



**AUTOMOTIVE EMISSION TEST SPECIALIST I
OPEN/SPOT CONTINUOUS EXAMINATION FOR LOS ANGELES COUNTY**

Class Code: 6957 – Schem Code: QQ87 – Exam Code: 9ARAA

Department: California Air Resources Board
Bulletin Release Date: 01/04/2019
Cut-Off Date: 03/01/2019
Type of Examination: OPEN/SPOT CONTINUOUS FOR
LOS ANGELES COUNTY
Salary: A: \$2,979 - \$3,727
B: \$3,245 - \$4,063

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: Shahbanou Cashkouli
P.O. BOX 2815
Sacramento, California 95812

In Person

CALIFORNIA AIR RESOURCES BOARD
Examination Unit
Attention: Shahbanou Cashkouli
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.

Dates printed on Mobile Bar Codes, such as the Quick Response Codes available at the United States Postal Services, are not considered Postmark dates for the purpose of determining timely filing of an application.

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 only once a year, 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

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 that used in the emissions, performance or fuel economy testing of vehicles or their components.

All Levels:

Possession of a Class 3 California driver's license.*

*A Class 3 California driver's license has been reclassified to a Class C California driver's license.

Note: Applicants who do not possess a Class 3 California driver's license will be admitted to the examination but must secure the license prior to appointment.

If you feel you qualify using education, you must attach a copy of your completed transcripts.

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.

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

EXAMINATION INFORMATION

The examination will consist of a T&E, which is the sole component of the Automotive Emission Test Specialist 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. Automotive systems and equipment terminology to test motor vehicles.
2. Preventative maintenance procedures to ensure testing equipment operates properly.
3. The fundamentals of electrical theory and operation to test motor vehicles and/or maintain equipment.
4. Emission control systems/technologies to apply to motor vehicle testing.
5. Problem-solving method and processes to facilitate the identification and resolution of issues related to the completion of work assignments.
6. Time management techniques to provide for efficient prioritization and completion of projects and assignments.
7. Standard emission testing procedures to generate data.
8. Laboratory or work site safety procedures to ensure proper procedures are followed.
9. Microsoft Office Suite software (e.g., Word, Excel, Power Point, Outlook) to read, create, and edit documents.
10. Standard operating procedures to operate safely, efficiently, and effectively.
11. Emergency protocols to ensure safety in the workplace.

B. Skill to:

1. Operate a motor vehicle under various road, laboratory, and site conditions to conduct CARB activities.
2. Lift moderately weighted materials and equipment to raise them to proper levels.
3. Use electronic equipment (e.g., oscilloscope, meter, scanner) to test vehicles.
4. Safely operate various tools and equipment to assemble, maintain and/or dismantle various items.
5. Operate various testing equipment to collect data and/or samples.

C. Ability to:

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

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 **12** 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.

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.

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".

For an examination without a written feature, it is the candidate's responsibility to contact the Examination Analyst, Shahbanou Cashkouli, at (916) 324-9238 or shahbanou.cashkouli@arb.ca.gov 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.

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/aetsiexam.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.

