



**STAFF AIR POLLUTION SPECIALIST
DEPARTMENTAL PROMOTIONAL EXAMINATION
Class Code: 3875 – Schem Code: IB69 – Exam Code: 8ARAC**

Department: California Air Resources Board
Bulletin Release Date: 6/29/2018
Cut-Off Dates: 7/13/2018
9/07/2018
10/26/2018
12/28/2018
Type of Examination: DEPARTMENTAL PROMOTIONAL
Salary: \$8,267.00 - \$10,349.00

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 cut-off 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 [Training & Experience \(T&E\) Examination Package](#) must be submitted:

By Mail

CALIFORNIA AIR RESOURCES BOARD
Examination Unit
Attention: La Trice Jones
P.O. BOX 2815
Sacramento, California 95812

In Person

CALIFORNIA AIR RESOURCES BOARD
Examination Unit
Attention: La Trice Jones
1001 I Street, 20th 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, T&E Examination Packages 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

Either I

One year of experience in the California state service performing air pollution work comparable in level, duties, and responsibilities to that of an Air Pollution Specialist (Range C).

Or II

Experience: Five years of varied and responsible air pollution experience in the engineering, research, or the physical, biological, or environmental sciences, at least two years of which must have included responsibility for consultation, analysis, or determination of program design and methods for studies in air pollution. **AND**

Education: Equivalent to graduation from college with a major in the physical, biological, or environmental sciences, mathematics, engineering, or a related field. (Possession of a doctorate degree in any physical, biological, or environmental science, mathematics, engineering, or a related degree may be substituted for two years of general experience; possession of a master's degree in the same fields may be substituted for one year of general experience.)

DESIRABLE QUALIFICATIONS

Experience as a project or program expert in air quality analysis or motor vehicle pollution control.

THE POSITION

The Staff Air Pollution Specialist is a fully qualified independent specialist at a level for program and policy development work. Incumbents carry program or project responsibilities with extreme sensitivity and complexity usually dealing with emerging or undefined issues or problems and typically involving intense conflict among issues such as "State of the Art," public concern, local, State, and Federal Government concerns, costs, and business interest. Assigned work requires the development of broad policy and legislative proposals with immediate and long-range impact. Positions at this level require expertise that is significantly greater than standard full journey level analytical assignments, and this expertise is critical to the Board's basic mission.

Positions exist in Sacramento and El Monte (Los Angeles County).

EXAMINATION INFORMATION

This examination will consist of a T&E, which is the sole component of the Staff Air Pollution Specialist examination. To obtain a position on the 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. Scientific principles and methods to ensure the integrity, quality, and validity of collected data.
2. Problem-solving techniques and processes to facilitate the identification and resolution of issues related to the completion of work assignments.
3. The scientific and technical disciplines to understand, evaluate, promote, and build air quality and climate related programs.
4. Time management techniques to provide for efficient prioritization and completion of projects and assignments.

B. Ability to:

1. Work independently to complete projects and assignments.
2. Understand and follow oral and written instructions to carry out or lead assignments.
3. Write memos, reports, regulations, procedures, and letters using proper grammar, punctuation, and sentence structure to accurately communicate CARB objectives.
4. Manage deadlines to deliver products or services.
5. Analyze and interpret data to extract or identify key issues, draw conclusions, and make

recommendations.

6. Identify and reconcile discrepancies in data and information to ensure valid conclusions.
7. Verbally communicate clearly, concisely, and appropriately for audiences with varying levels of understanding.
8. Establish and maintain cooperative working relationships with staff, management, and stakeholders to efficiently and effectively carry out assignments.
9. Use spreadsheet software to organize, analyze, and evaluate data.
10. Work under the pressure of a heavy workload and tight timelines to complete projects and assignments.
11. Comprehend and interpret complex information and materials, including standards, procedures, and policies to apply to work assignments.
12. Read, evaluate, and interpret complex written documents to learn, understand, and/or clarify information needed for assignments.
13. Use word processing software to develop and format written documents, such as memos, letters, and reports.
14. Participate in and contribute to the effectiveness of a group or team to accomplish goals and objectives.
15. Independently identify and/or solve complex problems to effectively achieve CARB goals.
16. Perform mathematical computations to analyze and summarize data.
17. Exercise sound judgment when making decisions to comply with program goals and objectives.
18. Write clear and concise summaries and explanations of technical materials (e.g., journals, regulations, procedures) to provide information for audiences with varying levels of expertise.
19. Identify, organize, and consolidate information obtained from research and data-gathering to evaluate relevance.
20. Review and interpret technical reports to make recommendations based upon relevant data and information.
21. Engage in active listening to understand another person's point of view.
22. Be flexible to changes in priorities, assignments, and other interruptions to modify timelines and courses of action.
23. Interact with and relate effectively to the public, staff, and stakeholders to maintain positive and productive relationships.
24. Maintain professionalism in hostile situations by remaining calm to minimize negative outcomes.
25. Analyze situations or problems to determine and implement appropriate courses of action.
26. Adapt to changing work environments and projects to respond to evolving CARB priorities.
27. Edit memos, reports, regulations, procedures, and letters for proper content, format, grammar, punctuation, and sentence structure to ensure accuracy and effectiveness.
28. Understand when to communicate with management regarding key issues to provide information or seek guidance.
29. Identify data requirements needed for project tasks to provide information needed to support decision making.
30. Use presentation software to communicate to audiences.
31. Synthesize complex scientific and policy related factors, economics, and CARB priorities to complete assignments.

ELIGIBLE INFORMATION

A departmental promotional 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 **48 months** after it is established.

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, La Trice Jones, at (916) 327-3515 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.

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 or <http://www.calhr.ca.gov>.

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.

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/sapste18.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.**