

*****This is only a preview of the examination questions. To take the actual examination, please go back to the official bulletin, and click the examination link at the bottom.*****

Air Pollution Specialist

Air Resources Board

Training and Experience Evaluation

The California civil service selection system is merit-based and eligibility for appointment is established through a formal examination process. The Air Resources Board Air Pollution Specialist (APS) examination consists of a Training and Experience Evaluation used to evaluate your education, training and experience.

This Training and Experience Evaluation is a scored component accounting for 100% of your score on this examination. It is important to complete the questionnaire carefully and accurately.

Instructions:

In the following pages you will assess your knowledge and experience in specific job related actions, using the rating scales below.

Respond to each of the following statements by indicating how the statement applies to you. You are required to respond to every statement by marking one option for each of the two scales provided.

Important Note: In responding to each statement, you may refer to your WORK EXPERIENCE (public or private) whether paid or volunteer, FORMAL EDUCATION, or FORMAL TRAINING COURSES.

Section 1 Tasks

ITEM #	<p>Years of experience I have performed this task for:</p> <ul style="list-style-type: none"> • More than 3 years • More than 2 years and up to 3 years • More than 1 year and up to 2 years • More than 6 months and up to 1 year • 0 to 6 months <p>Knowledge related to performing this action:</p> <ul style="list-style-type: none"> • Extensive knowledge—I possess an expert knowledge level to the extent that I could effectively perform this task in the most difficult and complex situations, and I could instruct others on specific aspects of this task. • Substantial knowledge—I possess an advanced knowledge level to the extent that I could effectively perform this task under the majority of circumstances or situations encountered. • Moderate knowledge—I possess a sufficient knowledge level that would allow me to perform this task successfully. • Limited knowledge—I have some knowledge of how to perform this task, but may require additional instruction to apply my knowledge effectively. • No knowledge—I have no knowledge of how to perform this task or what it may entail. 	EXPERIENCE	KNOWLEDGE LEVEL
Tasks			
1.	Conducting technical/scientific research to compile information needed for projects using available resources (e.g., databases, internal/external clients, internet sources, technical reports, academic articles).		
2.	Creating technical/scientific reports (e.g., data reports, project summaries, status reports) to present data and/or information to various audiences.		
3.	Preparing charts or graphs to provide visual information for various audiences.		
4.	Preparing and presenting data, analyses, conclusions, and recommendations to provide information to various audiences.		
5.	Performing mathematical and/or basic statistical calculations to analyze data.		

ITEM #	<p>Years of experience I have performed this task for:</p> <ul style="list-style-type: none"> • More than 3 years • More than 2 years and up to 3 years • More than 1 year and up to 2 years • More than 6 months and up to 1 year • 0 to 6 months <p>Knowledge related to performing this action:</p> <ul style="list-style-type: none"> • Extensive knowledge—I possess an expert knowledge level to the extent that I could effectively perform this task in the most difficult and complex situations, and I could instruct others on specific aspects of this task. • Substantial knowledge—I possess an advanced knowledge level to the extent that I could effectively perform this task under the majority of circumstances or situations encountered. • Moderate knowledge—I possess a sufficient knowledge level that would allow me to perform this task successfully. • Limited knowledge—I have some knowledge of how to perform this task, but may require additional instruction to apply my knowledge effectively. • No knowledge—I have no knowledge of how to perform this task or what it may entail. 	EXPERIENCE	KNOWLEDGE LEVEL
6.	Recommending a course of action under tight time constraints and with limited information to ensure problem resolution and efficiency of services/work.		
7.	Developing timelines and work plans to identify time requirements and resources needed to complete projects.		
8.	Drafting memos, letters, correspondence, and other documents to communicate information to various audiences.		

Section 2: Knowledge, Skills, and Abilities

Instructions:

In the following pages you will assess your knowledge and experience in specific job related actions, using the rating scales below.

Respond to each of the following statements by indicating how the statement applies to you. You are required to respond to every statement by marking one option for each of the two scales provided.

Important Note: In responding to each statement, you may refer to your WORK EXPERIENCE (public or private) whether paid or volunteer, FORMAL EDUCATION, or FORMAL TRAINING COURSES.

ITEM #	<p>Experience applying this knowledge or ability:</p> <ul style="list-style-type: none"> • Extensive Education, Training, and/or Experience—I have extensive education, training, and/or experience using and/or applying this knowledge or ability. I could effectively apply this knowledge or ability to the most difficult and complex situations, and I could instruct others on the specific aspects of this knowledge or ability. • Substantial Education, Training, and/or Experience—I have substantial education, training, and/or experience using and/or applying this knowledge or ability. I could effectively apply this knowledge or ability to many circumstances or situations. • Moderate Education, Training, and/or Experience—I have moderate education, training, and/or experience using and/or applying this knowledge or ability. • Minimal Education, Training, and/or Experience—I have minimal education, training, and/or experience using and/or applying this knowledge or ability. • No Education, Training, and/or Experience—I have no education, training, and/or experience relevant to this knowledge or ability. 	EXPERIENCE
Knowledge, Skills, and Abilities		
9.	Knowledge of basic statistical analysis methods and techniques to interpret and understand data.	
10.	Knowledge of basic scientific research principles and methods to ensure the integrity and validity of data.	
11.	Knowledge of the relevant principles of biology, chemistry, natural sciences, meteorology, atmospheric science, and/or physics to understand air quality and climate change science.	

ITEM #	<p>Experience applying this knowledge or ability:</p> <ul style="list-style-type: none"> • Extensive Education, Training, and/or Experience—I have extensive education, training, and/or experience using and/or applying this knowledge or ability. I could effectively apply this knowledge or ability to the most difficult and complex situations, and I could instruct others on the specific aspects of this knowledge or ability. • Substantial Education, Training, and/or Experience—I have substantial education, training, and/or experience using and/or applying this knowledge or ability. I could effectively apply this knowledge or ability to many circumstances or situations. • Moderate Education, Training, and/or Experience—I have moderate education, training, and/or experience using and/or applying this knowledge or ability. • Minimal Education, Training, and/or Experience—I have minimal education, training, and/or experience using and/or applying this knowledge or ability. • No Education, Training, and/or Experience—I have no education, training, and/or experience relevant to this knowledge or ability. 	EXPERIENCE
12.	Knowledge of problem-solving techniques and processes to facilitate the identification and resolution of issues.	
13.	Knowledge of time management techniques to provide for efficient prioritization and completion of projects and assignments.	
14.	Ability to interact with and relate effectively to the public to maintain positive and productive relationships.	
15.	Ability to negotiate and compromise to resolve matters involving differing opinions and viewpoints.	
16.	Ability to participate in and contribute to the effectiveness of a group or team to ensure cooperation.	
17.	Ability to perform mathematical computations to analyze and summarize data.	
18.	Ability to interpret data and information to extract key concepts and make valid inferences.	
19.	Ability to use spreadsheet software to organize and/or analyze data, and present tables, graphs, and charts.	
20.	Ability to identify discrepancies in data and information pertaining to program/project activities to reconcile anomalies.	
21.	Ability to review and interpret scientific and technical reports/articles to make recommendations based on documented data and information.	
22.	Ability to analyze situations or problems to determine and implement appropriate courses of action.	