



AIR RESOURCES SUPERVISOR II
DEPARTMENTAL PROMOTIONAL EXAMINATION
Class Code: 3763 – Schem Code: IA88 – Exam Code: 8ARAE

Department: California Air Resources Board
Bulletin Release Date: 11/09/2018
Cut-Off Dates: 11/30/2018
01/31/2019
04/30/2019
07/31/2019
10/31/2019
Type of Examination: DEPARTMENTAL PROMOTIONAL
Salary: \$9,870.00 - \$12,356.00

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

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

By Mail

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

In Person

CALIFORNIA AIR RESOURCES BOARD
Examination Unit
Attention: LaTrice 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, 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.

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

Two years of experience in the California state service performing air pollution work comparable in level, duties, and responsibilities to an Air Resources Supervisor I.

Or II

Experience: Five years of increasingly responsible experience in positions performing air pollution monitoring, regulation, research and development, engineering, or a closely related field. At least two years of the required experience shall have been supervisory and comparable in level, duties, and responsibilities to an Air Resources Supervisor I in the California state service. **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

Possession of a valid certificate of registration as a professional engineer issued by the California State Board of Registration for Professional Engineers.

THE POSITION

The Air Resources Supervisor II is the second supervisory level of the Air Resources Engineer and Air Pollution Specialist classifications. Air Resources Supervisor II manage, plan, organize, and direct major and highly complex air pollution control programs or investigative studies into the nature and causes of air pollution, of two or more major sections within a division.

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

EXAMINATION INFORMATION

This examination will consist of a Training and Experience Examination, which is the sole component of the Air Resources Supervisor 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 competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis will be on measuring competitively, relative to job demands, each competitor's:

A. Knowledge of:

1. Engineering, physics, chemistry, economics, mathematics, statistics, health science, environmental science, natural sciences, or meteorology, as related to air quality and climate science to understand, evaluate, carry out, and promote programs.
2. CARB's mission to carry out and manage program activities.
3. Personnel management concepts (e.g., team building, problem solving, and training) to provide effective leadership and promote a cooperative working environment.
4. Project management to complete work assignments.
5. State supervisory principles and procedures to manage staff within a section.
6. Local, State, Federal, or international laws, rules, regulations, guidance, or standards applicable to CARB's programs to ensure requirements are met.
7. CARB's administrative policies (e.g., Sexual Harassment Prevention, Violence in the Workplace, and Health and Safety) to promote and ensure compliance.
8. The regulatory development process to understand how to develop, obtain approval and implement proposed regulations.
9. Confidentiality and security protocols to ensure the protection of sensitive information and/or material.
10. CARB's Equal Employment Opportunity (EEO) Program to ensure equality in the workplace.
11. Research, scientific, and/or test methods to ensure the integrity and validity of data.
12. The organizational structure of CARB to better understand programs and facilitate communication with colleagues.
13. The chemical and physical characteristics of air emissions to identify sources, evaluate impacts, and design programs.
14. Computer productivity tools (e.g. Microsoft Office Suite) to create, read, edit, review, calculate and/or analyze documents/spreadsheets/databases.

15. CARB's progressive disciplinary process to ensure staff perform appropriately and follow established laws, rules, policies, and/or regulations.

B. Ability to:

1. Analyze situations, make decisions, and recommend/take an effective course of action to handle situations appropriately.
2. Communicate effectively in a verbal manner to convey information effectively.
3. Communicate effectively in a written format to convey information effectively.
4. Lead and motivate staff to ensure a positive work environment.
5. Plan, direct, and evaluate the work of staff to manage program assignments.
6. Conduct business in a diplomatic and professional manner to represent CARB's best interest.
7. Identify, interview and/or hire the most qualified candidates to carry out CARB program objectives.
8. Review and edit technical reports and/or other written material to ensure quality work products.
9. Give honest and accurate feedback to staff to improve performance and work assignments.
10. Develop, interpret, and implement policies and procedures to improve CARB programs and regulations.
11. Manage and prioritize resources effectively for multiple programs to meet project deadlines and program objectives.
12. Facilitate the resolution of staff conflicts to provide a positive and safe working environment.
13. Negotiate effectively to resolve matters involving differing opinions and viewpoints.
14. Engage in active listening to better understand another person's point of view.
15. Ensure confidentiality and security regarding sensitive information to ensure information remains secure.
16. Coordinate and communicate work activities with internal and external stakeholders to ensure success of CARB programs.
17. Handle stressful situations and long hours to carry out section workload.
18. Adapt to a changing work environment to ensure program assignments are completed.
19. Conduct meetings effectively to achieve objectives and promote a forum for open communication.
20. Recognize and manage hostile situations to minimize negative outcomes.
21. Relate specific programs to CARB's and California's broader goals to achieve CARB's mission.
22. Deliver oral presentations to audiences with varying levels of understanding to convey program or other related information.

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

Veteran's 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 California

Air Resources Board Examination Analyst, **LaTrice Jones**, at (916) 327-3515 or latrice.jones@arb.ca.gov three weeks after the cut-off date if he/she has 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.

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 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/ars2tee18.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.