



AIR RESOURCES BOARD, STATE CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free 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.

DEPARTMENT:	AIR RESOURCES BOARD, STATE	RELEASE DATE:	Friday, September 26, 2014
POSITION TITLE:	Deputy Executive Officer	FINAL FILING DATE:	Friday, October 10, 2014
CEA LEVEL:	CEA B	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 8,766.00 - \$10,442.00 / Month	BULLETIN ID:	09262014_3

POSITION DESCRIPTION

The Executive Office plans, organizes and directs the work of the Air Resources Board's (ARB) divisions responsible for protecting air quality in California. Under broad policy guidance by ARB and its Executive Officer, this position serves as a member of the Executive staff and advises and assists in the development, planning, coordination, policy formulation, strategic planning, and technical evaluation of new and emerging air pollution control programs and policies; is responsible for evaluating the effectiveness of all board programs assigned to him/her; directs programs related to the development of federal, State, and local air quality plans; manages activities related to assessing and reducing air pollution from motor vehicles and other sources; coordinates ARB's implementation of SB 375 regional planning targets; works closely with local air pollution control districts on program issues including air pollution transport; coordinates Board activities related to interstate air pollution issues; manages highly technical staff responsible for providing the highest quality scientific information and technology possible for actions to protect the health of the people and the environment of California from the effects of air pollution.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a current State civil service employee with permanent civil service status, as defined in Government Code Section 18546.

Or II

Must be a current or former employee of the Legislature, who resigned or was released from service within the last 12 months, and with two or more consecutive years of service as defined in Government Code Section 18990.

Or III

Must be a current or former nonelected exempt employee of the Executive Branch of **government**

who resigned or was released from service within the last 12 months, and with two or more consecutive years of service (excluding those positions for which the salaries are set by statute) as defined by Government Code Section 18992.

Or IV

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.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level A Responsible for broad administrative and program activities, including the execution and/or evaluation of program policies.

CEA Level B Responsible for extensive managerial and program administration or broad program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Level C Responsible for extensive highly professional influence and contributes to program, policy, and the methods to provide professional services needed to set policies, to meet the mission of the State department and often exercising technical and or

professional skills that are required at this level.

DESIRABLE QUALIFICATION(S)

- Ability to analyze technical, environmental, economic, legal and policy factors and develop comprehensive policies that achieve the Board's air quality and global warming protection goals.
- Managerial experience that has demonstrated leadership in motivating and directing mid and senior level managers to accomplish program objectives.
- Knowledge of the sources of air pollution and climate change emissions, the business practices of industries with significant sources, and the methods of pollution reduction.
- Understanding of scientific chemical/physical processes that create air pollution and global warming, both at sources and in the atmosphere.
- Experience in programs and operations of ARB and the California Environmental Protection Agency.
- Experience in management of economic analyses that are used to design cost-effective regulations, and employ market-based incentives.
- Well developed interpersonal skills and the ability to work collaboratively and to design and deliver concise and effective oral and written presentations to the Board, other officials and stakeholders.
- Knowledge of federal, State, and local air pollution control programs.
- Knowledge of fiscal and personnel management practices.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Deputy Executive Officer**, with the **AIR RESOURCES BOARD, STATE**. Applications will be retained for twelve months.

The Results of this examination will be used only to fill this position and may be used to fill subsequent vacancies for this position for a period of up to twelve months.

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of Deputy Executive Officer, with the AIR RESOURCES BOARD, STATE. Applications will be retained for twelve months.

The Results of this examination will be used only to fill this position and may be used to fill subsequent vacancies for this position for a period of up to twelve months.

FILING INSTRUCTIONS

Interested applicants must submit:

- A completed Standard State Application (Form 678).

- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

AIR RESOURCES BOARD, STATE, Administration Services Division/Human Resources Branch
1001 I Street/P.O. Box 2815, Sacramento, CA 95812
Laura Ford | 916-324-9238 | Laura.Ford@arb.ca.gov

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination 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 AIR RESOURCES BOARD, STATE reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: [CEA and Exempt Appointees](#)