



AIR RESOURCES BOARD, STATE CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free 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 law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	AIR RESOURCES BOARD, STATE	RELEASE DATE:	Monday, November 24, 2014
POSITION TITLE:	CHIEF, AIR QUALITY PLANNING AND SCIENCE DIVISION	FINAL FILING DATE:	Until Filled
CEA LEVEL:	CEA B	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 8,766.00 - \$11,738.00 / Month	BULLETIN ID:	11192014_1

POSITION DESCRIPTION

Under the broad direction of the Deputy Executive Officer, the Chief of the Air Quality Planning and Science Division plans, organizes, and directs the work of the Division's program staff; formulates policy and strategy recommendations to the Executive Office and the Air Resources Board (ARB or Board); advises and assists in the development, planning, and strategic and technical evaluation on air quality programs and policies; directs programs related to the requirements of the federal Clean Air Act and California's Clean Air Laws; directs the development of tools, procedures, and studies to provide sound scientific foundation for policy decisions. The Chief acts as a member of the Executive Staff and represents the Board in meetings with legislative staff, State, federal, other states, and international agencies.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a current State civil service employee with permanent civil service status, as defined in Government Code Section 18546.

Or II

Must be a current or former employee of the Legislature, who resigned or was released from service within the last 12 months, and with two or more consecutive years of service as defined in Government Code Section 18990.

Or III

Must be a current or former nonelected exempt employee of the Executive Branch of **government** who resigned or was released from service within the last 12 months, and with two or more consecutive years of service (excluding those positions for which the salaries are set by statute) as defined by Government Code Section 18992.

Or IV

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.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level A Responsible for broad administrative and program activities, including the execution and/or evaluation of program policies.

CEA Level B Responsible for extensive managerial and program administration or broad program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Level C Responsible for extensive highly professional influence and contributes to program, policy, and the methods to provide professional services needed to set policies, to meet the mission of the State department and often exercising technical and or professional skills that are required at this level.

DESIRABLE QUALIFICATION(S)

• Managerial experience and demonstrated leadership, creativity and sound judgment in directing a group of multi-disciplinary professionals to implement a complex, sensitive program. • Ability to

successfully manage a matrix organizational structure and accomplish project objectives within schedule and budget. • Ability to formulate and implement sound policy recommendations that integrate technical engineering, scientific, economic, environmental and legal considerations. • Well-developed interpersonal skills and the ability to communicate effectively both orally and in writing. • Knowledge of policy and technical issues associated with air pollution control strategies, development of State Implementation Plans (SIP), land use and transportation strategies and planning, and market based pollution reduction programs. • Knowledge of the scientific foundation for air pollution control and the technical tools and models used in ARB programs. • Detailed knowledge of how state and federal governments function, and the state rulemaking process. • Ability to establish and maintain effective working relationships with senior representatives of industry, regulated facilities, environmental groups, the Legislature, media organizations, and federal, state, and local government agencies. • General understanding and awareness of multicultural protocols and sensitivity to cultural differences. • Ability to exercise discretion and diplomacy in sensitive interactions with stakeholders.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **CHIEF, AIR QUALITY PLANNING AND SCIENCE DIVISION**, with the **AIR RESOURCES BOARD, STATE**. Applications will be retained for twelve months.

The Results of this examination will be used only to fill this position and may be used to fill subsequent vacancies for this position for a period of up to twelve months.

The application form submitted **MUST** be accompanied by a Statement of Qualifications detailing the experience, knowledge, ability or potential to meet the Desirable Qualifications. The Statement of Qualifications should be no longer than two pages. (Resumes are optional and do not take the place of the Statement of Qualifications.)

FILING INSTRUCTIONS

All interested applicants should submit a completed Standard State Application (Std. 678), and a "Statement of Qualifications" detailing how the candidate's education, training, experience, and skills meet the Minimum Requirements and Desirable Qualifications for the position to the California Air Resources Board, Human Resources Branch, 1001 "I" Street/P.O. Box 2815, Sacramento, CA 95812, Attention: Shalini Pandey by 5:00 p.m. on the final filing date. Questions concerning this position should be directed to Shalini Pandey at (916) 445-5076 or shalini.pandey@arb.ca.gov.

A CEA Review Panel will screen all qualified job-related education and experience in relation to other qualified applicants. Should the review panel find it necessary, interviews of the most qualified candidates may be conducted. The review panel will then provide its evaluation of the competitive group to the Executive Officer who will make the final selection.

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of

each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.

- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

AIR RESOURCES BOARD, STATE, Administration Services Division/Human Resources Branch
1001 I Street/P.O.Box 2815, Sacramento, CA 95812
Shalini Pandey | 916-445-5076 | shalini.pandey@arb.ca.gov

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this 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 on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The AIR RESOURCES BOARD, STATE 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 law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: [CEA and Exempt Appointees](#)