

**\*\*\*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 Resources Engineer**

## **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 Resources Engineer (ARE) 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 in this examination. It is important to complete the questionnaire carefully and accurately.

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**Section 1: Tasks**

**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><b>Years of experience</b>  <b>I have performed this task for:</b></p> <ul style="list-style-type: none"> <li>• More than 3 years</li> <li>• More than 2 years and up to 3 years</li> <li>• More than 1 year and up to 2 years</li> <li>• More than 6 months and up to 1 year</li> <li>• 0 to 6 months</li> </ul> <p><b>Knowledge related to performing this action:</b></p> <ul style="list-style-type: none"> <li>• <b>Extensive knowledge</b>—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.</li> <li>• <b>Substantial knowledge</b>—I possess an advanced knowledge level to the extent that I could effectively perform this task under the majority of circumstances or situations encountered.</li> <li>• <b>Moderate knowledge</b>—I possess a sufficient knowledge level that would allow me to perform this task successfully.</li> <li>• <b>Limited knowledge</b>—I have some knowledge of how to perform this task, but may require additional instruction to apply my knowledge effectively.</li> <li>• <b>No knowledge</b>—I have no knowledge of how to perform this task or what it may entail.</li> </ul>	EXPERIENCE	KNOWLEDGE LEVEL
	<b>Tasks</b>		
1.	Conducting technical/scientific research to collect information using available resources (e.g., database, clients, internet sources, technical reports).		

ITEM #	<p><b>Years of experience</b>  <b>I have performed this task for:</b></p> <ul style="list-style-type: none"> <li>• More than 3 years</li> <li>• More than 2 years and up to 3 years</li> <li>• More than 1 year and up to 2 years</li> <li>• More than 6 months and up to 1 year</li> <li>• 0 to 6 months</li> </ul> <p><b>Knowledge related to performing this action:</b></p> <ul style="list-style-type: none"> <li>• <b>Extensive knowledge</b>—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.</li> <li>• <b>Substantial knowledge</b>—I possess an advanced knowledge level to the extent that I could effectively perform this task under the majority of circumstances or situations encountered.</li> <li>• <b>Moderate knowledge</b>—I possess a sufficient knowledge level that would allow me to perform this task successfully.</li> <li>• <b>Limited knowledge</b>—I have some knowledge of how to perform this task, but may require additional instruction to apply my knowledge effectively.</li> <li>• <b>No knowledge</b>—I have no knowledge of how to perform this task or what it may entail.</li> </ul>	EXPERIENCE	KNOWLEDGE LEVEL
2.	Creating technical/scientific research reports (e.g., data reports, project conclusions) to present data and/or information to staff, clients, and/or various audiences.		
3.	Preparing charts or graphs from data to provide summary information.		
4.	Providing data, analyses, conclusions, and recommendations to provide information.		
5.	Applying statistical and/or mathematical methods to analyze data.		
6.	Recommending a course of action based on the information available to ensure work is completed.		
7.	Developing timelines and work plans to identify time requirements and resources needed to complete projects.		
8.	Preparing memos, letters, and correspondence documents to effectively communicate information.		
9.	Creating presentations to inform, update, and/or educate 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.

<b>ITEM #</b>	<b>Experience applying this knowledge or ability:</b>	<b>EXPERIENCE</b>
	<ul style="list-style-type: none"> <li>• <b>Extensive Education, Training, and/or Experience</b>—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.</li> <li>• <b>Substantial Education, Training, and/or Experience</b>—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.</li> <li>• <b>Moderate Education, Training, and/or Experience</b>—I have moderate education, training, and/or experience using and/or applying this knowledge or ability.</li> <li>• <b>Minimal Education, Training, and/or Experience</b>—I have limited education, training, and/or experience using and/or applying this knowledge or ability.</li> <li>• <b>No Education, Training, and/or Experience</b>—I have no education, training, and/or experience relevant to this knowledge or ability.</li> </ul>	
	<b>Knowledge, Skills, and Abilities</b>	
10.	Knowledge of statistical analysis methods and techniques to interpret and understand data.	
11.	Knowledge of scientific research principles and methods to ensure the integrity and validity of collected data.	
12.	Knowledge of the principles of engineering, biology, chemistry, natural sciences, meteorology, and/or physics.	
13.	Knowledge of problem-solving techniques and processes to facilitate the identification and resolution of issues related to the completion of assignments.	

ITEM #	EXPERIENCE
	<p><b>Experience applying this knowledge or ability:</b></p> <ul style="list-style-type: none"> <li>• <b>Extensive Education, Training, and/or Experience</b>—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.</li> <li>• <b>Substantial Education, Training, and/or Experience</b>—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.</li> <li>• <b>Moderate Education, Training, and/or Experience</b>—I have moderate education, training, and/or experience using and/or applying this knowledge or ability.</li> <li>• <b>Minimal Education, Training, and/or Experience</b>—I have limited education, training, and/or experience using and/or applying this knowledge or ability.</li> <li>• <b>No Education, Training, and/or Experience</b>—I have no education, training, and/or experience relevant to this knowledge or ability.</li> </ul>
14.	Knowledge of time management techniques to provide for efficient prioritization and completion of projects and assignments.
15.	Ability to participate in and contribute to the effectiveness of a group or team to ensure cooperation.
16.	Ability to identify and organize information obtained from research and data-gathering to evaluate relevance.
17.	Ability to comprehend and interpret complex information and materials, including standards, procedures, and policies to apply to assignments.
18.	Ability to analyze and interpret data to extract or identify key issues and draw conclusions.
19.	Ability to identify and reconcile discrepancies in data and information to ensure valid conclusions.
20.	Ability to review and interpret scientific and technical reports to make recommendations based upon documented data and information.
21.	Ability to deliver oral presentations to audiences of varying levels of understanding to convey information.