

DUTY STATEMENT

DUTY STATEMENT

Employee Name: Vacant	Current Date: March 2025
Classification: Air Pollution Specialist	Position #: 673-210-3887-059
Division/Office: Enforcement Division	CBID: R09
Section: Training Section	
Supervisor Name: Leisa Bush	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

DUTY STATEMENT

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 Training Section is part of the Stationary Source Enforcement Branch (SSEB) and is responsible for providing enforcement, air quality, and compliance training to external and internal students. While California’s 35 local air districts regulate air pollution from stationary sources, State law requires that CARB provide oversight of air district operations. The Training Section helps fulfill this requirement by offering uniform training to air district enforcement and engineering staff, which includes instructional and administrative support to CalEPA’s Basic Inspector Academy (BIA). Additionally, the Training Section conducts the Visible Emissions Evaluation (VEE) training and certification that provides certified observers with the skills necessary to determine whether stationary sources are in violation of opacity limits. In addition to these external trainings, the section works closely with the Administrative Services Division (ASD) Health and Safety Unit (HSU) to ensure coordination of health and safety measures for the Enforcement Division (ED) field staff. The section also provides internal onboarding training, which includes enforcement, legal, and health and safety training for ED staff.

CONCEPT OF POSITION: Under the general supervision of the Training Section’s Air Resources Supervisor I (ARS I), the Air Pollution Specialist (APS) serves as an instructor and supports the division’s health and safety activities. As instructor, the APS develops and conducts live and online training on enforcement and air quality topics. The APS serves as a technical consultant when working with other subject-matter experts to develop content. The APS is the primary liaison to CARB’s Health and Safety Unit (HSU) with a role of improving health & safety awareness and compliance across the Enforcement Division. Travel up to 15% may be required.

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
35% - E	Training Development and Instruction: Apply technical methods and instructional design practices (e.g., ADDIE Model) to develop and conduct air quality and enforcement training courses, including those developed as online content using the Articulate 360. Maintain a thorough understanding of federal and State air quality and guidance as they relate to course content. Collaborate with other CARB divisions, local air district staff, and appropriate subject matter experts and stakeholders to ensure the highest level of accuracy, effectiveness, and relevance in training content. Attend meetings as required for course development.
20% - E	Division Health and Safety Coordination: Using scientific methods and principles and working closely with CARB’s Environmental Health and Safety Branch (EHSB), support the implementation of ED’s health and

DUTY STATEMENT

	<p>safety training plan and associated activities. Serve as the division's liaison with EHSB and effectively communicate concerns and information between ED and EHSB. Coordinate the drafting and evaluation of division- and program-specific safety Standard Operating Procedures (SOP) to ensure the appropriate safety procedures, training requirements, and personal protective equipment are issued to and used by ED staff. Coordinate with EHSB to ensure ED staff completion of required and/or recurring health and safety training and medical monitoring (e.g., annual Heat Illness Prevention Program (HIPP), Respiratory Protection Program training and monitoring, Hearing Conservation Program training and monitoring).</p>
10% - E	<p>Compliance Assistance: Provide technical compliance assistance to local air districts, regulated industries, and other stakeholders. Communicate technical information clearly, in easy-to-understand language to help relevant parties understand and comply with regulatory requirements.</p>
10% - E	<p>Internal Training: Provide internal training and coordination in support of ED staff onboarding and development (e.g., ED's enforcement process, foundational investigatory techniques, legal considerations).</p>
10% - E	<p>Registrar Support: Consistent with good customer service practices and the goals of the Section, serve as back-up Registrar and learning management system (LMS) Administrator for the program. This requires maintaining a level of LMS expertise to manage student registrations, exceptions, and waiting list inquiries; creating course sessions; and writing system-wide emails.</p>
10% - E	<p>Dry Cleaning Program: Monitor compliance with California's Dry Cleaning ATCM training requirements by CARB-certified instructors throughout the State. Maintain records of instructor class rosters and issuance of pertinent CARB Executive Orders. Provide information and technical assistance to instructors and regulated parties.</p>
5% - M	<p>Enforcement Support: Provide enforcement support to the branch or division. Enforcement support may include conducting inspections, records reviews, program audits, and other activities to determine program effectiveness and compliance with federal, State, or local regulations and rules. These activities may require working directly with local air district staff and/or regulated industry.</p>