AIR RESOURCES SUPERVISOR I

HOW TO APPLY

Training and Experience Examination (T&E) packet must be submitted:

By Mail
AIR RESOURCES BOARD
Examination & Recruitment Unit
Attention: La Trice Jones
P.O. Box 2815
Sacramento, CA 95812

In-Person
AIR RESOURCES BOARD
Examination & Recruitment Unit
Attention: La Trice Jones
1001 I Street, 20th Floor, Rm #20-34
Sacramento, CA 95814

DO NOT SUBMIT APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CalHR)

If you need reasonable accommodation and require special testing arrangements, mark the appropriate box on Question #2 of the Examination/Employment Application STD.678. You will be contacted to make specific arrangements.

CONTINUOUS TESTING

The Examination Unit will accept T&E packets along with the STD.678 continuously throughout the year however, examination packets will be reviewed and scored quarterly, although this is subject to change based on testing needs. Examination packets submitted via facsimile (FAX) machines, or electronically mailed (e-mail) will not be accepted. Examination packets must be POSTMARKED or personally delivered no later than the cut-off dates indicated in this examination bulletin. Examination packets sent via interagency mail must be received by the Examination Unit by 5:00 pm (close-of-business) of the Cut-Off Date. T&E packets and STD.678 applications postmarked or personally delivered after the cut-off date will be held until the next administration dates indicated below:

CUT-OFF DATES: MARCH 10, 2017
JUNE 01, 2017
SEPTEMBER 01, 2017
DECEMBER 01, 2017

CROSS-FILING INFORMATION: If you satisfy the entrance requirements for the Air Resources Supervisor I and Air Resources Supervisor II you may file for both examinations on a single T&E Examination packet. However, you must list BOTH examination titles on the Examination/Employment Application STD.678. Applications must have an original signature.

MINIMUM QUALIFICATIONS

1. Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years as defined in Government Code Section 18992; OR
2. Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years as defined in Government Code Section 18992; OR
3. Must 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 Section 18991. NOTE: Applicants applying under Government Code Section 18991 must provide documentation of retirement or honorable discharge from the United States Military.

QUALIFYING REQUIREMENTS

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 satisfying 100% of the overall experience requirement.

SATISFYING DURATION

One year of experience in the California state service performing air pollution work comparable in level, duties, and responsibilities to a Staff Air Pollution Specialist.

IN ADDITION TO THE ABOVE REQUIREMENTS

Either I
One year of experience in the California State Board of Registration for Professional Engineers.

OR
Two years of experience in the California state service performing air pollution work comparable in level, duties and responsibilities to an Air Pollution Specialist (Range C) or Air Resources Engineer (Range C or D).

Experience: Five years of increasingly responsible experience in air pollution monitoring, regulation, research and development, engineering, or a closely related field, at least two years of which were in a position comparable in level, duties and responsibilities to that of an Air Pollution Specialist (Range C) or Air Resources Engineer (Range C or D) in the California state service.

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 I is the first line supervisor of a section of professional and technical employees performing complex air pollution control and engineering work and the first level to which administrative responsibility is assigned. The Air Resources Supervisor I supervises a section responsible for air pollution and motor vehicle control programs or investigative studies into the nature and causes of air pollution.

The resulting eligible lists will be used to fill vacancies in Sacramento and El Monte.

EXAMINATION INFORMATION
This examination will consist of a T&E Examination, which is the sole component of the Air Resources Supervisor I examination. To obtain a position on the eligible list, a minimum score of 70% must be attained.

EXAMINATION – WEIGHTED 100%

SCOPE
In addition to the competitors’ relative abilities as demonstrated by quality and breadth of experience, emphasis will be on measuring competitively, relative to job demands, each competitor’s:

Knowledge of:
1. Engineering, physics, chemistry, mathematics, statistics, natural sciences, and/or meteorology as related to air quality.
2. Research and/or test methods.
3. The effects of mobile and stationary source emissions on the atmosphere.
4. The chemical and physical characteristics of emissions.
5. Local, State, and federal air quality and/or emission control laws, rules, regulations, standards and test procedures.
6. Air quality and available emission control measures.
7. The effects of emissions and emission control technologies.
8. Air Resources Board’s (ARB) Equal Employment Opportunity (EEO) Program.
9. Personnel management concepts (e.g., team building, problem solving, and training).
10. ARB’s administrative policies (e.g., Sexual Harassment Prevention, Violence in the Workplace).
11. ARB’s progressive discipline process.
12. Microsoft Office Suite (e.g., Word, Excel, Outlook, Access, PowerPoint).
13. The section’s purpose, assignments, and priorities.
14. Skills, abilities, and expertise possessed by subordinate staff.
15. The organizational structure of ARB.
16. Quality assurance and/or quality control procedures for technical projects.
17. The regulatory development process.
18. State supervisory principles and procedures.

Ability to:
1. Collect and analyze data.
2. Apply scientific methods and principles.
3. Make decisions and take/recommend an effective course of action.
4. Prepare clear, complete, and technically accurate reports.
5. Communicate in a verbal manner.
6. Communicate in a written format.
7. Plan, direct, and evaluate the work of staff.
8. Develop and interpret policies and procedures.
9. Review and edit technical reports and/or other written material.
10. Conduct meetings effectively.
11. Manage staff and resources.
13. Recognize adverse situations.
14. Lead and motivate staff.
15. Adapt to a changing work environment.
16. Resolve staff conflicts.
17. Deliver oral presentations to audiences with varying levels of understanding.
18. Handle stressful situations and long hours.
19. Conduct business in a diplomatic and professional manner.
20. Give honest and accurate feedback to staff.
21. Engage in active listening.
22. Perform mathematical computations.
23. Interpret quantitative or qualitative data.
24. Exercise sound judgment.
25. Understand how specific programs relate to ARB’s and California’s broader goals.
26. Identify, interview and hire the most qualified candidates.
27. Mentor staff.
28. Coordinate and communicate work activities with internal and external stakeholders.
29. Prioritize assignments.
30. Accurately assess time and resources.

ELIGIBLE LIST 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 onto the existing list in order of final scores, regardless of date. Eligibility expires 48 months after it is established.

TESTING PERIOD
Candidates may only test once in a 12 MONTH period.

VETERANS PREFERENCE CREDIT and CAREER CREDITS 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 Air Resources Board Examination Analyst, La Trice Jones, at (916) 327-3515 or latrice.jones@arb.ca.gov

For specific examination questions, contact the Examination Unit at (916) 327-3515. TTY/TDD/Speech-to-Speech users may dial 711 for the California Relay Service.

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/arsupteex.pdf

(D/P 08/17)