

DUTY STATEMENT

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Employee Name: Vacant	Current Date: May 12, 2024
Classification: Staff Air Pollution Specialist	Position #:673-510-3875-002
Division/Office: Monitoring and Laboratory Division	CBID: 09
Section: Laboratory Support Section	
Supervisor Name: Jeff Wright	Supervisor Classification: ARS I

I certify that this duty statement represents an accurate description of the essential functions of this position.	
Supervisor: Jeff Wright	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 checked="" type="checkbox"/> Lead Person
<input type="checkbox"/> Supervisor	<input type="checkbox"/> Team Leader

DUTY STATEMENT

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

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

FOR LEADPERSONS OR TEAM LEADERS ONLY:

Indicate the number of positions by classification that this position LEADS: Air Pollution Specialist (2)

MISSION OF SECTION: The Laboratory Support Section (LSS) is responsible for supporting the Northern Laboratory Branch's (NLB) three analytical laboratory sections: Inorganic Laboratory Section (ILS), Organic Laboratory Section (OLS), and Special Analysis Section (SAS). NLB provides analytical laboratory services for Federal and State criteria pollutant, toxic air contaminant, and consumer product enforcement programs. Responsibilities of the Branch include overall sample management, and the reporting, reviewing, validation, and approval of analytical data for submittal to U.S. EPA, ARB Enforcement Division, and other clients while maintaining laboratory health and safety and hazardous waste disposal programs. To support these regulatory mandates, LSS provides analytical support to ILS, OLS, and SAS for sample control and management (sample shipping/receiving, log-in, tracking, storage, and disposition), quality assurance and quality control oversight, Laboratory Information Management System (LIMS) database administration, and data management including submittal of ambient air quality and toxic air contaminant data to U.S. EPA's Air Quality System (AQS) database. LSS also administrates the laboratory specific health and safety program and a hazardous waste management program.

CONCEPT OF POSITION: Under the general direction of an Air Resources Supervisor I (ARS I), the Staff Air Pollution Specialist (SAPS) performs staff air pollution specialist work with specific duties as follows. This position will support the Northern Laboratory Branch's (NLB) Inorganic Laboratory Section (ILS) and Organics Laboratory Section (OLS) by leading the administering of the Laboratory Information Management System (LIMS). NLB provides analytical laboratory services for federal and State criteria pollutant, toxic air contaminant, and consumer product enforcement programs. The Staff Air Pollution Specialist (SAPS) position will lead a small team of Air Pollution Specialists performing LIMS administration duties in support of the Branch's laboratories.

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
25% - E	Leading the administering of the Laboratory Information Management System (LIMS) database environment including, but not limited to, creating and managing methods, parameter lists, and event plans to support NLB's analytical methods; working with the chemists to collect their instrument method information needed to develop the equivalent method in LIMS; working with the Office Information Service (OIS) staff to ensure LIMS accessibility and performance. Trains other LIMS Team members.
20% - E	Developing and maintaining LimsLink, or equivalent methods, to facilitate the data review and transfer of laboratory data from instrument controllers to LIMS; setting up LimsLink to log-in all quality control samples; retrieving quality control limits and calculations from the chemists that will be performed in LimsLink.

DUTY STATEMENT

15% - E	Collaborating with chemists and management on visualization tools (e.g. control charts, data reports, etc.) to aid in the review and approval of the analytical reports; creating LIMS reports to support NLB's data review and approval process; updating laboratory QC limits/criteria in LIMS.
10% - E	LIMS/LIMSLink contract management; working with MLD Admin to procure timely updates and upgrades to LIMS/LIMSLink software management support plans from appropriate vendors; working with vendor and OIS in the maintenance of LIMS databases to ensure proper operation.
10% - E	Submitting approved ambient network data to the U.S. EPA Air Quality System database and providing LIMS Views for internal clients to access approved data.
10% - E	Documents LIMS procedures: trains NLB staff in the proper use and execution of LIMS from sample log-in, data transfer, to report generation.
10% - M	In coordination with the section's quality assurance/quality control team, provides technical assistance/recommendations to program staff and management on laboratory QA/QC issues including the review of laboratory SOPs. May perform other duties related to and under the scope of the classification.