

DUTY STATEMENT

DUTY STATEMENT

Employee Name:	Current Date: 7/10/2024
Classification: Air Pollution Specialist	Position #: 673-510-3887-043
Division/Office: Monitoring and Laboratory	CBID: 09
Section: Organic Laboratory Section	
Supervisor Name: Patrick Rainey	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 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 Organic Laboratory Section (OLS) is responsible for analyzing ambient air samples collected from air monitoring and sampling sites throughout the State for criteria, toxic, and potentially toxic air pollutants. OLS also develops new analytical methods and conducts special studies to support the activities of the Monitoring and Laboratory Division (MLD) of the California Air Resources Board.

CONCEPT OF POSITION:

Under close supervision (Range A), supervision (Range B), or general direction (Range C) of the manager of OLS, the incumbent performs Air Pollution Specialist work with the following specific duties. Range C may be assigned to work as a leadperson. OLS staff are responsible for overall sample management, media preparation, extractions, analyses, quality control, data review, and reporting analytical data generated to evaluate public health impacts and ambient air quality trends. Staff develop, improve, and validate analytical methods while meeting all data quality objectives following standard operating procedures.

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
35 - E	Analyze ambient air samples to determine criteria, toxic, and potentially toxic air pollutants using a variety of analytical equipment while adhering to safe laboratory practices. Staff are responsible for the associated safe handling and disposal of hazardous waste.
35 - E	Evaluate the results generated by the laboratory to ensure that the appropriate procedures were used and that proper quality control procedures are followed and criteria are met. Evaluate data for trends and anomalies, and meet reporting deadlines
10 - E	Design, develop, evaluate, and validate laboratory and field air monitoring methods, analytical methods, and equipment. Providing training to CARB and district staff, and provide support in the event of an Emergency Response incident.
10 - E	Assist in the maintenance of the analytical equipment; prepare sampling media; and perform shipping, receiving, and database entry for samples and media.

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10 - M	Perform other duties such as procuring new equipment, instrumentation, and supplies; managing service contracts; preparing scientific papers and reports; giving presentations; and assisting other sections within the Northern Laboratory Branch and the Division.
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