

DUTY STATEMENT

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Employee Name: Vacant	Current Date: 12/01/2023
Classification: Air Resources Technician II	Position #: 673-310-3873-965
Division/Office: Research	CBID: R011
Section: Air Quality and Climate Science Section (384)	
Supervisor Name: Dongmin Luo	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:

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

MISSION OF SECTION: The Research Division provides the Board with the highest quality scientific information and technology possible for actions to protect the health of the people and the environment of California from the effects of air pollution. The Air Quality and Climate Science Section (Section) in the Atmospheric Science and Climate Strategies Branch, Research Division is tasked to advance our understanding of emerging climate science, implement multiple climate mitigation regulations, and lead research efforts on climate science, greenhouse gas (GHG) inventory, and air quality analyses to inform policy direction and advance the health-protection mission of the agency.

CONCEPT OF POSITION: Under close supervision of program leads and the Section Manager, the incumbent is expected to assist in technical, scientific, and administrative activities in support of the duties and mission of the Section, including the implementation of the Refrigerant Management Program (RMP), Small Container of Automotive Refrigerant Regulation, and SF6 regulation. The incumbent is expected to bring to the Section a strong ability to provide compliance assistance and conduct public outreach to the regulated community. The incumbent will possess excellent communication and writing skills; the ability to enter, manage, and analyze RMP database and emission data; and interpret regulations. The incumbent is expected to have problem-solving skills, experience in working with the public, follow good customer service practices, and willingness to learn and execute tasks to meet the overall goals of the agency or division. Some travel may be required.

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
35% - E	Serve as a contributing staff to implement the Refrigerant Management Program (RMP) regulation to help meet the legislatively mandated goals of SB 32 and SB 1383. This would include the following: managing the facility registration database, entering data, making updates, planning and implementing improvements, conducting analyses, and putting out summaries of the data. Expand the outreach database by conducting web searches and contacting trade associations and other state agencies. Conduct phone surveys to facilities to obtain information on their RMP rule applicability. Evaluate outreach effectiveness.
30% - E	Review completeness of RMP annual reports submitted by affected facilities and follow-up with non-compliant facilities. Conduct the investigation of refrigerant emission complaints and potential rule violations. Communicate verbally and in written form, and coordinate and interact with both internal and external stakeholders. Draft briefing papers and present updates to peers and management.

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25% - E	Provide compliance assistance with Small Container of Automotive Refrigerant and SF6 regulation, and review annual reports, support for potential rule amendments, and associated industry meetings. Review and interpret air quality regulations and scientific data.
10% - M	Provide technical or administrative support for other program staff on different miscellaneous projects as needed. May perform other duties as assigned within the scope of the classification.