

**DUTY STATEMENT**

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Employee Name: Vacant	Current Date: 08/05/2023
Classification: Air Pollution Specialist	Position #: 673-510-3887-077
Division/Office: Monitoring and Laboratory Division	CBID: R09
Section: Vapor Recovery Certification Section	
Supervisor Name: Bradley Cole	Supervisor Classification: ARS I

I certify that this duty statement represents an accurate description of the essential functions of this position.	
Supervisor:	Date:

I have read this duty statement and agree that it represents the duties I am assigned.	
Employee:	Date:

**SPECIAL REQUIREMENTS OF POSITION (IF ANY):**

- Designated under Conflict of Interest Code.
- Duties performed may require pre-employment physical.
- Duties performed may require drug testing.
- Duties require participation in the DMV Pull Notice Program.
- Requires the utilization of a 32-pound self-contained breathing apparatus.
- Operates heavy motorized vehicles.
- Requires repetitive movement of heavy objects.
- Works at elevated heights or near fast moving machinery or traffic.
- Performs other duties requiring high physical demand. (Explain below): Lift and carry equipment up to 50lbs
- Duties require use of hearing protection and annual hearing examinations.

**SUPERVISION EXERCISED**

<input checked="" type="checkbox"/> None	<input type="checkbox"/> Lead Person
<input type="checkbox"/> Supervisor	<input type="checkbox"/> Team Leader

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FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises: N/A

Total number of positions in Section/Branch/Office for which this position is responsible: N/A

FOR LEADPERSONS OR TEAM LEADERS ONLY:

Indicate the number of positions by classification that this position LEADS: N/A

MISSION OF SECTION: The Vapor Recovery Certification Section (VRCS) resides within the Vapor Recovery and Fuel Transfer Branch of the Monitoring and Laboratory Division and is responsible for the certification of vapor recovery system, testing hydrogen fueling stations, updating existing or developing new vapor recovery and stationary source test methods, and assisting in the development of new and amendment of existing regulations for the control of emissions from gasoline marketing operations and stationary sources. The mission of the branch and section is to protect public health and ecological resources while considering the economic impact on the regulated community. VRCS also assists the Vapor Recovery Regulatory Development Section and the Vapor Recovery In-Use Section in vapor recovery regulatory activities, special studies, and source testing of gasoline marketing operations, stationary sources, and hydrogen fueling stations. VRCS works with variety of external stakeholders such as other state and federal agencies, local districts, equipment manufacturers, and gasoline marketing operators, and the public.

CONCEPT OF POSITION: Under supervision of the Air Resources Supervisor I, the Air Pollution Specialist (APS) evaluates and certifies vapor recovery systems; assists on developing new test methods or updating existing methods for gasoline marketing operations and stationary sources; assesses the efficacy of control devices; develops emission factors; observes and audits source tests conducted by contractors; participates in the validation testing of hydrogen fueling stations; and contributes to the rulemaking process to improve or update vapor recovery regulations and stationary source test methods.

Duties assigned to this position involve field work and hands-on activities such as installing and deploying instrumentation and fabricating test fixtures to quantify air pollutants. In addition, the APS may be required to work overtime to meet regulatory deadlines for certification, testing and rulemaking activities. Duties will also include preparation of staff or test reports, data analyses, technical support documents, and new and/or Executive Orders changes.

This position may require the employee to alter his or her work schedule to accommodate testing schedules, and work overtime. The position may require in-state travel up to 33% of the time base (can be greater depending on project). The supervisor will provide as much advance notice as possible to allow the employee sufficient time to prepare for the shift change.

This position requires the employee to take and pass training courses (including periodic refresher courses) in first-aid/CPR, heat illness prevention, and fall protection.

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<u><b>% OF TIME</b></u>	<u><b>RESPONSIBILITIES OF POSITION</b></u>
25% - E	Support gasoline and hydrogen station certification and validation activities respectively. Collaborate with the existing staff in conducting evaluation of emission controls designed for use at gasoline marketing operations, stationary sources, and hydrogen fueling stations. Duties include but not limited to climbing ladders to elevated heights, lifting and carrying heavy equipment, working at gasoline marketing operations with vehicle traffic, adhering to certification and test procedures established by CARB, acting as a liaison with facility owner/operators and local district staff, conducting testing of industrial processes and control devices, preparing test reports and summaries, assisting other CARB divisions or state agencies in developing hydrogen fueling regulations, and briefing management and CARB staff.
20% - E	Support the Vapor Recovery Regulatory Development Section in rulemaking activities effecting gasoline marketing operations and stationary source test methods, which includes but not limited to developing draft regulatory language and preparing environmental assessments, economic analysis, technical support documents, and staff reports. This requires working with external stakeholders such as air districts, affected industry, the general public, and internal stakeholders such as the Office of Legal Affairs and Office of Economic and Policy Analysis. This also involves briefing division, executive management, and CARB Board members of the need for the regulations, costs to affected industry, and identification of reasonable alternatives.
20% - E	Support various activities of the Vapor Recovery and Fuel Transfer Branch such as 1) preparing documentation for the certification of vapor recovery systems for gasoline marketing operations, 2) reviewing and determining if contractors can conduct testing for CARB, 3) observing and auditing testing conducted by contractors by verifying that appropriate test methods and quality control/audit procedures are followed, and 4) reviewing and commenting on test protocols/reports to ensure that appropriate test methods are employed to produce the desired information.
15% - E	Plan, design, and conduct field studies to evaluate the efficacies of control strategies for controlling criteria pollutants and toxic air pollutants from gasoline marketing operations and stationary sources. This includes preparing test protocols and reports to ensure the results meet the needs of client.
10% - E	Calibrate and deploy data acquisition systems. Collect, review, manage, and analyze large data sets. Prepare technical support documents, memos, spreadsheets, emission calculations, presentations, and/or written summaries to document the results.

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10% - M	Perform other duties as required such as procuring new equipment or instruments, moving and setting-up testing equipment, disseminating information on certified vapor recovery systems or components, updating the vapor recovery program webpage, representing CARB in meetings with stakeholders and public, conducting training on the vapor recovery program, and assisting other branch, division, or board programs.
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