



Air Resources Field Representative 1

Exam Code: 1ARAD

Department: California Air Resources Board

Exam Type: Open Continuous

Cut-off dates: 11/03/2023 & 5/03/2024

Classification Details

Air Resources Field Representative 1 – \$4,688.00 - \$5,870.00 per month. View the [Air Resources Field Representative I classification specification](#)

Application Instructions

Cut-off dates: November 3, 2023, and May 3, 2024

Examination / Employment Application (STD 678) and Training and Experience Evaluation must be submitted by the cut-off date. Applications postmarked, personally delivered, or received via interoffice mail after the cut-off date will be held until the next examination.

Who Should Apply

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

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

How to Apply

Candidates are required to submit the following two (2) items:

- 1) [Examination / Employment Application STD 678](#) and 2) [Training and Experience Evaluation](#)

The STD 678 must be completed and submitted by uploading the file at the bottom of the Training and Experience Evaluation to be processed, if sent electronically.

CARB does not accept resumes in lieu of the STD 678. Please send the required documents listed above for your examination to be processed in a timely manner. If you are using education to meet the minimum qualifications for this examination, you must submit a copy of your transcript or diploma. Applicants who completed their education outside of the United States (with foreign degrees/transcripts) must obtain and submit verification of United States course/degree equivalency.

Foreign education credential evaluation services can be found at <https://www.naces.org>. Failure to submit required documentation may result in an incomplete application and disqualification from consideration in this examination.

Applications must be received or postmarked no later than the cut-off date. **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.** The examination title must be indicated on the application.

Examination Applications must be dated and signed either electronically or with an original signature. Applications must include “to” and “from” dates (month/day/year), job title, time base, and duties performed. Applications received without this information will be rejected. Resumes and other attachments will not be accepted in lieu of a STD 678 application.

Emailed applications are preferred. Submit your STD 678 application via email at exams@arb.ca.gov. Please include Exam Code **1ARAD** in the subject line of your email. Emailed applications must be received no later than 11:59 PM Pacific Standard Time (PST) on the final filing date. Applications received after the final filing date will be rejected.

Email instructions: When submitting your application, Social Security Numbers (SSN) must NOT be included. Complete, sign, and upload your STD 678 as an attachment to the email.

You may also submit your application package by courier service, parcel delivery, or USPS mail to:

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

Please submit your Employment Application (STD 678) by courier service, parcel delivery, or USPS mail to:

California Air Resources Board
Examination Unit Attention: Cynthia Lathan
P.O. Box 2815
Sacramento, California 95812

You may submit in person at:

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

08:00 AM – 05:00 PM

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

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.

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Either 1

One year of experience in the California state service performing the duties of a Vehicle Emission Test Specialist III* or Instrument Technician I**.

***Vehicle Emission Test Specialist III has been reclassified to Automotive Emission Test Specialist II.**

****Instrument Technician I have been reclassified to Instrument Technician, Air Quality (Range A).**

Or 2

Three years of experience performing automotive mechanical repair or automotive mechanical inspection duties at least one year of which must have included experience in investigating consumer complaints regarding emission failures and tampering violations. (Experience in California state service applied toward this pattern shall include at least one year of experience at a level of responsibility equivalent to Instrument Technician I** or Vehicle Emission Test Specialist III*.) (College or trade school education in automotive engineering or automotive mechanics may be substituted for two years of the required experience on a year-for-year basis.)

***Vehicle Emission Test Specialist III has been reclassified to Automotive Emission Test Specialist II.**

****Instrument Technician I have been reclassified to Instrument Technician, Air Quality (Range A).**

Note: You must submit a copy of your certificate, degree or transcript from an accredited U.S. college, university, or trade school if you are substituting college or trade school education for work experience under Pattern 2. When submitting an official foreign transcript evaluation, coursework must be demonstrated to be equivalent to a degree from an accredited U.S. college or university. If you do not attach a degree or transcript, your approval to take the examination may be delayed.

Additional Desirable Qualifications

Graduation from an accredited university, college, or vocational school.

Smog Check inspector Level 1 and Level 2 license

Position Description

Air Resources Field Representative 1

This is the entry level for this series. In a learning capacity, incumbents perform the following duties under close supervision: conduct routine tests and measurements; conduct surveillance/inspections as manufacturing plant and dealership; investigate complaints relating to emission control devices; conduct field studies and surveys relative to enforcement action; tabulate data and write reports; and provide assistance in conducting seminars and other public speaking engagements.

The resulting eligible lists will be used to fill vacancies in Bakersfield (Kern County), Calexico (Imperial County), El Monte (Los Angeles County), Fresno County, Modesto (Stanislaus County), Riverside County, and Sacramento County.

Examination Scope

This examination consists of the following components:

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

The examination will consist solely of a **Training and Experience (T&E) Examination**. 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. Complaint analysis.
2. Hand tools, dynamometer, and computerized emission test cell operation.
3. Basic electronic and mechanical engineering theory.
4. Theory and principles of application.
5. Calibration gases and applied uses.
6. Field maintenance and calibration of infrared exhaust analyzers and other related equipment.
7. Automobile emission control components and engine diagnoses procedures.

Ability To:

1. Communicate effectively, both orally and in writing.
2. Meet the public and establish and maintain a cooperative relationship with dealership personnel and vehicle owners.
3. Read and interpret Air Resources Executive Orders and manufacturer's technical manuals and specifications.

4. Apply the techniques needed in investigation and enforcement of laws, rules, and regulations pertaining to manufacturers, dealers, and citizens.
5. Interpret and tabulate laboratory emission test data.
6. Write reports and provide technical data as required.

Eligible List Information

California Air Resources Board.

The names of successful competitors will be merged onto the existing eligible list. Eligibility expires **twelve (12) months** after it is established.

Veterans' Preference

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 form 1093) is available online. Additional information on veteran benefits is available at the Department of Veterans Affairs.

Career Credits will not be granted in this examination.

Examination Information

This examination will consist of a Training and Experience Evaluation weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

The examination is designed to elicit specific information regarding each candidate's knowledge, skills, abilities, and potential to effectively perform the duties relative to the classification. **The T&E will be the only basis for the candidate's final score and rank on the eligibility list.** Candidates who meet the minimum qualifications will have their Training and Experience Evaluation rated and successful candidates will be placed on an eligible list.

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

Candidates are required to submit the following two (2) items:

[Examination/Employment Application STD 678](#) and the [Training and Experience Evaluation](#).

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:

California Air Resources Board
Examination Unit - Attention: Cynthia Lathan
1001 I Street, 20th Floor, Rm #20-34
Sacramento, California 95814
Email: cynthia.lathan@arb.ca.gov

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](#).

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) service wide 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.