



COUNTY OF SAN DIEGO
invites applications for the position of:

Air Pollution Control Aide-17384603

SALARY:	\$38,896.00 - \$47,840.00 Annually
OPENING DATE:	03/23/17
CLOSING DATE:	04/16/17 11:59 PM
JOB SUMMARY:	



County of San Diego - Air Pollution Control District

AIR POLLUTION CONTROL AIDE

PER COUNTY RULES, THIS POSITION IS ELIGIBLE FOR APPOINTMENT AT STEP 1, \$38,896.00 ANNUALLY. COUNTY EMPLOYEES ARE SUBJECT TO THE COUNTY PROMOTIONAL RULE FOR STEP PLACEMENT IN ACCORDANCE WITH COMP ORD 1.3.5.

The County of San Diego is currently accepting applications for the position of Air Pollution Control Aide.

Positions in this job classification are located in the Air Pollution Control District (APCD), which is located in the Clairemont Mesa/Kearny Mesa/Scripps Ranch area of San Diego (10124 Old Grove Road, San Diego, 92131). For additional information on APCD, please click [here](#).

Air Pollution Control Aides are responsible for performing a variety of office and technical support to air pollution control professional staff; and for researching, analyzing, compiling, and recording air pollution control data. For additional information on this job class, please click [here](#).

Minimum Qualifications

1. Completion of thirty (30) semester units of college study from an accredited U.S. college or university, or a certified foreign studies equivalency including at least ten (10) units of coursework in physical or life science, mathematics or computer science, AND one (1) year of full-time work experience, or its part-time equivalent, performing data collection, analysis, data verification, and report preparation in a technical field; OR,
2. Two (2) years of full-time work experience performing data collection, analysis, data verification, and report preparation in a technical field that involved interpreting laws,

regulations, and standards for an industrial business or public agency.

NOTE: Applicants who are attempting to qualify under #1 above are required to attach a copy of their college or university official or unofficial transcripts, diplomas, letters of verification, or foreign studies equivalency certifications by the closing date of this recruitment (4/16/17) during Step 1 of the on-line application submittal process.

Evaluation

Process

The names of qualified applicants will be placed on a 12-month eligible list based on scores received during the evaluation of information contained in their employment and supplemental application.

Please ensure all information is complete and accurate as the responses you provide on the supplemental application form will be reviewed using an automated evaluation system. If you are successful in the initial screening process, your application will be reviewed individually to confirm that the information you provided is accurate and qualifying.

Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

The County of San Diego and its employees embrace the Live Well San Diego vision: A region that is Building Better Health, Living Safely and Thriving. For more information www.livewellsd.org.



Under California Government Code Sections 3100 - 3109, public employees are designated as **disaster service workers**. The term "public employees" includes all persons employed by the state or any **county**, city, state agency, or public district. Disaster service workers are required to participate in such disaster service activities as may be assigned to them by their employer or by law.



The County of San Diego is committed to valuing diversity and practicing inclusion because our diverse workforce is our greatest asset and our customers are our number one priority.

APPLICATIONS	MAY	BE	FILED	ONLINE	AT:	Position #17384603
http://www.sdcounty.ca.gov/hr						AIR POLLUTION CONTROL AIDE-17384603
5530	Overland	Ave.,		Suite	210	BA
San	Diego,		CA		92123	
(619)					236-2191	

processunitemail.fgg@sdcounty.ca.gov

Air Pollution Control Aide-17384603 Supplemental Questionnaire

- * 1. Please be sure to answer the following questions in a thorough, complete and truthful manner, as your responses may be used to determine your overall score. Please do NOT indicate "See Resume" or "See Application" as these are not valid answers. If you are invited to a selection interview(s) by the hiring department, your responses to the following questions may be subject to verification. Please review the minimum qualifications for this position before completing your application. If you do not meet the minimum qualifications, do not apply, as your application will be rejected. **Do you understand this information?**
- Yes
 No
- * 2. Please check the box that provides an accurate reflection of your completed college education and work experience. Note: Your response may be subject to verification by the hiring department.
- I have completed at least thirty (30) semester units of college study/coursework from an accredited US college or university, or a certified foreign studies equivalency including at least ten (10) units of coursework in physical or life science, mathematics or computer science) AND have at least one (1) year of full time work experience, or its part-time equivalent, performing data collection, analysis, data verification, and report preparation in a technical field.
- I have not completed at least 30 semester units of college education, but I have at least two (2) years of full time work experience performing data collection, analysis, data verification, and report preparation in a technical field that involved interpreting laws, regulations, and standards for an industrial business or public agency.
- None of the above.
- * 3. If you are using your completed college education in order to meet the part of the qualifications for Air Pollution Control Aide, along with your work experience, then do you understand that you must attach a copy of your college or university official transcript, unofficial transcript, letter of verification, or foreign studies equivalency certificate during Step 1 of the application process? Do you also understand that these college/university documents are due by the closing date of this recruitment (4/16/17)?
- Yes
 No
- * 4. If you checked one of the experience areas in Question #2, in the space below, please list your job title(s), employer name(s), and the length of experience (years/months) where you performed data collection, analysis, verification, and report preparation.
- * 5. Please check the box(s) which accurately reflects your college education. Please select only one box. NOTE: If you select one of these degrees, then you must provide written proof of your degrees by attaching your college/university transcript, degree, letter of verification, or foreign studies equivalency certification during Step 1 of the on line application submittal process by the closing date of this recruitment (4/16/17).
- I possess a bachelor's degree or higher with a major in physical science, life science, mathematics, or computer science.
- I possess a bachelor's degree or higher with a major that is different than physical science, life science, mathematics, or computer science but with at least thirty (30) semester units of physical science, life science, mathematics, or computer science.
- I possess at least thirty (30) semester units of college study from an accredited U.S. college or university, or a certified foreign studies equivalency in physical or life science, mathematics or computer science.
- None of the above.
- * 6. Do you have experience in Air Pollution Control Districts, Regulatory Agencies, or other government agencies?
- Yes
 No
- * 7. If you answered YES to Question 6, then in the space below, please list your job title(s), employer(s), years of experience, and a brief description of your duties. If you answered NO to

Question 6, please indicate "N/A" in the space below.

- * 8. Do you have experience in customer service?
 - Yes
 - No
- * 9. If you answered YES to Question 8, then please list your job title(s), employer(s), years of experience, and a brief explanation of your customer service duties. If you answered NO to Question 8, please indicate "N/A" in the space below.
- * 10. Do you have experience in researching and interpreting rules and regulations or other legal documents?
 - Yes
 - No
- * 11. If you answered YES to Question 10, then please list your job title(s), employer(s), years of experience, and a brief explanation of your experience in researching and interpreting rules and regulations or other legal documents. If you answered NO to Question 10, please indicate "N/A" in the space below.
- * 12. Please indicate your experience using specific computer system/programs by checking the box or boxes listed below.
 - I have experience using the Accela Business Case Management System/Program
 - I have experience using a Business Case Management System/Program other than Accela.
 - I do not have any experience in using a Business Case Management System/program, but I completed college coursework or employer-sponsored training to using this system/program.
 - None of the above.
- * 13. If you indicated that you have experience with a Business Case Management System/Program other than Accela, please list this system in the space below. If this doesn't apply, please indicate "N/A" in the space below.
- * 14. How did you hear about this job opportunity?
 - Family or Friends
 - County ERG
 - County of San Diego Website
 - County of San Diego Social Media
 - Careers in Government
 - Diversity-Based Organization, Publication, or Website
 - Military or Veterans-Based Organization, Publication, or Website
 - County of San Diego Employee Resource Group (ERG)
 - College Career Center
 - Job Fair
- * Required Question