



Staff Air Pollution Specialist

Exam Code: 2AR08

Department: California Air Resources Board

Exam Type: Open

Final Filing Date: 01/31/2023

Classification Details

Staff Air Pollution Specialist – \$9,723.00 - \$12,173.00 per month.

View the [Staff Air Pollution Specialist classification specification](#)

Application Instructions

Final Filing Date: January 31, 2023, Applications (STD 678) must be submitted by the final filing date. Applications postmarked, personally delivered, or received via interoffice mail or email after the final filing date will not be accepted.

Who Should Apply

Applicants who meet the minimum qualifications as stated on this bulletin may apply and take this examination.

Once you have taken this examination, you may not retake it for **twelve (12) months**.

How to Apply

Candidates are required to submit the following two (2) items:

- 1) [Examination /Employment Application STD 678](#) and 2) [Training and Experience Evaluation](#)

The STD 678 must be completed and submitted by email at exams@arb.ca.gov to be processed, if sent electronically. Additionally, the T&E Evaluation must be completed and submitted separately through Microsoft Forms by January 31, 2023, at 11:59 PM Pacific Standard (PST).

CARB does not accept resumes in lieu of the STD 678. Please send the required documents listed above for your examination to be processed in a timely manner. Incomplete submissions may cause your examination to be delayed. If you are using education to meet the minimum qualifications for this examination, you must submit a copy of your transcript or diploma. Applicants who completed their education outside the

United States (with foreign degrees/transcripts) must obtain and submit verification of United States course/degree equivalency.

Foreign education credential evaluation services can be found at <https://www.naces.org>

Failure to submit required documentation may result in an incomplete application and disqualification from consideration in this examination.

Applications must be received or postmarked no later than the final filing date. **Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered Postmark dates for the purpose of determining timely filing of an application.** The examination title must be indicated on the application.

Examination Applications must be dated and signed with an original signature. Applications must include “to” and “from” dates (month/day/year), job title, time base, and duties performed. Applications received without this information will be rejected. Resumes and other attachments will not be accepted in lieu of a completed application.

Emailed applications are preferred. Submit your STD 678 application via email at exams@arb.ca.gov. Please include Exam Code **2AR08** in the subject line of your email. Emailed applications must be received no later than 11:59 PM Pacific Standard Time (PST) on the final filing date. Applications received after the final filing date will be rejected.

Email instructions: When submitting your application, Social Security Numbers (SSN) must NOT be included. Complete, sign, and upload your STD 678 as an attachment to the email.

You may also submit your application package by courier service, parcel delivery, or USPS mail to:

California Air Resources Board
Examination Unit Attention: Laura Franco
P.O. BOX 2815
Sacramento, California 95812

Please submit your Employment Application (STD 678) by courier service, parcel delivery, or USPS mail to:

California Air Resources Board
Examination Unit Attention: Laura Franco
P.O. Box 2815
Sacramento, California 95812

You may submit in person at:

California Air Resources Board
Examination Unit Attention: Laura Franco
1001 I Street, 20th Floor, Rm #20-34
Sacramento, California 95814
08:00 AM – 05:00 PM

NOTE: Indicate the Examination Code and Classification(s) on your Examination/Employment Application (STD 678).

Minimum Qualifications

All applicants must meet the education and/or experience requirements as stated on this exam bulletin to be accepted into the examination. Part-time or full-time jobs, regardless of whether paid or volunteer positions, and inside or outside California state service will count toward experience.

Staff Air Pollution Specialist

Either 1

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 2

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.)

Desirable Qualifications

Experience as a project or program expert in air quality analysis or motor vehicle pollution control.

Position Description

Staff Air Pollution Specialist

The Staff Air Pollution Specialist is a fully qualified independent specialist level for program and policy development work. Incumbents carry program or project responsibilities with extreme sensitivity and complexity usually dealing with emerging or undefined issues or problems and typically involving intense conflict among issues such as "State of the Art," public concern, local, State, and Federal Government concerns, costs, and business interest. Assigned work requires the development of broad policy and legislative proposals with immediate and long-range impact. Positions at this level require expertise that is significantly greater than standard full journey level analytical assignments, and this expertise is critical to the Board's basic mission.

The resulting eligible lists will be used to fill vacancies in Sacramento and Riverside counties.

Examination Scope

This examination consists of the following components:

Training and Experience Examination – Weighted 100% of the final score.

The examination will consist solely of a **Training and Experience (T&E) Examination**. To obtain a position on the eligible list, a minimum score of 70% must be received. Applicants will receive their score upon completion of the Training and Experience Evaluation process.

In addition to evaluating applicants' relative knowledge, skills, and ability, as demonstrated by quality and breadth of education and/or experience, emphasis in each exam component will be measuring competitively, relative job demands, each applicant's:

Knowledge Of:

1. Engineering, physics, chemistry, mathematics, natural sciences, and meteorology as related to air sanitation.
2. Research methods.
3. Scientific computer programming/modeling applications.
4. Methods of statistical analysis.
5. Principles and methods of measuring atmospheric conditions and pollution levels.
6. Methods of measuring automotive emissions.
7. Chemical and physical characteristics of air impurities and their interactions with the environment.
8. Principles and procedures of air quality management and vehicular emission control.
9. Complex statistical techniques and their fundamental bases.
10. Laws and regulations applicable to air quality and motor vehicle emission control.
11. Research techniques, including the planning of studies and investigations, determining variables, and developing reference materials.
12. Research reporting techniques.
13. Techniques and procedures for evaluating research results.
14. Mathematics, atmosphere chemistry, and physical meteorology.
15. Air Resources Board and Federal Environmental Protection Agency policies and programs.

Ability To:

1. Collect environmental data.
2. Collect vehicular or stationary source emission data.

3. Analyze data and reach sound conclusions.
4. Calibrate complex air monitoring equipment.
5. Apply scientific methods and principles.
6. Apply computer programming and modeling skills.
7. Analyze situations and take effective action.
8. Work cooperatively with others.
9. Prepare clear, complete, and technically accurate reports.
10. Communicate effectively.
11. Plan, organize, and carry out studies and analyses.
12. Make oral presentations.
13. Coordinate the work of others.
14. Evaluate data and develop recommendations based on findings.
15. Operate in a lead capacity for special studies and projects.
16. Prepare project plans.
17. Design studies.
18. Develop techniques for handling a large variety of detailed data and analyze these data.
19. Communicate the results and implications of studies to nontechnical persons.
20. Perform unusual and difficult research and analytical work.

Eligible List Information

California Air Resources Board

An open list will be established for the California Air Resources Board. The list will be abolished **twelve (12) months** after it is established unless the needs of the service and conditions of the list warrant a change in this period. Competitors must then retake the examination to establish list eligibility.

Veterans' Preference

Veterans' Preference will be granted for this examination. In accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, or widow or widower of a veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligible list.

Veterans' status is verified by the California Department of Human Resources (CalHR). Information on this program and [the Veterans' Preference Application](#) (STD form 1093) is available online. Additional information on veteran benefits is available at the Department of Veterans Affairs.

Career Credits will not be granted in this examination.

Examination Information

This examination will consist of a Training and Experience Evaluation weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

The examination is designed to elicit specific information regarding each candidate's knowledge, skills, abilities, and potential to effectively perform the duties relative to the classification. **The T&E will be the only basis for the candidate's final score and rank on the eligibility list.** Candidates who meet the minimum qualifications will have their Training and Experience Evaluation rated and successful candidates will be placed on an eligible list.

Preparing for the Examination

Here is a list of suggested resources to have available prior to taking the exam.

Employment History: Employment dates, job titles, organization names and addresses, names of supervisors or persons who can verify your job responsibilities, and phone numbers of persons listed above.

Education: School names and addresses, degrees earned, dates attended, courses taken (verifiable on a transcript), persons or office who can verify education, and phone numbers of persons or offices listed above.

Training: Class titles, certifications received, names of persons who can verify your training, and phone numbers of persons listed above.

Taking the Examination

Candidates are required to submit the following two (2) items:

[Examination / Employment Application STD 678](#) and the [Training and Experience Evaluation](#)

Testing Departments

California Air Resources Board

Contact Information

If you have any administrative questions concerning this examination bulletin, including provision of reasonable accommodation for this testing process, please contact:

California Air Resources Board
Examination Unit - Attention: Laura Franco
1001 I Street, 20th Floor, Rm #20-34
Sacramento, California 95814
(279) 208-7823
Email: Laura.franco@arb.ca.gov

California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice)

TTY is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TTY Device.

Equal Opportunity Employer

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of 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 workplace. 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.

General Information

Examination and/or Employment Application (STD 678) forms are available at the California Department of Human Resources, local offices of the Employment Development Department, and through your [CalCareer Account](#).

If you meet the requirements stated on this examination 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 in this bulletin will be rated against a predetermined job-related rating, and all applicants who pass will be ranked according to their score.

The California Air Resources Board 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 laws and rules and all applicants will be notified.

General Qualifications: Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgement, 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.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service wide 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 the bulletin.