

CLASSIFICATION: Air Pollution Specialist	Time Base: Full Time - Permanent	SALARY: \$4,204 - \$7,899	FFD: 2 Weeks or Until Filled
LOCATION: Sacramento		DIVISION: PTSD	
CONTACT: Karen Snyder INDICATE POSITION #673-728-3887-002		E-MAIL: ksnyder@arb.ca.gov	PHONE: 916-322-6076
MAILING ADDRESS: Air Resources Board, Planning & Technical Support Division, 1001 – "I" Street, 7 th Floor, Sacramento, CA 95814			
Due to the governor's Hiring Freeze Order, only internal Air Resources Board candidates will be considered.			
<p>DUTIES: The Climate Change Verification Section (CCVP) in the Planning and Technical Support Division is looking for highly motivated individuals to join the team implementing California's mandatory greenhouse gas (GHG) emissions verification program and help developing GHG offset protocols. The CCVP will develop and administer, with the aid of a contractor, GHG verifier training, oversee the verification program for mandatory GHG emissions reporting, and help evaluate quantification methods and policy related issues for GHG offset protocols. In particular, we are looking for individuals with strong technical skills and policy sensitivity who are interested in contributing to data quality assessment, offset assessment, and GHG verification. The work will include meetings with stakeholder groups, review and development of GHG calculation and verification procedures from significant sources or sources with high uncertainties, implementation of adopted regulations, and development of measures to quantify and reduce GHG emissions and verify reductions. Incumbents will be instrumental in verification planning activities, including procedures for certification of third party verifiers for GHG emissions inventories and projects. Duties will include organizing and conducting public meetings and being able to explain technical air pollution and climate change issues in everyday language. As part of an interdisciplinary team, incumbents will work with ARB staff as well as other government agencies, environmental, and community organizations.</p>			
<p>DESIRABLE QUALIFICATIONS: The most competitive candidates will be highly motivated, self-starting and enthusiastic and will possess the ability to interact effectively with people at all levels of management, government and industry. They will have strong written and verbal communication skills, the ability to handle sensitive and confidential assignments with tact and diplomacy; the ability to handle rapidly changing priorities, and the ability to work under pressure and time constraints. The incumbent must have a strong scientific background. Financial or environmental auditing experience would be helpful. The ability to analyze data, develop solutions and present information effectively both orally and in writing, and the ability to gain the confidence and cooperation of those contacted during the course of work, are essential. Persons with either Air Pollution Specialist or Air Resources Engineer list eligibility are encouraged to apply. Only the most qualified individuals will be interviewed. Please include a copy of your degrees with your application and reference Position #673-728-3887-002.</p>			

- INSTRUCTIONS:** In order to insure job opportunity information displayed via the State Personnel Board's (SPB) WVPOS system is accurate, it is very important that the information provided via the job opportunity form be entered as follows:
- **Classification** - This field is used by the WVPOS system as a search field. WVPOS recognizes only State civil service classification titles. Do not use working titles, abbreviated titles or include a "range" in the title. (Example: Air Pollution Specialist)
 - **Time Base** - Enter the time base of the vacant position (Example: Full Time, Part Time, etc.)
 - **Salary** - Use the first step and last step of the salary range. If the classification includes more than one range, use the first step of Range A and the last step of the highest Range of the classification.
 - **FFD** - Enter the last day for which applications will be accepted for consideration in filing the position. Enter the date in the following format mm/dd/yyyy.
 - **Location** - Enter only the city in which the position is headquartered (Sacramento, El Monte, etc.).
 - **Division** - Enter only the appropriate code as displayed below for the Division in which the position exists.

DIVISION	CODE
Administrative Services Division	ASD
Chairman's Office	CO

The energy challenge facing California is real. Every Californian needs to take immediate action to reduce energy consumption. For a list of simple ways you can reduce demand and cut your energy costs, see our Website: <http://www.arb.ca.gov>.

Compliance Division	CD
Enforcement Division	ED
Executive Office	EO
Mobile Source Control Division	MSCD
Mobile Source Operations Division	MSOD
Monitoring & Laboratory Division	MLD
Office of Information Services	OIS
Planning & Technical Support Division	PTSD
Research Division	RD
Stationary Source Division	SSD

- Contact - Enter the name of the person to be contacted regarding the vacant position.
- E-Mail - Enter the ARB e-mail address of the designated contact person.
- Phone - Enter the ARB phone number of the designated contact person and include the area code.
- Mailing Address - Enter the address to which applications should be submitted.
- Duties - Enter a brief description of the typical duties of the vacant position.
- Desirable Qualifications - Enter a brief statement of the qualifications that are desired in filing the position. Include any requirements of the position which are not typical (Example: travel required, must be able and willing to use special safety equipment, uniformed classification, climbing required, etc.)