



## AIR RESOURCES TECHNICIAN I, CALIFORNIA AIR RESOURCES BOARD

### OPEN CONTINUOUS EXAMINATION

**Class Code: 3872 – Schem Code: IB92 – Exam Code: 8ARAA**

Department: California Air Resources Board  
Bulletin Release Date: 5/30/2018  
Cut-Off Dates: 6/15/2018  
8/03/2018  
10/05/2018  
12/07/2018  
Type of Examination: OPEN CONTINUOUS  
Salary: A: \$2,282.00 - \$2,853.00  
B: \$2,660.00 - \$3,328.00

#### 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?

Applicants who meet the minimum qualifications as stated on this bulletin may apply for and take the Training and Experience (T&E) Examination at any time.

#### 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 Examination/Employment Application (STD.678). You will be contacted to make specific arrangements.

#### HOW TO APPLY

The [T&E Examination Package](#) must be submitted:

**By Mail**

CALIFORNIA AIR RESOURCES BOARD  
Examination Unit  
Attention: Elizabeth Vargas  
P.O. BOX 2815  
Sacramento, California 95812

**In Person**

CALIFORNIA AIR RESOURCES BOARD  
Examination Unit  
Attention: Elizabeth Vargas  
1001 I Street, 20<sup>th</sup> Floor, Rm #20-34  
Sacramento, California 95814

If sent by mail, T&E Examination Packages must be POSTMARKED no later than the cut-off date. If personally delivered or sent via interagency mail, applications must be received by the Examination Unit by 5:00 pm (close-of-business) on the cut-off date. Any T&E Examination Packages postmarked, personally delivered, or received via interagency mail after the cut-off date will be held until the next administration date. All T&E Examination Packages 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).**

**CONTINUOUS TESTING**

The Examination Unit will accept T&E Examination Packages continuously throughout the year; however, T&E Examination Packages will be reviewed and scored quarterly, although this is subject to change based on testing needs.

**REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION**

All applicants must meet the education and/or experience requirements for this examination by the cut-off date.

**MINIMUM QUALIFICATIONS**

Ability to read and write at a level necessary to perform job duties; perform routine calculations; to follow written and oral directions.

**DESIRABLE QUALIFICATIONS**

Education equivalent to completion of the twelfth grade with course work in trigonometry, biology, chemistry and physics.

**THE POSITION**

The Air Resources Technician I is the entry and working level. Positions are permanently allocated to this level when the major portion of the functions inherent in the position do not include the more responsible, varied and difficult assignments found at the full journeyman level. Incumbents work under close supervision in Air Resources programs performing paraprofessional duties.

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

**EXAMINATION INFORMATION**

The examination will consist of a T&E, which is the sole component of the Air Resources Technician I examination. To obtain a position on an eligible list, a minimum score of 70% must be attained. Candidates may only test once in a **12 month** period.

**TRAINING AND EXPERIENCE EXAMINATION – WEIGHTED 100%**

## 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. Proper spelling, grammar, and English composition to effectively complete assignments involving writing.
2. Arithmetic (e.g. addition, subtraction, multiplication, and division) to solve basic mathematical problems.
3. Research techniques to learn, understand, and/or clarify information needed for assignments.
4. Basic spreadsheet software functions (e.g. data entry and arithmetic formulas) to generate, analyze, and evaluate data.

### B. Ability to:

1. Use a computer to complete various work assignments.
2. Be punctual, organized, and dependable to maintain a professional work environment.
3. Communicate verbally and in writing to convey information effectively.
4. Follow directions to accurately complete assignments.
5. Manage time effectively to ensure work is completed by established deadlines.
6. Behave professionally in various work situations (e.g. workshops, meetings and trainings) to maintain positive and productive working relationships with stakeholders, staff, and the public to ensure cooperation.
7. Communicate effectively with other staff, management, and stakeholders to maintain a positive and productive work environment.
8. Learn basic spreadsheet software functions (e.g. data entry and arithmetic formulas) to generate, analyze, and evaluate data.
9. Read policies, procedures, and regulations independently.
10. Learn a large amount of material in a short amount of time to accurately carry out work assignments once appointed.
11. Use Microsoft Office Suite (e.g. Excel, Word, Outlook, PowerPoint, Access) to create and edit documents, spreadsheets, correspondence, presentations, and databases.
12. Make satisfactory progress in a prescribed practical work-training program to ensure future success.
13. Interpret and explain policies, procedures, and regulations to non-technical individuals (e.g. the public, vendors, and other state agencies) to ensure they are well informed.

## ELIGIBLE INFORMATION

A departmental 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 into the existing list in order of final scores, regardless of date. Eligibility expires **24** months after it is established.

## VETERANS' PREFERENCE AND CAREER CREDIT

**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. 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.

## 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](http://www.arb.ca.gov)".**

**For an examination** without a written feature, it is the candidate's responsibility to contact Elizabeth Vargas, at (916) 322-4349 three weeks after the cut-off date if they have not received a progress notice.

**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. 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 Credit:** Effective January 1, 2014, in accordance with Government Code 18973.1 and 18973.5, Veterans' Preference will be awarded 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. 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.

Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (CalHR 1093), which is available [online](#), and the Department of Veterans Affairs.

**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.

## TAKING THE EXAMINATION

When you click the link below, you will be directed to the T&E Examination Package.

[Click here to download the T&E Examination Package](#)

Or visit <http://www.arb.ca.gov/personnel/jobs/exams/art1exam.pdf>

**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.**

