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 II

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 (CaHR).

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 this 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 Training and Experience Examination Package. However, you must list BOTH examination titles on the Examination/Employment Application (STD. 678). Applications must have an original signature.

**SALARY RANGE:** $4,462 – $5,585

WHO SHOULD APPLY

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

**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 III**.

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.

**Instrument Technician II has been reclassified to Instrument Technician, Air Quality (Range B).

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 II, is under general direction and conducts routine tests and measurements; conducts surveillance/inspections as manufacturing plants and dealerships; investigate complaints relating to emission control devices; conducts field studies and surveys relative to enforcement action; tabulate data and write reports; and provide assistance in conducting seminars and other public speaking engagements. Also, document emission failures and tampering violations; under supervision, mediate consumer complaints and investigate allegations of tampering and illegal sales of non-California certified vehicles; maintain and calibrate equipment used in dealership and manufacturing plant inspections.

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 II

DEPARTMENTAL/OPEN CONTINUOUS

SCHEM: IB82    CLASS CODE: 3937

BULLETIN RELEASE DATE: JULY 28, 2017

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

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.

**EITHER I**

- Possession of a valid California automobile driver’s license.
- Graduation from an accredited university, college, or vocational school.

**OR II**

- 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.

**OR III**

- Two years’ experience as an air quality technician, with at least one year of experience at a level of responsibility equivalent to that of an Air Resources Field Representative I.

- Possession of a valid California automobile driver’s license.

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

- Specialized training in automotive engine tune-up.

- Experience investigating consumer complaints regarding emission failures and tampering violations.
EXAMINATION INFORMATION
The examination 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.

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/arfexam.pdf

D/O (Rev. 07/17)