

**DUTY STATEMENT**

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Employee Name: Vacant	Current Date: June 2024
Classification: Air Resources Technician II	Position #: 673-210-3873-965
Division/Office: Enforcement	CBID: R11
Section: Consumer Products Enforcement Section	
Supervisor Name: Shannon Downey	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: N/A

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

FOR LEADPERSONS OR TEAM LEADERS ONLY: N/A

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

MISSION OF SECTION: The Consumer Products Enforcement Section’s mission is to improve public health and the environment through fair and consistent enforcement of the Consumer Products Regulations, the Airborne Toxic Control Measure to Reduce Formaldehyde Emissions from Composite Wood Products, and the Regulation for Limiting Ozone Emissions from Indoor Air Cleaning Devices.

CONCEPT OF POSITION: Under the close supervision of the Air Resources Supervisor I, the incumbent will assist in the inspections and investigations to ensure CARB regulations are in compliance with various consumer products (e.g., chemically formulated and aerosol coating products, composite wood products, and indoor air cleaning devices). Travel may be required.

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
35% - E	Assist in reviewing files on Consumer Products Regulations, the Composite Wood Products Air Toxic Control Measure, and the Regulation for Limiting Ozone Emissions from Air Cleaning Devices. Gather, compute, analyze and compile data and records into searchable spreadsheets, regulation summaries and issue papers and present findings to management or lead-staff. Meet required deadlines.
30% -E	Using comprehensive knowledge of enforcement regulations and investigative process, assist technical staff by investigating complaints, tips, and leads concerning potentially non-compliant chemically formulated and aerosol coating products, composite wood products, and indoor air cleaning devices.
20% - E	Review and interpret air quality data, air pollution regulation requirements, and use basic statistical and mathematical computational techniques to assist technical staff in identifying potential emission sources for inspection and/or investigation. Assist technical staff by collecting product samples, investigating cases where the samples collected fail testing, initiating inspections in the field, contacting alleged violators via phone and email, initiating enforcement actions where violations are found, and resolving these cases, including providing support in cases that are referred for litigation.
10% - E	When requested, assist technical staff with field inspections at retailers, distributors, and fabricators, and case investigation activities handled primarily by other sections within the division.
5% - M	Conduct research and prepare the least complex segments of clear and concise technical reports, correspondence, and documentation relating to

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	air pollution. May be assigned to special projects. May perform other duties within the scope of the classification as required.
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