



Automotive Emission Test Specialist 1

Exam Code: 3AR13

Department: California Air Resources Board

Exam Type: Open

Cut-Off Dates: 02/22/2024, 05/16/2024, 08/16/2024 & 11/16/2024

Classification Details

Automotive Emission Test Specialist 1 – \$3,539.00 - \$4,427.00 per month.

View the [Automotive Emission Test Specialist 1 Class specification](#)

Application Instructions

Cut-Off Dates: 02/22/2024, 05/16/2024, 08/16/2024 & 11/16/2024, Applications (STD 678) must be submitted by the cut-off dates. Applications postmarked, personally delivered, or received via interoffice mail or email after the cut-off dates will not be accepted.

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. Incomplete submissions may cause your examination to be delayed. 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 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 final filing 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 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 completed application.

Emailed applications are preferred. Submit your STD 678 application via email at exams@arb.ca.gov. Please include Exam Code **3AR13** in the subject line of your email. Emailed applications must be received no later than 11:59 PM Pacific Standard Time (PST) on the cut-off dates. 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: Ian Ratliff
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: Ian Ratliff
P.O. Box 2815
Sacramento, California 95812

You may submit in person at:

California Air Resources Board
Examination Unit Attention: Ian Ratliff
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.

Automotive Emission Test Specialist 1

Either I

In the California state service, one year of experience performing duties at a level comparable to an Air Resources Technician I, Range B.

Or II

In the California state service, six months' experience performing the duties of Service Assistant (Automotive).

Or III

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 IV

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

This 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 Sacramento and Riverside counties.

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. 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 workunit 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

An open eligibility list 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 twelve **(12)** months after it is established. Applicants must retake the examination to reestablish eligibility.

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 weighed 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: Ian Ratliff
1001 I Street, 20th Floor, Rm #20-34
Sacramento, California 95814
(279) 216-0643
Email: ian.ratliff@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.