



## **Air Pollution Specialist**

**Exam Code: 3PB05**

**Department: Air Resources Board**

**Exam Type: Departmental, Open**

**Final Filing Date: Continuous**

### **CLASSIFICATION DETAILS**

**Air Pollution Specialist** - \$5,054.00 - \$9,781.00 per month

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

### **APPLICATION INSTRUCTIONS**

Final Filing Date: Continuous

#### **Who Should Apply:**

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

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

#### **How To Apply:**

The link to connect to the Training and Experience Evaluation is located farther down on this bulletin in the "Taking the Exam" section.

#### **Special Testing Arrangements:**

If you require assistance or alternative testing arrangements due to a disability, please contact the testing department listed in the Contact section of this bulletin.

### **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.

#### **Air Pollution Specialist**

##### **Either 1**

Bulletin Date: 6/28/2018

Two years of experience in the California state service in a position comparable in level, duties, and responsibilities to an Air Resources Technician II.

**Or 2**

Equivalent to graduation from college with a major in the physical, biological, or environmental sciences, mathematics, engineering, or a related field. (Registration as a senior in a recognized institution will admit applicants to the examination, but they must produce evidence of graduation or its equivalent before they can be considered eligible for appointment.)

## **POSITION DESCRIPTION**

### **Air Pollution Specialist**

An Air Pollution Specialist designs, conducts, and evaluates air monitoring, investigation and control programs, and motor vehicle test programs; develops and validates air quality simulation models; collects, analyzes, and evaluates data on the effects of air pollutants on human health, vegetation, wildlife, water supplies, and other aspects of the environment; assesses the impacts of new emission sources; collects and analyzes vehicle test data to determine compliance with current regulations; conducts and evaluates air monitoring programs; designs storage and retrieval systems for emissions and aerometric data; coordinates air pollution control programs with other public agencies; develops regulatory measures and implementation plans and procedures for air pollution and vehicle emission control; enforces compliance with air quality standards; prepares feasibility studies and computes cost effectiveness of proposed standards and control measures; and develops trend data of air pollution from mobile and stationary sources in relation to various factors. An Air Pollution Specialist may also represent the Air Resources Board in various joint operations, speak before groups, answer inquiries, and prepare reports and correspondence.

## **EXAMINATION SCOPE**

This examination consists of the following components:

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

The examination will consist solely of a **Training and Experience Evaluation**. 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. Statistical analysis methods and techniques to interpret and understand air quality data.
2. Scientific research principles and methods to ensure the integrity and validity of collected data.
3. The principles of engineering, biology, chemistry, natural sciences, meteorology, and/or physics pertaining to air pollution to understand air quality data.
4. Problem-solving techniques and processes to facilitate the identification and resolution of issues related to the completion of work assignments.
5. Time management techniques to provide for efficient prioritization and completion of projects and assignments.

Ability to:

1. Review and interpret scientific and technical reports to make recommendations based upon documented data and information.
2. Identify, organize, and interpret complex information and materials obtained from research and data-gathering to support work assignments.
3. Perform mathematical computations to analyze and summarize data.
4. Identify discrepancies in data and information pertaining to program/project activities to reconcile anomalies.
5. Interpret data and information to extract key concepts and make valid inferences.
6. Read and evaluate written documents of varying complexity to support ARB programs.
7. Write clear and concise explanations of the contents of technical materials, (e.g., journals, regulations, procedures) to provide information for audiences with varying levels of expertise to convey information and concepts.
8. Use statistical tools (e.g., averages, distributions, frequencies, t-test) to analyze and summarize data.
9. Analyze data to extract or identify key issues and draw conclusions.
10. Use spreadsheet software to organize and/or analyze data, and analyze data, and present tables, graphs, and charts.
11. Write and edit memos, reports, regulations, procedures, and letters for proper content, format, grammar, punctuation, and sentence structure to provide information.
12. Analyze situations or problems to determine and implement appropriate courses of action.
13. Use word processing software to develop and format written documents, such as memos, letters, and reports.
14. Work independently on projects or assignments as directed to complete the work of Air Resources Board programs.

15. Participate in and contribute to the effectiveness of a group or team to ensure cooperation.
16. Prioritize timelines while being flexible to changes in priorities, assignments, and other interruptions to deliver products or services on time.
17. Negotiate and compromise to resolve matters involving differing opinions and viewpoints.
18. Work under the pressure of a heavy workload and tight timelines to complete projects and assignments in a timely manner.
19. Interact with and relate effectively to the public, staff, and stakeholders to maintain positive and productive relationships.
20. Establish and maintain cooperative working relationships with staff, management, and stakeholders to efficiently and effectively carry out assignments.
21. Provide input and advice to others on appropriate courses of action to address given situations.
22. Verbally communicate clearly, concisely, and appropriately for audiences with varying levels of understanding to effectively convey information.
23. Exercise sound judgment to make decisions in accordance with program or work unit goals and objectives.
24. Remain fair and unbiased to consistently apply rules and regulations.
25. Gain knowledge and skills through participation in organized training and/or independent study to meet mandated requirements, enhance job performance, and further career development.

## ELIGIBLE LIST INFORMATION

A departmental, open eligible list for the Air Pollution Specialist classification will be established by the California Department of Human Resources for use by:

### **Air Resources Board**

The names of **successful** competitors will be merged onto the eligible list in order of final score regardless of exam date. Eligibility expires **twelve (12) months** after it is established. Applicants must then retake the examination to reestablish eligibility.

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. 1093) is available [online](#). Additional information on veteran benefits is available at the Department of Veterans Affairs.

Career Credits **will not** be added to the final score for this exam, because it does not meet the requirements to qualify for Career Credits.

## EXAMINATION INFORMATION

[Preview Training and Experience Evaluation](#)

## 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

Take the online [Training and Experience Evaluation](#) for the Air Pollution Specialist classification.

## TESTING DEPARTMENTS

Air Resources Board

## CONTACT INFORMATION

If you have any ***technical*** questions concerning this examination bulletin, please contact:

**California Department of Human Resources**

Attn: Examination Services

1810 16th Street, North Bldg Ste. 522n

Sacramento, CA 95811

1-866-844-8671

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

If you have any ***administrative*** questions concerning this examination bulletin, please contact:

**State Air Resources Board**

Attn: Examination Unit

1001 I Street

Sacramento, CA 95814  
916-322-4349

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 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.

## **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 Department of Human Resources (CalHR) 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) 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 the bulletin.

High School Equivalence: Equivalence to completion of the 12<sup>th</sup> grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the competitor is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.