

DUTY STATEMENT

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Employee Name: Vacant	Current Date: April 2024
Classification: Air Pollution Specialist	Position #: 673-930-3887-036
Division/Office: Mobile Source Laboratory Division/ Riverside	CBID: R09
Section: Emission Laboratory Quality Assurance Section	
Supervisor Name: Alvaro Gutierrez	Supervisor Classification: Air Resources Supervisor 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

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FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position **DIRECTLY** supervises: 0

Total number of positions in Section/Branch/Office for which this position is responsible: 0

FOR LEADPERSONS OR TEAM LEADERS ONLY:

Indicate the number of positions by classification that this position **LEADS**: 0

MISSION OF SECTION: The Emission Laboratory Quality Assurance Section is responsible for the calibration and certification of all automotive emission test instruments and equipment in use at the Southern California Headquarters Riverside and field locations. The section is also responsible for certification of Gray Market automotive emission test laboratories.

The section assists private and public agencies, universities, research institutes, and other CARB divisions in the control of automotive pollutants.

The Air Pollution Specialist, under the direction of the Section Manager, will perform the following at the Southern California Headquarters Riverside and at various field locations.

CONCEPT OF POSITION: The Air Pollution Specialist is the entry and first working level. Incumbents perform less difficult air pollution specialist work or motor vehicle pollution control engineering under close supervision. Incumbents perform field and office specialist duties related to air pollution programs; conduct investigations, inspections, and studies; prepare surveys and reports; design electrical instrumentation; draft and develop control systems instrumentation, tests, and methods for measurement of air pollution and emissions of air contaminants; advise and consult with Federal, State, and local agencies involved in air pollution control, often involving extensive public and professional contacts; may act as an expert witness in Board or court action.

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
25% E	Develop cross-check test programs to evaluate the performance of the vehicle emission testing facility. Act as the project manager for all cross-check test programs. Validate functionality of emissions and equipment in test cells using technical tasks to carry out large- and small-scale tests designed to support various emissions control programs. Apply engine principles relating to emission testing, internal combustion, emission control, as well as knowledge of standard operating procedures and regulatory testing protocols to carry out the tests and review and validate test results.
20% E	Apply statistical analysis to and perform calculations for data obtained from test equipment to accept or reject test equipment according to Federal and/or State approved methods.

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15% E	Perform best fitting calibration curves for all analytical equipment in the operation and maintenance of testing equipment in test cells. Troubleshoot testing problems and take an effective course of action to resolve them.
15% E	Write and update Standard Operating Procedures, according to Federal and State approved practices and known scientific methods as part of documentation for all tests.
15% E	Write laboratory and monthly reports, update the state data storage and retrieval system, and make oral presentations as instructed by the Section Manager.
10% M	Train technicians in subjects directly related to their work assignments. May perform other duties under and related to the scope of the classification.