

## **Air Resources Engineer**

**Exam Code: 3PB06**

**Department:** Air Resources Board

**Exam Type:** Departmental, Open

**Final Filing Date:** Continuous

### **CLASSIFICATION DETAILS**

**Air Resources Engineer -**

Range A:	\$5,098.00 - \$6,078.00 per month.
Range B:	\$5,837.00 - \$7,303.00 per month.
Range C:	\$7,196.00 - \$9,000.00 per month.
Range D:	\$7,631.00 - \$9,548.00 per month.

View the [classification specification](#) for the Air Resources Engineer 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 Resources Engineer**

Education: Equivalent to graduation from a curriculum accredited by [the Accreditation Board for Engineering and Technology](#) with major work in environmental, chemical, electrical, sanitary, civil, mechanical, air resources, or a related engineering field.

(Registration as a senior in such a curriculum will admit the applicant to the examination, but the applicant must produce evidence of graduation before becoming eligible for appointment.) (Possession of a valid certificate as an engineer-in-training as issued by the California State Board of Registration for Professional Engineers may be substituted for the required education.)

## **POSITION DESCRIPTION**

### **Air Resources Engineer**

An Air Resources Engineer performs field and office engineering duties related to air pollution programs; conducts investigations, inspections, and studies; prepares surveys and reports; designs electrical instrumentation; drafts and develops control systems instrumentation, tests and methods for measurement of air pollution and emissions of air contaminants; advises and consults with Federal, State, and local agencies involved in air pollution control, often involving extensive public and professional contacts; and may act as an expert witness in Board or court action.

## **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 and organize information obtained from research and data-gathering to evaluate relevance.
3. Perform mathematical computations to conduct test procedures, analyze data, and/or produce results.
4. Analyze and reconcile discrepancies in data to extract or identify key issues and draw conclusions.
5. Read and evaluate written documents of varying complexity to learn, understand and/or clarify information pertaining to local State and federal programs.
6. Write and edit memos, reports, regulations, procedures, and letters for proper content, format, grammar, punctuation, and sentence structure to ensure quality and provide information.
7. Provide input and advice to others on appropriate courses of action to address given situations.
8. Identify and reconcile discrepancies in data and information pertaining to program/project activities to ensure valid conclusions.
9. Comprehend and interpret complex information and materials, including standards, procedures, and policies to apply work assignments.
10. 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.
11. Work independently on projects or assignments as directed to complete the work of Air Resources Board programs.
12. Participate in and contribute to the effectiveness of a group or team to ensure cooperation.
13. Use word processing software to develop and format written documents, such as memos, letters, and reports.
14. Use spreadsheet software to organize and present tables, graphs, and charts.
15. Use presentation software to communicate to audiences.
16. Deliver oral presentations to audiences of varying levels of understanding to convey information.
17. Establish and maintain cooperative working relationships with staff, management, and stakeholders to efficiently and effectively carry out assignments.

18. Negotiate deadlines and timeframes to deliver products or services.
19. Be flexible to changes in priorities, assignments, and other interruptions to adapt to pre-established timelines and courses of action.
20. Verbally communicate clearly, concisely, and appropriately for audiences with varying levels of understanding to effectively convey information.
21. Exercise sound judgment when making decisions to comply with program or work unit goals and objectives.
22. Analyze situations or problems to determine and implement appropriate courses of action.
23. Remain fair and unbiased to demonstrate Air Resources Board neutrality.
24. Gain knowledge and skills through participation in organized training and/or independent study to enhance knowledge of job related functions and/or meet mandated requirements.

## ELIGIBLE LIST INFORMATION

A departmental, open eligible list for the Air Resources Engineer 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 Resources Engineer** classification.

## **TESTING DEPARTMENTS**

Air Resources Board

## **CONTACT INFORMATION**

Questions regarding this examination should be directed to:

The California Department of Human Resources

Selection Division

1515 S Street, North Building, Suite 500

Sacramento, CA 95811-7258

1-866-844-8671

California Relay Service (7-1-1)

Telecommunications Device for the Deaf (TTY) (916) 654-6336

TTY is a telecommunications device that 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.