

**DUTY STATEMENT**

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Employee Name: Vacant	Current Date: May 23, 2024
Classification: Air Pollution Specialist	Position #: 673-510-3887-XXX
Division/Office: Monitoring and Laboratory Division	CBID: R09
Section: Operations and Data Support	
Supervisor Name: Reggie Smith	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:

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

FOR LEADPERSONS OR TEAM LEADERS ONLY:

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

MISSION OF SECTION: To provide technical support services for California Air Resources Board's (CARB's) ambient air monitoring programs by administering data management systems, conducting data validation and reporting, providing program method development, instrument evaluations and acceptance testing, instrument troubleshooting, instrument repair, air monitoring system modifications and other support services to help define the nature, extent and trend of the State's air pollution problem.

CONCEPT OF POSITION: Under the direction of the Section's Air Resources Supervisor I (ARS I), the Air Pollution Specialist (APS) will work as part of a team which manages the Branches ambient air quality data management and acquisition systems, develops, designs, tests and conducts evaluation of air quality monitoring technology and sampling methods, systems, instrumentation and procedures to improve the efficiency, accuracy and reliability of the state and local air monitoring networks. Provides technical support for field operations of complex air monitoring instrumentation used within the California Air Resources Board (CARB)'s ambient air monitoring network. Develops standard operating procedures (SOP's), guidance documents and other technical correspondence and provides scientific technical consultation to CARB and local agency staff. The level of supervision will correspond to the Range level. At Range C very little if any direct supervision is given.

**Position also requires:**

- Occasionally moderate to heavy physical exertion, including unassisted lifting and transfer of weights up to 50 lbs.
- Occasionally outdoor work at air monitoring stations.
- Occasional work that may include overnight travel.
- Adherence to a safety-related dress code and training requirements.

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
25 - E	As part of a team, provide technical support necessary to operate the Air Quality Surveillance Branch's data acquisition and reporting system, known as Air Quality Data Management System (AQDMS) and an innovative data logging system referred to as CARBLogger. Coordinate with support contractors, ARB Information Technology and Air Quality planning staff, United States Environmental Protection Agency (U.S. EPA) personnel and others to collect, edit and report ambient air monitoring data collected within the CARB Ambient Air Monitoring Network.

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15 - E	Using standard air monitoring and laboratory practices develops and designs procedures to test operating characteristics of air monitoring and sampling instrumentation. Manually and electronically evaluates test data resulting from evaluation testing and prepares and writes evaluation reports. Develops, tests and implements quality control procedures, Standard Operating Procedures (SOP's) or guidance documents for the operation, maintenance, and calibration of ambient air monitoring instrumentation.
15 - E	Provides technical support directly or indirectly to field staff on the operation, maintenance and calibration of air monitoring equipment used within the CARB's ambient air network.
10 - E	Either written or orally provides technical training and expert consultation on the physical and scientific theory of air monitoring instrumentation to the Monitoring and Laboratory Division (MLD) and CARB Primary Quality Assurance Organization (PQAO) District staff members. Provides technical expertise in the development of training materials to be used in Division air monitoring program.
10 - E	Via written and oral communication, consults with instrument manufacturers and vendors to develop and evaluate new instrumentation and manage vendor support contracts for use in the state air quality monitoring network.
15 - E	Writes technical reports, interoffice memoranda, technical papers and other correspondence.
10 - M	Provides web support for the Branches internal web pages and associated Drupal external facing web pages. The Branches internal web page serves as the central location for the Division to distribute its air monitoring Standard Operating Procedures, Quality Assurance/Quality Control (QA/QC) documents, and associated procedures, guidelines, and policy memos. May perform other duties under the scope of the classification.