

DUTY STATEMENT

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Employee Name:	Current Date: 5/31/2024
Classification: Air Pollution Specialist	Position #: 673-510-3887-057
Division/Office: Monitoring and Laboratory	CBID: 09
Section: Laboratory Support Section	
Supervisor Name: Jeff Wright	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): Moving shipping and receiving boxes that contain samples and blue ice.
- Duties require the 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: 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**: NA

MISSION OF SECTION:

The Laboratory Support Section (LSS) is responsible for supporting the Northern Laboratory Branch's (NLB) three additional 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 the United States Environmental Protection Agency (U.S EPA), California Air Resources Board (CARB) 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 database. LSS also administrates the laboratory specific health and safety program (e.g., Chemical Hygiene Plan, laboratory hood ventilation program, laboratory safety training program), and a federal, State, and local hazardous waste management program.

CONCEPT OF POSITION:

Under close supervision (Range A), supervision (Range B), or general direction (Range C) of an Air Resources Supervisor I, or equivalent, the employee performs air pollution specialist work with specific duties as follows (Range C may be assigned to act as a leadsperson):

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
25 - E	Works on a quality assurance/quality control (QA/QC) team to help ensure data quality objectives are maintained for all laboratories based on NLB's Quality Control Manual (QCM). Reviews, maintains, and updates the QCM. Reviews standard operating procedures for QC clarity and consistency with the QCM. Provides technical assistance/recommendations to program staff and management on QA/QC issues. Makes sure issues are appropriately documented.

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20 - E	LIMS Administration Team member whose duties include, but are not limited to, administering the LIMS database environment including creating and managing methods, parameter lists, event plans, dashboards, and other custom features in LIMS to aid users and to support NLB ambient air programs.
15 - E	Works with Branch Health and Safety Coordinator to administer the Branch's health and safety program and hazardous waste management program. This includes working closely with the Administrative Services Division in maintaining compliance with and updating the Chemical Hygiene Plan, Hazardous Materials Plan, Hazard Communication Plan, Chemical Inventory, and other laboratory safety rules and regulations and develops and maintains the laboratory health and safety training program for NLB staff and management to comply with federal, State, and local rules and regulations, including recording staff and management attendance to ensure all personnel are properly trained.
10 - E	Administrates the data management process including writing, reviewing, and maintaining data management protocols, facilitating the analyst-peer-management data review process, and tracking data report throughput with periodic updates to management regarding data reporting turn-around-times.
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	Creating LIMS reports to support NLB's data review and approval process.
10 - M	Supports sampling media preparation and sample management as needed including media preparation and shipment to air monitoring stations, chain-of-custody, sample receiving and log-in to the LIMS database, and sample dissemination to appropriate location. May perform other duties within the scope of the classification as assigned.