NOTICE OF CORRECTION:

DATE: June 21, 2018
EXAM TITLE: Automotive Emission Test Supervisor
EXAM CODE: 8AR15
ORIGINAL FINAL FILING DATE: June 25, 2018
REVISED FINAL FILING DATE: June 29, 2018
EXAM BASE: Departmental Promotional

NOTE: The final filing date for the Automotive Emission Test Supervisor examination has been extended to June 29, 2018. We apologize for any inconvenience this may have caused.
AUTOMOTIVE EMISSION TEST SUPERVISOR
DEPARTMENTAL PROMOTIONAL EXAMINATION

Class Code: 3936 – Schem Code: QN80 – Exam Code: 8AR15

Department: California Air Resources Board
Bulletin Release Date: 06/04/2018
Final Filing Date: 06/25/2018
Type of Examination: DEPARTMENTAL PROMOTIONAL
Salary: $4,599.00 - $5,756.00

EQUAL EMPLOYMENT OPPORTUNITY

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.

DRUG-FREE STATEMENT

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.

WHO SHOULD APPLY?

This is a Departmental Promotional examination for California Air Resources Board (CARB). Applicants must:

1. Have a permanent civil service appointment with CARB as of the final filing date in order to participate in the examination; or
2. Have been employed with CARB within the last three years, without a break in state civil service; or
3. Be a current or former employee of the Legislature for two or more years as defined in Government Code §18990; or
4. Be a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code §18992; or
5. 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 §18991. Persons applying who qualify as a Veteran under Government Code Section 18991 must submit a copy of their DD214 with their Examination/Employment Application (STD. 678). Candidates who meet the minimum qualifications as stated on this announcement may apply for this examination.
SPECIAL TESTING ARRANGEMENTS

If you require special testing arrangements due to a verified disability or medical condition, mark the appropriate box on Question #2 of the STD. 678. You will be contacted to make specific arrangements.

HOW TO APPLY

The STD. 678 must be submitted:

By Mail
CALIFORNIA AIR RESOURCES BOARD
Examination Unit
Attention: Hannah Ferguson
P.O. BOX 2815
Sacramento, California 95812

In Person
CALIFORNIA AIR RESOURCES BOARD
Examination Unit
Attention: Hannah Ferguson
1001 I Street, 20th Floor, Rm #20-34
Sacramento, California 95814

If sent by mail, STD. 678 must be POSTMARKED no later than the final filing date. 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. Any STD. 678 postmarked, personally delivered, or received via interagency mail after the final filing date will NOT be accepted for any reason. All STD. 678 submitted via facsimile (FAX) machines, or electronically mailed (e-mail) will not be accepted.

Do NOT submit STD. 678 to the California Department of Human Resources (CalHR).

QUALIFICATIONS APPRAISAL PANEL

The entire examination will consist of an interview. It is anticipated that interviews will be held during July/August 2018.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applicants must meet the education and/or experience requirements for this examination by the final filing date.

Possession of a Class 3 California driver’s license. and

Either I

One year of experience in the California state service performing the duties comparable to the Automotive Emission Specialist III classification requiring knowledge of vehicle emission devices, vehicle emissions testing, and vehicle procurement.

Or II

Two years of experience in the California state service performing the duties comparable to the Automotive Emission Test Specialist II classification requiring knowledge of vehicle emission devices, vehicle emissions testing, and procurement.

Or III

Three years of experience in vehicle testing, including at least one year of experience in emissions testing and one year of experience in a supervisory capacity.
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 Supervisor functions as a supervisor of a unit of test specialists in the Vehicle Testing Facility. Duties include directing test specialists involved in the testing of vehicles; procuring vehicles; furnishes current information on the program and device testing procedures; acts as liaison between various inventors, automotive manufacturers, government agencies, and engineering staff; and is responsible for procurement of laboratory supplies and equipment.

The resulting eligible list will be used to fill vacancies in El Monte (Los Angeles County).

EXAMINATION INFORMATION

This examination will consist of a Qualifications Appraisal Panel (QAP) interview only. To obtain a position on the eligible list, a minimum score of 70% must be attained. CANDIDATES WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.

SCOPE

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 competitor’s:

A. Knowledge of:
   1. Laboratory or work site safety procedures to ensure proper procedures are followed.
   2. Emergency protocols to ensure safety in the workplace.
   3. Automotive systems and equipment terminology to test motor vehicles.
   4. Standard operating procedures to operate safely, efficiently, and effectively.
   5. Preventative maintenance procedures to ensure testing equipment operates properly.
   6. Time management techniques to provide for efficient prioritization and completion of projects and assignments.
   7. Standard emission testing procedures to generate data.
   8. Proper documentation procedures to maintain records.
   9. Pertinent reference material (e.g., California Code of Regulations, Code of Federal Regulations, American Society for Testing and Materials, California Vehicle Codes) to apply to work projects and safety.
  10. Emission control systems/technologies to apply to motor vehicle testing.
  11. Problem-solving method and processes to facilitate the identification and resolution of issues related to the completion of work assignments.
  12. Microsoft Office Suite software (e.g., Word, Excel, PowerPoint, Outlook) to read, create, and edit documents.
  13. Basic combustion technology and engine functionality to apply to testing.

B. Skill to:
   1. Safely operate various tools and equipment to assemble, maintain and/or dismantle various items.
2. Operate a motor vehicle under various road, laboratory, and site conditions to conduct CARB activities.
3. Operate various testing equipment to collect data and/or samples.
4. Calibrate equipment to ensure its proper operation.

C. Ability to:
1. Communicate effectively in an oral format to convey information.
2. Communicate effectively in a written format to convey information.
3. Follow oral and written instructions to carry out various work activities.
4. Work in an area with fast-moving testing equipment to maintain health and safety.
5. Establish and maintain cooperative working relationships with staff and management to effectively complete assignments.
6. Participate in and contribute to the effectiveness of a group or team to ensure cooperation.
7. Organize equipment and assignments to ensure work can be completed.
8. Exercise sound judgment to make decisions in accordance with program or work unit goals and objectives.
9. Determine and provide training for staff to ensure requirements are met and knowledge and proficiency is increased.
10. Read and write at a level required for successful job performance to carry out various work activities.
11. Gain knowledge and skills through participation in organized training to meet mandated requirements, enhance job performance, and further career development.
12. Comprehend and interpret complex information and materials, including standards, procedures, and policies to apply to work assignments.
13. Perform staff level work as needed to ensure deadlines are met.

ELIGIBLE INFORMATION

A departmental eligible 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.

VETERANS’ PREFERENCE AND CAREER CREDIT

Veterans’ preference credit and career credit 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 Examination Analyst, Hannah Ferguson, at (916) 324-9238 three weeks after the final filing date if they have not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach them prior to the day of the interview due to a verified postal error, they will be re-scheduled upon written request.
Applications are available on your CalCareer account. To start a CalCareer account click here.

If you meet the requirements you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance on the examination, as described on this bulletin, will be compared with the performance of others who take this test, and all candidates who pass 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.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento and Los Angeles. However, locations of interviews may be extended or limited as conditions warrant.

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.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and 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, an investigation may be made of employment records and personal history, and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described above, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate’s ability to accept and fulfill increasing responsibilities than to the length of their experience. Evaluation of a candidate’s personal development will include consideration of their recognition of their own training needs; their plans for self-development; and the progress they have made in their efforts toward self-development.

For specific examination questions, contact the Examination Unit at (916) 322-4349. TTY/TDD/Speech-to-Speech users may dial 1 (800) 735-2922 for the California Relay Service.