NOTICE OF CORRECTION:

DATE: August 28, 2017
EXAM TITLES: Automotive Emission Test Specialist I
EXAM CODE: 7AR15
ORIGINAL FINAL FILING DATE: August 28, 2017
REVISED FINAL FILING DATE: September 11, 2017
EXAM BASE: Open Examination

NOTE: The Final Filing Date has been extended to September 11, 2017. We apologize for any inconvenience this may have caused.
AUTOMOTIVE EMISSION TEST SPECIALIST I

HOW TO APPLY
Examination/Employment Applications (STD.678) must be submitted:

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

In-Person
AIR RESOURCES BOARD
Examination & Recruitment Unit
Attention: Olivia Maloney
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 STD.678. You will be contacted to make specific arrangements.

FINAL FILING DATE: September 11, 2017

FILING INSTRUCTIONS
If sent by mail, STD.678 must be POSTMARKED no later than the Final Filing Date. STD.678 submitted via facsimile (FAX) machines, or electronically mailed (e-mail) will not be accepted. If personally delivered or sent via interagency mail, STD.678 must be received by the Examination Unit by 5:00 pm (close-of-business) on the Final Filing Date. STD.678 postmarked, personally delivered, or received via interagency mail after the Final Filing Date will NOT be accepted for any reason.

SALARY RANGE: A: $2,864 – $3,584
B: $3,120 – $3,907

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

REQUIREMENTS FOR ADMISSION TO THE EXAMINATION
All STD.678’s must include: “to” and “from” dates (month/day/year); title; class range; time base, and your signature.

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 duties at a level comparable to an Air Resources Technician I, Range B.

OR II

In the California state service, six months’ experience performing the duties of Service Assistant (Automotive).

OR III

One year of experience in servicing and repairing motor vehicles in a garage, motor vehicle agency or service station. (College or trade school education in automotive engineering or automotive mechanics may be substituted for the required experience on a year-for-year basis.)

OR IV

One year of experience in the operations of physical and electronic test instrumentation similar to that used in the emissions, performance or fuel economy testing of vehicles or their components.

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 I is the entry and first working level in this series. Under close supervision, incumbents assigned to Range A learn to perform a variety of simple, routine duties including: driving vehicle on dynamometer; connecting exhaust, fuel and electronic apparatus; operating vehicles on dynamometer under a variety of driving conditions; prechecking vehicles for operation of emission control; adjusting engine tune-up parameter; procuring and parking vehicles; making minor engine and vehicle repairs; keeping records and logs. Incumbents will advance to Range B as competence increases. Under general direction incumbents independently perform the less complex duties such as: scheduling incoming vehicles for specific tests; determining whether vehicles are safe for tests; recording vehicle identification data; maintaining, repairing, and adjusting automotive engines and equipment; operating and maintaining dynamometers and test instrumentation equipment; operating mobile laboratory computers; conducting calibration test of the laboratory’s analyzers; and doing other related work.

Positions exist in El Monte, California only.

EXAMINATION INFORMATION
This examination will consist of a combination of both a work sample and qualifications appraisal interview. 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.

WORK SAMPLE – WEIGHTED 50%
QUALIFICATIONS APPRAISAL INTERVIEW – WEIGHTED 50%

SCOPE
In addition to the competitors’ 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:

S E E   R E V E R S E   S I D E   F O R   A D D I T I O N A L   I N F O R M A T I O N

AUTOMOTIVE EMISSION TEST SPECIALIST I

BULLETIN RELEASE DATE: AUGUST 7, 2017

FINAL FILING DATE: SEPTEMBER 11, 2017

SCHM: QQ87/6957    CLASS CODE: 6957
KNOWLEDGE OF:
1. Automotive systems and equipment terminology.
2. Preventative maintenance procedures.
3. Fundamentals of 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. Laboratory or work site safety procedures.
9. Microsoft Office Suite software (e.g., Word, Excel, PowerPoint, Outlook).
10. Standard operating procedures.

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. Establish and maintain cooperative working relationships with staff and management.
6. Participate in and contribute to the effectiveness of a group or team.
7. Comprehend and interpret information and materials, including standards, procedures, and policies.
8. Exercise sound judgment.
9. Organize assignments.
10. Analyze situations or problems.

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, Olivia Maloney, at (916) 323-8413 or Olivia.Maloney@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.

CAREER CREDITS are not granted in open examinations.

For specific examination questions, contact the Examination Unit at (916) 323-8413. TTY/TDD/Speech-to-Speech users may dial 711 for the California Relay Service.