

DUTY STATEMENT

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Employee Name:	Current Date: 1/8/24
Classification: Air Pollution Specialist	Position #:673-510-3887-084
Division/Office: Monitoring and Laboratory	CBID: R09
Section: Advanced Monitoring Techniques	
Supervisor Name: David Ridley	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):
- 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

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

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MISSION OF SECTION: The Advanced Monitoring Techniques Section conducts air monitoring projects utilizing non-traditional air monitoring technologies and methods to support the California Air Resource's Boards (CARB) community air monitoring programs. The section is responsible for developing guidance and strategies for implementing community air monitoring programs and conducting community outreach to support the Agency's goal of reducing air pollution exposure in California's most impacted neighborhoods. Section staff work collaboratively with staff across CARB's divisions and with a wide variety of stakeholders including community groups, local air districts, industry, and other community air monitoring technical and programmatic experts. The section is responsible for evaluating the performance of new technologies as they become available and assessing their capability for generating technically sound ambient air monitoring data for identifying neighborhood scale air pollution issues. The section conducts monitoring with mobile vehicles and stationary monitoring platforms to survey neighborhoods for adverse air quality impacts from near-by industrial facilities and other sources during "routine operation" and also during unplanned emissions events such as well ruptures and fires. The section develops open source hardware and software tools to simplify data management and make community air monitoring information and data more accessible to CARB's stakeholders.

CONCEPT OF POSITION: Under general supervision of the Air Resources Supervisor I, the Air Pollution Specialists apply scientific methods and principles to conduct community air monitoring. This position focuses on conducting community air monitoring, data analysis, and outreach for CARB's Study of Neighborhood Air near Petroleum Sources (SNAPS) program. This position requires the employee to pass training courses including periodic refresher courses in first-aid/CPR, fall protection, forklift, and defensive driver training. Employee may be required to wear personal protective equipment including, but not limited to, a hard hat, safety shoes, reflective vest, nomex coveralls, hearing protection, gloves, and safety glasses. In addition, employee may be required to temporarily alter his/her work schedule, to work overtime, and to travel overnight to accommodate field work. The supervisor will provide as much advance notice as possible to allow the employee sufficient time to prepare for the shift change.

% OF TIME	RESPONSIBILITIES OF POSITION
25 - E	Apply scientific methods and principles to evaluate, organize, write and implement project protocols, write project reports, develop quality assurance project plans, write technical papers, and correspond with outside agencies and staff of other CARB divisions to develop and implement community air monitoring programs. This includes developing written material and conducting public workshops
25 - E	Operate, maintain, troubleshoot, and repair analytical, data acquisition, recording and calibration equipment for conducting community air monitoring in communities with mobile monitoring platforms and stationary air monitoring. Travel throughout California will be required.

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20 - E	Analyze and report data utilizing statistics and software programs.
15 - E	Conduct community outreach through local media, local community organizations, and on-site events. Organize and present study proposals when meeting with client divisions, outside agencies, local officials, the media, and the public.
10 - E	Write papers describing methodology and findings suitable for publication in peer-reviewed, scientific journals. Present finding at staff seminars and professional conferences. Prepare documentation for parts and service requisition and coordinate right-of-entry in support of community air monitoring.
5 - M	Develop, document and implement relevant safety measures into monitoring program including heat illness prevention, fall protection, and compressed gas handling and transport.