



**California
Environmental
Protection Agency
Office of the Secretary**

**DEPARTMENTAL PROMOTIONAL
EXAMINATION FOR
CALIFORNIA STATE EMPLOYEES**

THE STATE OF CALIFORNIA IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL, REGARDLESS OF AGE, ANCESTRY, COLOR, DISABILITY (MENTAL AND PHYSICAL), EXERCISING THE RIGHT TO 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.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. 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 LAWS OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

DIGITAL COMPOSITION SPECIALIST III – EXAM CODE: 5AR02

HOW TO APPLY

Application packages should be submitted:

By Mail
AIR RESOURCES BOARD
Examination & Recruitment Unit
Attention: Laura Ford
P.O. Box 2815
Sacramento, CA 95812

In-Person
AIR RESOURCES BOARD
Examination & Recruitment Unit
Attention: Laura Ford
1001 I Street, 20th Floor, Rm #20-34
Sacramento, CA 95814

DO NOT SUBMIT APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CalHR)

If you need reasonable accommodation and require special testing arrangements, mark the appropriate box on Question #2 of the State Application (STD. 678). You will be contacted to make specific arrangements.

FINAL FILING DATE: JANUARY 27, 2015

If sent by mail, applications must be **POSTMARKED** no later than the Final Filing Date. If personally delivered or sent via interagency mail, applications **must be received by the Examination Unit by 5:00 pm (close-of-business)** on the Final Filing Date. Applications postmarked, personally delivered, or received via interagency mail after the Final Filing Date will **NOT** be accepted for any reason.

SALARY RANGE: \$4,158 - \$5,205

WHO SHOULD APPLY

Applicants must have a permanent civil service appointment with the California Environmental Protection Agency, Office of the Secretary (currently or within the past three years of the Final Filing Date) or qualify under the provisions of Government Code Section 18990, 18991, or 18992 listed below:

1. Must be a current or former employee of the Legislature with two or more consecutive years as defined in Government Code Section 18990; **OR**
2. Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years as defined in Government Code Section 18992; **OR**
3. Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code Section 18991. **NOTE: Applicants applying under Government Code Section 18991 must provide documentation of retirement or honorable discharge from the United States Military.**

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: All applicants must meet the education and/or experience requirements for these examinations by the Final Filing Date.

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, II, "or" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of

Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

MINIMUM QUALIFICATIONS

EDUCATION: Equivalent to completion of the twelfth grade.

EITHER I

One year of experience in the California state service performing the duties of a Digital Composition Specialist II.

OR II

Four years of broad and extensive experience in the application of page layout or graphic design software for use in the creation of forms, charts, business cards, letterhead, envelopes, newsletters, announcements, diagrams, brochures, or other publications.

OR III

Three years of broad and extensive experience in the application of page layout or graphic design software for use in the creation of forms, charts, business cards, letterhead, envelopes, newsletters, announcements, diagrams, brochures, or other publications; and possession of a postsecondary certificate of completion of a business or vocational course of study in page layout and/or graphic design software with an emphasis on publishing.

THE POSITION

The Digital Composition Specialist III is the advanced journey level of the series. Under direction, incumbents perform the most complex work utilizing high-end software and a variety of equipment in developing layout formats for final publication to meet client specifications. Typical tasks include, but are not limited to, reviewing electronic files and assigning or editing color elements according to specifications; electronically making full range color corrections of full color pictures as directed by the client; reviewing trapping requirements for multicolor and 4-color process work; performing basic programming that guide the user in preparing "intelligent" electronic forms; may encode documents to create coded programs which describe page layouts; and reformatting documents for placement on the Internet. Incumbents exercise the highest degree of judgment in determining the most appropriate technique, preparation, and set up of the electronic file for production, and understanding the key variables to be adjusted. The Digital Composition Specialist III is the troubleshooter for identification of publication problems.

The resulting eligible list will be used to fill vacancies in Sacramento.

EXAMINATION INFORMATION

This examination will utilize an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is **especially important** that each candidate take special care in accurately and completely filling out their application. List **all** experience relevant to the "Requirements for Admittance to the Examination" shown on this announcement, even if that experience goes beyond the seven-year limit printed on the application. When completing the application include "to" and "from" dates (month/day/year), time base, civil service class titles and/or job titles from the private sector, relevant college or trade school education, certificates, licenses, etc., name(s) or institution(s) and completion dates. **Please read the "Requirements for Admittance to the Examination" carefully** to see what kind of information will be useful to the staff doing the evaluation.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

DIGITAL COMPOSITION SPECIALIST III
EXAM CODE: 5AR02 RH84-7258

BULLETIN RELEASE DATE: JANUARY 13, 2015
FINAL FILING DATE: JANUARY 27, 2015

.In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

EDUCATION AND EXPERIENCE EXAMINATION – WEIGHTED 100%

SCOPE

In addition to the competitors' relative abilities as demonstrated by quality and breadth of experience, emphasis will be on measuring competitively, relative to job demands, each competitor's:

Knowledge of:

1. Proper punctuation, spelling, and grammar to write emails, memos, reports, CD and DVD covers, and other related documents.
2. Basic printing typography including fonts, point sizes, and spacing to perform printing tasks.
3. Page layout software to create and edit digitized documents.
4. Basic computer operating systems to operate a personal computer (i.e., PC).
5. Proper equipment maintenance to ensure work can be completed.
6. Basic mathematical computations to solve arithmetic functions.
7. Preparation of materials to be used in publishing to produce the desired product for the client.
8. Adobe Acrobat software to scan and manipulate documents.

9. All Boards, Departments, and Offices (BDO's) under the California Environmental Protection Agency, Office of the Secretary (CalEPA) to respond to client requests.

Ability to:

1. Communicate effectively with clients to answer questions and verify information.
2. Apply office policies, rules, regulations, and procedures to ensure work is completed.
3. Follow oral and written directions to ensure work is completed.
4. Use specialized software applications in the composition of various publications to produce requested products.
5. Respond to multiple work priorities to ensure work is completed.
6. Operate scanning equipment to complete client requests.
7. Operate label printing equipment to create labels and covers for products.

ELIGIBLE LIST INFORMATION

A Departmental promotional eligible list will be established for the California Environmental Protection Agency, Office of the Secretary. Eligibility expires **12** months after it is established.

VETERANS PREFERENCE CREDIT and **CAREER CREDITS** are not granted in promotional examinations.

GENERAL INFORMATION

"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 web-site at www.arb.ca.gov."

For an examination without a written feature, it is the candidate's responsibility to contact the Air Resources Board Examination Analyst, **Laura Ford**, at (916) 324-9238 or laura.ford@arb.ca.gov three weeks after the Final Filing Date if he/she has not received a progress notice.

Applications are available at the CalHR website at <http://jobs.ca.gov/Profile/StateApplication>, local offices of the Employment Development Department, and the Air Resources Board at <http://www.arb.ca.gov/personnel/jobs/examvac.htm>.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. All candidates who pass the examination will be ranked according to their scores.

The California Environmental Protection Agency, Office of the Secretary reserves the right to revise the examination plan to better meet the needs of the Agency. If circumstances change under which the examination was planned, such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Eligible Lists: Eligible lists established by competitive examinations, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental 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 this bulletin. In case of continuous testing examinations, names are merged into the appropriate eligible lists in order of final test scores (except as modified by veterans preference credits) regardless of the date of the test and the resulting eligible lists will be used only to fill vacancies in the area shown 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>.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and 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.



For specific examination questions, contact the Examination Unit at (916) 324-9238.
TTY/TDD/Speech-to-Speech users may dial 711 for the California Relay Service.