judgment (especially in hostile and/or stressful situations).
4. Recognize hostile situations or conditions.

5. Listen and understand the needs and/or complaints of the general public.
6. Work with immediate colleagues and personnel from other sections, divisions, and agencies.
7. Follow policies and procedures.
8. Be flexible to changes in priorities, assignments, and other interruptions.
9. Read and interpret ARB Executive Orders.
10. Research, read, and/or interpret technical manuals and/or data.
11. Navigate using Global Positioning System (GPS) and/or hardcopy maps.
12. Verbally communicate in a clear, concise, and appropriate manner to coworkers, stakeholders, and the general public that have varying levels of understanding.
13. Travel extensively and be away from the office for extended periods of time.
14. Work in extreme weather conditions.
15. Drive for long periods of time.

ELIGIBLE LIST INFORMATION
A departmental eligible list will be established and names of successful competitors will be merged onto the eligible list in order of final scores, regardless of date for the California Air Resources Board. Eligibility expires 24 months after it is established.

TESTING PERIOD
Candidates may be tested only once in any 12 MONTH period.

VETERANS PREFERENCE CREDIT will be awarded in this examination, pursuant to Government Code Section 18973.1, effective January 1, 2014, as follows:

1. Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list.

2. An entrance examination is defined, under the law, as any open competitive examination.

3. Veterans’ Preference is not granted once a person achieves permanent civil service status.

CAREER CREDITS are not granted in open 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, LaTrice Jones, at (916) 327-3515 or latrice.jones@arb.ca.gov three weeks after the Final Filing Date if he/she has not received a progress notice.


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.

Veterans Preference Points: Assembly Bill 372, signed into law by Governor Brown on August 12, 2013, changes the way the Veterans Preference process is administered by the State of California. Veterans Preference will be awarded as follows, starting on January 1, 2014: 1) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for veterans’ preference; 2) An entrance examination is defined, under the law, as any open competitive examination;

3) Veterans Preference is not granted once a person achieves permanent civil service status.

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) 327-3515.

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

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