NOTICE OF CORRECTION:

DATE: June 17, 2020
EXAM TITLES: Automotive Emission Test Specialist I
EXAM CODE: 9ARAA
ORIGINAL CUT-OFF DATE: June 19, 2020
REVISED CUT-OFF DATE: July 31, 2020
EXAM BASE: Departmental Open Examination

NOTE: The Cut-Off Dates for the Automotive Emission Test Specialist I has been extended to July 31, 2020. We apologize for any inconvenience this may have caused.
Automotive Emission Test Specialist 1

Exam Code: 9ARAA

Department: California Air Resources Board
Exam Type: Departmental, Open
Cut-Off Date: 06/19/2020

CLASSIFICATION DETAILS

AUTOMOTIVE EMISSION TEST SPECIALIST 1 – $3,083.00 - $3,359.00 per month.

View the Automotive Emission Test Specialist 1 classification specification

APPLICATION INSTRUCTIONS

Cut-Off Dates: 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 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.

Due to the COVID-19 Emergency, our drop-off location is temporarily closed. Please submit your examination package by courier service, parcel delivery, or USPS mail. You may also electronically mail (e-mail) your examination package to:

exams@arb.ca.gov

E-mail instructions – When submitting your examination package, Social Security Numbers (SSN) must NOT be included on the examination package. Complete and sign documents and upload your examination packet as an attachment to the email.
You may submit your application and any applicable documents by United States mail, parcel delivery, or courier service to:

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

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

You may apply in person at:

Due to the COVID-19 Emergency, our drop-off location is temporarily closed.

California Air Resources Board
Examination Unit Attention: Negin Navaei
1001 I Street, 20th Floor, Rm #20-34
Sacramento, California 95814

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

If you choose to send your T&E Examination Evaluation package by mail, parcel delivery, or courier service, it must be received or postmarked no later than the cut-off date. If the T&E package was emailed, it must be received by 11:59 PM on the cut-off date. If personally delivered or sent via interagency mail, T&E Examination packages must be received by the Examination Unit by 5:00 pm (close-of-business) on the cut-off date. Any T&E Examination Evaluation packet postmarked, personally delivered, or received via interagency mail after the cut-off date will be rejected and you will need to re-apply during the next cut-off date. All STD 678 and T&E Examination Evaluation submitted via facsimile (FAX) machines, will not be accepted.

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.

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.

Automotive Emission Test Specialist 1

Either 1

In the California state service, one year of experience performing duties at a level comparable to an Air Resources Technician I, Range B.
Or 2
In the California state service, six months' experience performing the duties of Service Assistant (Automotive).

Or 3
One year of experience in servicing and repairing motor vehicles in a garage, motor vehicle agency or service station. (College or trade school education in automotive engineering or automotive mechanics may be substituted for the required experience on a year-for-year basis.)

Or 4
One year of experience in the operations of physical and electronic test instrumentation similar that used in the emissions, performance or fuel economy testing of vehicles or their components.

All Levels:
Possession of a Class 3 California driver's license.*

*A Class 3 California driver’s license has been reclassified to a Class C California driver’s license.

Note: Applicants who do not possess a Class 3 California driver’s license will be admitted to the examination but must secure the license prior to appointment.

If you feel you qualify using education, you must attach a copy of your completed transcripts.

POSITION DESCRIPTION

Automotive Emission Test Specialist 1

The Automotive Emission Test Specialist I is the entry and first working level in this series. Under close supervision, incumbents assigned to Range A learn to perform a variety of simple, routine duties including: driving vehicle on dynamometer; connecting exhaust, fuel and electronic apparatus; operating vehicles on dynamometer under a variety of driving conditions; prechecking vehicles for operation of emission control; adjusting engine tune-up parameter; procuring and parking vehicles; making minor engine and vehicle repairs; keeping records and logs. Incumbents will advance to Range B as competence increases. Under general direction incumbents independently perform the less complex duties such as: scheduling incoming vehicles for specific tests; determining whether vehicles are safe for tests; recording vehicle identification data; maintaining, repairing, and adjusting automotive engines and equipment; operating and maintaining dynamometers and test instrumentation equipment; operating mobile laboratory computers; conducting calibration test of the laboratory's analyzers; and doing other related work.
The resulting eligible lists will be used to fill vacancies in El Monte (Los Angeles County) which will be relocated to Riverside County in February 2021.

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. Automotive systems and equipment terminology to test motor vehicles.
2. Preventative maintenance procedures to ensure testing equipment operates properly.
3. The fundamentals of electrical theory and operation to test motor vehicles and/or maintain equipment.
4. Emission control systems/technologies to apply to motor vehicle testing.
5. Problem-solving method and processes to facilitate the identification and resolution of issues related to the completion of work assignments.
6. Time management techniques to provide for efficient prioritization and completion of projects and assignments.
7. Standard emission testing procedures to generate data.
8. Laboratory or work site safety procedures to ensure proper procedures are followed.
9. Microsoft Office Suite software (e.g., Word, Excel, Power Point, Outlook) to read, create, and edit documents.
10. Standard operating procedures to operate safely, efficiently, and effectively.
11. Emergency protocols to ensure safety in the workplace.

SKILL TO:

1. Operate a motor vehicle under various road, laboratory, and site conditions to conduct CARB activities.
2. Lift moderately weighted materials and equipment to raise them to proper levels.
3. Use electronic equipment (e.g., oscilloscope, meter, scanner) to test vehicles.
4. Safely operate various tools and equipment to assemble, maintain and/or dismantle various items.
5. Operate various testing equipment to collect data and/or samples.

ABILITY TO:
1. Follow oral and written instructions to carry out various work activities.
2. Read and write at a level required for successful job performance to carry out various work activities.
3. Work in an area with fast-moving testing equipment to maintain health and safety.
4. Communicate effectively in a written format to convey information.
5. Communicate effectively in an oral format to convey information.
6. Establish and maintain cooperative working relationships with staff and management to effectively complete assignments.
7. Participate in and contribute to the effectiveness of a group or team to ensure cooperation.
8. Comprehend and interpret complex information and materials, including standards, procedures, and policies to apply to work assignments.
9. Exercise sound judgment to make decisions in accordance with program or work unit goals and objectives.
10. Analyze situations or problems to determine and implement appropriate courses of action.
11. Gain knowledge and skills through participation in organized training to meet mandated requirements, enhance job performance, and further career development.
12. Organize assignments to ensure work can be completed.

ELIGIBLE LIST INFORMATION

A departmental promotional eligible list for the Automotive Emission Test Specialist 1 classification will be established for: California 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 12 months after it is established. Applicants must then retake the examination to reestablish eligibility.

Veterans’ Preference and career credit are not granted in promotional examinations.
EXAMINATION INFORMATION

Click here for the Automotive Emission Test Specialist 1 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 Automotive Emission Test Specialist 1 Training and Examination Evaluation
Or visit [http://www.arb.ca.gov/personnel/jobs/exams/aets1tee06082020.pdf](http://www.arb.ca.gov/personnel/jobs/exams/aets1tee06082020.pdf)

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:

Due to the COVID-19 Emergency, our drop-off location is temporarily closed.

California Air Resources Board
Examination Unit Attention: Negin Navaei
1001 I Street, 20th Floor, Rm #20-34
Sacramento, California 95814

Phone: 916-324-3503
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](https://www.careeraccount.ca.gov).

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) 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.

Promotional Examinations Only: Competition is limited to employees who have a civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and
eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the information counter of CalHR offices or http://www.calhr.ca.gov.