

**DUTY STATEMENT**

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Employee Name: Vacant	Current Date: February 2025
Classification: Air Pollution Specialist	Position #: 673-930-3887-014
Division/Office: MSLD/Riverside	CBID: R09
Section: Portable Emissions Measurement Section	
Supervisor Name: Michael Kamboures	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:

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

FOR LEADPERSONS OR TEAM LEADERS ONLY:

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

MISSION OF SECTION: The Portable Emissions Measurement (PEM) Section is primarily responsible for conducting in-use emissions testing using Portable Emissions Measurement Systems (PEMS). The PEM Section conducts real-world emissions testing and research programs to inform the California Air Resources Board (CARB) of technical matters related to air pollution control programs and strategies involving heavy- and light-duty freight transportation. The PEM Section uses cutting edge instruments to measure on-road and off-road vehicle emissions under real world driving conditions. In addition to providing in-use testing, the section also provides and conducts other types of evaluation and analysis related to heavy-duty and freight-related emissions sources for criteria pollutants, such as nitrogen oxides; for greenhouse gases, such as carbon dioxide and methane; and for toxic air contaminants, such as diesel particulate matter. These evaluations help support programs, such as the heavy-duty on-road engine in-use compliance program and the Verification Procedure for Diesel Emission Control Strategies (i.e., retrofit diesel particulate filters).

CONCEPT OF POSITION: Under general supervision of the PEM Section manager, the Air Pollution Specialist (APS) will be responsible for duties related to conducting technically complex emissions testing and research programs and possibly the development and implementation of heavy-duty diesel programs and regulations designed to reduce mobile source emissions statewide. Some of the duties and responsibilities are to conceptualize emissions research topics; develop test plans; procure resources; and to identify and assess innovative, cost-effective mobile source control strategies that reduce criteria, toxic air pollutants and greenhouse gases. These reductions can help fleet rules achieve the goals of the Diesel Risk Reduction Plan. In addition to installing, calibrating, and operating PEMS, the APS will manage projects and share findings via preparing and delivering reports and presentations. The APS will also assist in coordinating with the local air districts, the U.S. Environmental Protection Agency, agencies within the state, and industry stakeholders.

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
30%-E	Conduct emissions tests, perform quality checks, and audit/maintain/troubleshoot equipment. Collect, interpret, review, analyze emissions and other data. Draft and edit Standard Operational Procedures. Work with Lab Suite, Concerto, and other software to design and execute workflows and investigate data. Summarize findings and write concise technical reports, research.

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25%-E	Conceptualize and prepare test plans for emissions research. Perform literature searches and identify potential research work. Performs data analysis, interprets data, and derives conclusions on laboratory generated or literature searched data. Prepare reports, present data in public forums, and publish technical papers in peer-reviewed journals. Acquire sound understanding of CARB's regulatory programs and strategies.
20%-E	Conduct evaluations and research on new emission control technologies and instrumentation. Develop and adapt instrumentation and operating procedures for automotive engines and exhaust control device testing. Plan and carry out comprehensive automotive engineering studies and investigations.
20%-E	Plan and coordinate demonstration programs according to sound engineering principles. This includes working with stakeholders, including air quality management districts, industry associations, private and public fleet operators, and other stakeholders. Help troubleshoot issues that arise from the use of emission-related technologies and document details of investigation actions.
5%-M	Prepare procurement requests for emissions testing equipment. Prepare contract request documents and maintains budget tracking sheets. Verify invoice amounts and request payment approvals. May perform other related duties that fall under the scope of the classification.