STATE OF CALIFORNIA
CALIFORNIA AIR RESOURCES BOARD

TRAINING AND EXPERIENCE EXAMINATION

STAFF AIR POLLUTION SPECIALIST

IT IS EXTREMELY IMPORTANT THAT YOU COMPLETE YOUR CANDIDATE INFORMATION BELOW.

Applicant's Name (Last)	**(First)**	**(M.I.)**
Home Phone #	**Cell Phone #**	**Work Phone #**
E-Mail Address		

►►►►► DO NOT REMOVE THIS COVER SHEET FROM BOOKLET ◄◄◄◄◄

If you were dismissed and do not have permission from the State Personnel Board to take this examination, **STOP HERE!!**

RULE 211: Provides that a dismissed State employee may only participate in State civil service examinations if she/he has obtained prior consent from the State Personnel Board.

TRAINING AND EXPERIENCE EXAMINATION INFORMATION

The California Air Resources Board (ARB) **Staff Air Pollution Specialist** examination is being given as a Departmental-Promotional examination on a continuous basis. The examination consists solely of a Training and Experience Examination.

The examination is designed to elicit a range of specific information regarding each candidate's knowledge, abilities, experience, education, training necessary to effectively perform the duties relative to the classification. Candidates are responsible for reading all the material provided in the Training and Experience Examination Package prior to completing the examination.

NOTE: Failure to complete the application or examination process thoroughly and accurately will result in elimination from this examination.

Candidates that misrepresent his/her knowledge, abilities, experience, education, and/or training (subject to verification), will result in adverse consequences which could include any or all of the following:

- Removal from the examination process
- Removal from the certification list
- Loss of State employment
- Loss of rights to compete in any future State examinations

The Final Filing Date for these examinations is **December 23, 2016**.

If sent by mail, Training and Experience Examination Packages must be **POSTMARKED** no later than the Final Filing Date. Training and Experience Examination Packages postmarked, personally delivered, or received via interagency mail after the Final Filing Date will **NOT** be accepted.

Training and Experience Application Packages should be submitted:

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

In-Person
AIR RESOURCES BOARD
Examination & Recruitment Unit
Attention: Martha Zarate
1001 I Street, 20th Floor, Room #20-34
Sacramento, CA 95814

FAXED AND EMAILED COPIES WILL NOT BE ACCEPTED UNDER ANY CIRCUMSTANCES!

NOTE: The Statement of Understanding for Candidates on (Page iii) and the standard Examination/Employment Application (STD.678), **MUST** contain candidate's **ORIGINAL SIGNATURE** or your application will be **rejected**.

If successful in the examination(s), your name will be placed on the eligibility list(s) for a period of 48 months. Names of all successful candidates are merged onto the respective existing list(s) in order of final scores, regardless of examination date.

If you have any questions regarding the **Staff Air Pollution Specialist** examinations, please contact **Martha Zarate** at (916) 327-2954 or Marhta.Zarate@arb.ca.gov.

►►►►► **DO NOT STAPLE PAGES TOGETHER** ◄◄◄◄◄

(YOU MAY CLIP PAGES TOGETHER)

IMPORTANT INFORMATION FOR CANDIDATES

- It is important to fill out the Training and Experience Examination Package in a clear, legible and concise manner.

  FOR EXAMPLE: Proper Marks ■ ☑ ☒

MINIMUM QUALIFICATIONS

Staff Air Pollution Specialist

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.)

►►►►► **DO NOT STAPLE PAGES TOGETHER** ◄◄◄◄◄

(YOU MAY CLIP PAGES TOGETHER)

NAME:_____ **Date:**_____

SSN #:_____

For Office Use Only

Candidate I.D. #

PLEASE FILL IN THE TYPE OF APPOINTMENT YOU WILL ACCEPT:

☐ PERMANENT or TEMPORARY (A) – Full-Time, Part-Time, and/or Intermittent

☐ PERMANENT (D) – Full-Time Only

PLEASE FILL IN THE LOCATION(S) WHERE YOU ARE WILLING TO WORK:

☐ Sacramento (3400)

☐ El Monte (*Los Angeles County*) (1900)

☐ Both Sacramento and El Monte (3400 + 1900)

NOTE: If you are successful in the examination, your name will be placed on an active employment list and certified to fill vacancies according to the conditions you specify on this form. Please notify the **Air Resources Board Examination Unit** at (916) 327-2954 promptly of any change in your availability for employment.

CONTACT INFORMATION:

If your current address or phone number will be changing in the next **60 days**, please indicate your **NEW** information:

Address_____

City_____ State_____ Zip Code_____

Home Phone # _____ Work Phone # _____

NOTE: Please notify the **Air Resources Board Examination Unit** at (916) 327-2954 promptly of any change in your contact information.

STATEMENT OF UNDERSTANDING FOR CANDIDATES

Government Code Section 19680 through 19682 requires that all State civil service examinations be confidential and impartial. As a participant, I hereby certify that I will maintain the confidentiality of this examination and that all the statements I make in this application are true. I understand that my responses are subject to verification at any time; and, if I misrepresent myself (knowledge, skills, abilities, work experience and/or education), this is cause for any applicable adverse consequences (e.g., removal from the examination process; removal from the certification list; loss of State employment; and/or loss of rights to compete in any future State examinations).

I understand that I am fully responsible for reading/comprehending all information and instructions provided in this Training and Experience Examination Package [e.g., examination information, candidate instructions, State application (STD. 678), Training and Experience Examination Questionnaire]. Further, I understand that if this questionnaire is not completed correctly, it will not be processed and therefore will result in an automatic disqualification from this examination process. Please complete the following items after you have read the standards stated above.

CANDIDATE SIGNATURE:_____ **DATE:**_____

STATE OF CALIFORNIA - CALIFORNIA DEPARTMENT OF HUMAN RESOURCES

EXAMINATION / EMPLOYMENT APPLICATION

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Applications will be processed ONLY for classifications where an examination is in progress and the published final filing date has not passed, or for vacant positions where a department requests an application.

PRINT OR TYPE--PLEASE SEE INSTRUCTIONS ON BACK PAGE

APPLICANT IDENTIFICATION NUMBER (EASY ID)

FIRST 3 LETTERS OF LAST NAME AT BIRTH | MONTH OF BIRTH | DAY OF BIRTH | Last 4 DIGITS OF SOCIAL SECURITY NUMBER

EASY ID --

APPLICANT'S NAME *(Last)* *(First)* *(M.I.)*

SOCIAL SECURITY NUMBER

MAILING ADDRESS *(Number)* *(Street)*

E-MAIL ADDRESS

WORK TELEPHONE NUMBER

(City) *(County)* *(State)* *(Zip Code)*

HOME/VRS/TTY TELEPHONE NUMBER

EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING

PERSONNEL USE ONLY

ANSWER THE FOLLOWING QUESTIONS:

1. Enter the county in which you would like to take the examination if different from the county of your residence: _____
2. Do you need reasonable accommodation to take an interview or written test? ☐ **Yes** ☐ **No**
3. Do your religious beliefs prevent you from taking an examination on Saturday? ☐ **Yes** ☐ **No**
4. Are you now employed by the State of California? (If "YES", fill in the information below.) ☐ **Yes** ☐ **No**

   Department: _____ Subdivision _____
5. Have you ever been fired, dismissed, terminated, or had an employment contract terminated from any position for performance or for disciplinary reasons? (Applicants who have been rejected during a probationary period, or whose dismissals or terminations have been overturned, withdrawn [unilaterally or as part of a settlement agreement] or revoked need not answer "Yes".) Refer to the Instructions for further information. If "Yes" to Question #5, give details in the Explanations section. ☐ **Yes** ☐ **No**
6. In addition to English, list any other languages you:
   a. possess verbal fluency in _____
   b. possess written fluency in _____
7. I certify I can type at a speed of _____ words per minute. (For typing applicants only.)

(ANSWER QUESTIONS 8 AND 9 ONLY IF THE EXAMINATION INDICATES THEY ARE REQUIRED.)

8. Do you meet the minimum and/or maximum age requirements? ☐ **Yes** ☐ **No**
9. Do you possess a valid California Driver License? (If "YES", fill in the information below.) ☐ **Yes** ☐ **No**

License # _____ Class: _____ Restrictions: _____

EXPLANATIONS

CERTIFICATION – IMPORTANT – PLEASE READ BEFORE SIGNING – If not signed, this application may be rejected.

I certify under penalty of perjury that the information I have entered on this application is true and complete to the best of my knowledge. I further understand that any false, incomplete, or incorrect statements may result in my disqualification from the examination process or dismissal from employment with the State of California. I authorize the employers and educational institutions identified on this application to release any information they may have concerning my employment or education to the State of California.

APPLICANT'S SIGNATURE

DATE SIGNED

APPLICANTS—DO NOT USE THE SPACE BELOW—FOR PERSONNEL USE ONLY

Classes	01	02	03	04	05	06			
WC for Series/Levels									
RC/Flag for Series/Levels									

Flags ___ ___ ___ ___ ___ ___ ___

WC ___

CODES

FOR PERSONNEL USE ONLY	
STATUS ☐ Accepted ☐ REJECTED WC	
EXPERIENCE	LICENSE REQUIREMENT
EDUCATION	OTHER
STAFF	DATE PROCESSED

EXAMINATION / EMPLOYMENT APPLICATION

APPLICANT'S NAME *(Last)*	*(First)*	*(M.I.)*	EASY ID
			--

EDUCATION

DID YOU GRADUATE FROM HIGH SCHOOL? ☐ Yes ☐ No

IF NOT, DO YOU POSSESS A GED OR EQUIVALENT? ☐ Yes ☐ No

IF NOT, ENTER THE HIGHEST GRADE YOU COMPLETED

UNIVERSITY OR COLLEGE—NAME AND LOCATION, BUSINESS, CORRESPONDENCE, TRADE OR SERVICE SCHOOL	COURSE OF STUDY	UNITS COMPLETED SEMESTER	UNITS COMPLETED QUARTER	DIPLOMA, DEGREE OR CERTIFICATE OBTAINED	DATE COMPLETED

LICENSES – LIST APPLICABLE LICENSES AND CERTIFICATES INDICATED IN THE EXAMINATION BULLETIN.
(If you are an attorney, please indicate the date you were admitted to the Bar under the Issue Date column, if stated on the examination bulletin.)

LICENSE / CERTIFICATION NUMBER	ISSUE DATE	EXPIRATION DATE	IN THE SPACE BELOW, INDICATE SPECIFIC COURSE REQUIREMENTS NEEDED TO SATISFY REQUIREMENTS FOR THIS EXAMINATION

EMPLOYMENT HISTORY– *Begin with your most recent job. List each job separately*.

FROM *(MM/DD/YY)*	TO *(MM/DD/YY)*	TITLE/JOB CLASSIFICATION *(Include Range or Level, if applicable)*	SUPERVISOR NAME
HOURS PER WEEK	TOTAL WORKED (Years/Months)	COMPANY/STATE AGENCY NAME	SUPERVISOR PHONE NUMBER
SALARY EARNED	PER	ADDRESS	
DUTIES PERFORMED			
REASON FOR LEAVING			

FROM *(MM/DD/YY)*	TO *(MM/DD/YY)*	TITLE/JOB CLASSIFICATION *(Include Range or Level, if applicable)*	SUPERVISOR NAME
HOURS PER WEEK	TOTAL WORKED (Years/Months)	COMPANY/STATE AGENCY NAME	SUPERVISOR PHONE NUMBER
SALARY EARNED	PER	ADDRESS	
DUTIES PERFORMED			
REASON FOR LEAVING			

EXAMINATION / EMPLOYMENT APPLICATION

APPLICANT'S NAME *(Last)*	*(First)*	*(M.I.)*	EASY ID --

EMPLOYMENT HISTORY *(Continued)*

FROM (M/D/Y)	TO (M/D/Y)	JOB TITLE/CLASSIFICATION (Include Range or Level, if applicable)	SUPERVISOR NAME
HOURS PER WEEK	TOTAL WORKED (Years/Months)	COMPANY/STATE AGENCY NAME	SUPERVISOR PHONE NUMBER
SALARY EARNED	PER	ADDRESS	
DUTIES PERFORMED			
REASON FOR LEAVING			

FROM (M/D/Y)	TO (M/D/Y)	JOB TITLE/CLASSIFICATION (Include Range or Level, if applicable)	SUPERVISOR NAME
HOURS PER WEEK	TOTAL WORKED (Years/Months)	COMPANY/STATE AGENCY NAME	SUPERVISOR PHONE NUMBER
SALARY EARNED	PER	ADDRESS	
DUTIES PERFORMED			
REASON FOR LEAVING			

FROM (M/D/Y)	TO (M/D/Y)	JOB TITLE/CLASSIFICATION (Include Range or Level, if applicable)	SUPERVISOR NAME
HOURS PER WEEK	TOTAL WORKED (Years/Months)	COMPANY/STATE AGENCY NAME	SUPERVISOR PHONE NUMBER
SALARY EARNED	PER	ADDRESS	
DUTIES PERFORMED			
REASON FOR LEAVING			

EXAMINATION / EMPLOYMENT APPLICATION

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APPLICANT'S NAME *(Last)*	*(First)*	*(M.I.)*	EASY ID --

EMPLOYMENT HISTORY *(Continued)*

FROM (M/D/Y)	TO (M/D/Y)	JOB TITLE/CLASSIFICATION (Include Range or Level, if applicable)	SUPERVISOR NAME
HOURS PER WEEK	TOTAL WORKED (Years/Months)	COMPANY/STATE AGENCY NAME	SUPERVISOR PHONE NUMBER
SALARY EARNED	PER	ADDRESS	
DUTIES PERFORMED			
REASON FOR LEAVING			

FROM (M/D/Y)	TO (M/D/Y)	JOB TITLE/CLASSIFICATION (Include Range or Level, if applicable)	SUPERVISOR NAME
HOURS PER WEEK	TOTAL WORKED (Years/Months)	COMPANY/STATE AGENCY NAME	SUPERVISOR PHONE NUMBER
SALARY EARNED	PER	ADDRESS	
DUTIES PERFORMED			
REASON FOR LEAVING			

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HOURS PER WEEK	TOTAL WORKED (Years/Months)	COMPANY/STATE AGENCY NAME	SUPERVISOR PHONE NUMBER
SALARY EARNED	PER	ADDRESS	
DUTIES PERFORMED			
REASON FOR LEAVING			

SECTION I – WORK EXPERIENCE/EDUCATION ASSESSMENT
STAFF AIR POLLUTION SPECIALIST

DIRECTIONS: For items #1 - #23, refer to the scale description below. Please rate your level of work experience and/or education by placing an "X" in the appropriate box.

Definition of Levels:

- **Over 5 years work experience/education performing this task.**
- **3 years to 5 years work experience/education performing this task.**
- **1 year to 3 years work experience/education performing this task.**
- **Less than 1 year work experience/education performing this task.**
- **No work experience/education performing this task.**

		Level of Experience/Education				
		Over 5 years	3 years to 5 years	1 year to 3 years	Less than 1 year	None
1.	Conducting technical/scientific research and analysis to gather information to support Air Resources Board programs using available resources (e.g., databases, internal/external clients, internet sources, technical reports, scientific equipment).					
2.	Responding to urgent requests from management to address critical issues.					
3.	Presenting data, analyses, conclusions, and recommendations regarding Air Resources Board programs to provide information to stakeholders.					
4.	Creating technical/scientific reports (e.g., data reports, project conclusions) to present data and/or information on Air Resources Board programs to various audiences.					
5.	Recommending a course of action under tight time constraints and with limited information and resources to facilitate problem resolution and provide program support.					
6.	Coordinating with staff from other divisions in planning, conducting, and evaluating new and on-going projects to ensure timely completion of assignments.					
7.	Evaluating and integrating results from diverse research and information sources to develop conclusions that support Air Resources Board policy and program development.					
8.	Developing timelines and work plans to identify time requirements and resources needed to complete projects.					
9.	Presenting information relating to air quality and/or emissions programs to peers, supervisors, stakeholders, Board members, and the public.					
10.	Initiating actions that improve existing programs and procedures to advance Air Resources Board operations and efficiency.					
11.	Communicating with stakeholders as the Air Resources Board's expert representative to answer questions, resolve issues, assign enforcement actions, and/or provide information and services.					
12.	Developing, designing, and/or evaluating enforcement, air monitoring, emission measurement, and/or other programs that assess and/or control emissions from various sources to ensure compliance with current or proposed State and/or federal laws, rules, regulations, policies, and/or guidelines.					
13.	Developing data collection or analysis methods to be employed in current or proposed Air Resources Board programs.					

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STAFF AIR POLLUTION SPECIALIST

DIRECTIONS: For items #1 - #23, refer to the scale description below. Please rate your level of work experience and/or education by placing an "X" in the appropriate box.

Definition of Levels:

- **Over 5 years work experience/education performing this task.**
- **3 years to 5 years work experience/education performing this task.**
- **1 year to 3 years work experience/education performing this task.**
- **Less than 1 year work experience/education performing this task.**
- **No work experience/education performing this task.**

		Level of Experience/Education				
		Over 5 years	3 years to 5 years	1 year to 3 years	Less than 1 year	None
14.	Providing recommendations to the Executive Office to initiate new or modify existing enforcement, air monitoring, emission measurement, and/or other programs.					
15.	Assessing the impact of new technologies on air quality and emissions to determine if new guidelines, policies, or regulations need to be developed.					
16.	Overseeing other staff to guide progress with projects or assignments.					
17.	Completing complex and challenging assignments independently and accurately to meet project demands.					
18.	Applying mathematical and/or statistical methods to analyze data.					
19.	Utilizing data from various sources to support proposed regulations.					
20.	Leading groups of staff within a division or drawn from multiple divisions to meet project objectives.					
21.	Responding to inquiries from legislative offices, government agencies, special interest groups, and/or the general public to provide information relating to Air Resources Board programs.					
22.	Recommending resource requirements to upper management needed for Air Resources Board program projects.					
23.	Writing technical guidelines and procedures to clarify or ensure compliance with regulations, laws, rules, and/or policies.					

MOVE FORWARD TO SECTION II.

SECTION II – KNOWLEDGE & ABILITY ASSESSMENT
STAFF AIR POLLUTION SPECIALIST

DIRECTIONS: For items #24 - #46, refer to the scale description below. Please rate your level of knowledge or ability by placing an "X" in the box that best describes your level of knowledge or ability in each of the following areas.

Definition of Levels:

- **Expert level knowledge or ability**
- **Significant level knowledge or ability**
- **Moderate level knowledge or ability**
- **Limited level knowledge or ability**
- **No knowledge or ability**

		Level of Knowledge/Ability				
		Expert	**Significant**	**Moderate**	**Limited**	**None**
24.	Knowledge of problem-solving techniques and processes to facilitate the identification and resolution of issues related to the completion of work assignments.					
25.	Knowledge of the scientific disciplines (e.g., engineering, biology, chemistry, natural sciences, meteorology, physics, toxicology, mathematics) to understand, evaluate, and promote air quality programs.					
26.	Knowledge of the organizational structure of the Air Resources Board to effectively work with appropriate management and staff.					
27.	Knowledge of the regulatory development process to understand how to develop proposed regulations and bring them to Board members for consideration.					
28.	Knowledge of local, State, and federal air quality laws, regulations, and policies to complete work assignments.					
29.	Ability to work independently to complete projects and assignments.					
30.	Ability to establish and maintain cooperative working relationships with staff, management, and stakeholders to efficiently and effectively carry out assignments.					
31.	Ability to analyze and interpret data to extract or identify key issues, draw conclusions, and make recommendations.					
32.	Ability to understand when to communicate with management regarding key issues to provide information or seek guidance.					
33.	Ability to 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.					
34.	Ability to anticipate and address potential challenges before they arise to work more efficiently.					
35.	Ability to identify and reconcile discrepancies in data and information to ensure valid conclusions.					
36.	Ability to be flexible to changes in priorities, assignments, and other interruptions to modify timelines and courses of action.					
37.	Ability to adapt to changing work environments and projects to respond to evolving Air Resources Board priorities.					

SECTION II – KNOWLEDGE & ABILITY ASSESSMENT
STAFF AIR POLLUTION SPECIALIST

DIRECTIONS: For items #24 - #46, refer to the scale description below. Please rate your level of knowledge or ability by placing an "X" in the box that best describes your level of knowledge or ability in each of the following areas.

Definition of Levels:

- **Expert level knowledge or ability**
- **Significant level knowledge or ability**
- **Moderate level knowledge or ability**
- **Limited level knowledge or ability**
- **No knowledge or ability**

		Level of Knowledge/Ability				
		Expert	**Significant**	**Moderate**	**Limited**	**None**
38.	Ability to identify and organize information obtained from research and data-gathering to evaluate relevance.					
39.	Ability to negotiate and compromise to resolve matters involving differing opinions and viewpoints.					
40.	Ability to verbally communicate clearly, concisely, and appropriately for audiences with varying levels of understanding.					
41.	Ability to provide input and advice to others on appropriate courses of action to address given situations.					
42.	Ability to read, evaluate, and interpret complex written documents to learn, understand, and/or clarify information needed for assignments.					
43.	Ability to lead a group or team to ensure cooperation and accomplish goals and objectives.					
44.	Ability to review and interpret technical reports to make recommendations based upon relevant data and information.					
45.	Ability to deliver oral presentations to audiences of varying levels of understanding to convey information.					
46.	Ability to understand how specific programs relate to the Air Resources Board's and California's broader goals to achieve the Air Resources Board's mission.					

END OF EXAMINATION