

**DUTY STATEMENT**

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Employee Name: Vacant	Current Date: 3/12/2025
Classification: Air Pollution Specialist	Position: 673-910-3887-020
Division/Office: Emissions Certification and Compliance Division	CBID: R09
Section: Field Operations Warranty Section	
Supervisor Name: Jeffrey Wong	Supervisor Classification: ARS 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 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 Field Operations/Warranty Section (FOWS) is primarily involved in reducing the excess emissions from motor vehicles through the implementation of the Emission Warranty Information Reporting and other field activities that include: warranty investigations, and regulatory support for on-road and off-road vehicles and equipment, consumer mediation of emission warranty complaints, fleet projects, dealership compliance projects and supporting activities for the California Inspection and Maintenance program. Staff designs, implements, and coordinates these programs and projects.

CONCEPT OF POSITION: Under direction supervision of Air Resources Supervisor I. The Air Pollution Specialist (APS) performs the varied and complex work of the Section's programs and projects. The APS work can vary and include applying scientific methods and principles in the identification, study, and solution of air pollution problems. The APS may design and/or conduct air pollution programs or projects. Tasks may include warranty investigations; regulatory support, evaluations of programs; collecting, analyzing and evaluating data; providing consultation or coordination for various joint intra-agency or in-house programs and/or projects.

In addition, the APS plans, designs, researches and organizes studies and projects, makes oral presentations, evaluates data, develops recommendations based on research findings, and where suitable, develops regulations to facilitate compliance of warranty, and other on-road and off-road programs. This position primarily applies general scientific methods and engineering principles to the design, development and maintenance of in-use on-road/off road audit and testing protocols including the associated database strategies

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
35%- E	Independently develops, coordinates, and monitors the progress of the section's Emission Warranty Information Reporting and Recall Programs by inputting data to and analyzing and extracting data from the Emissions Warranty Database, evaluates the need for corrective action, reviews recall plans, and drafts of approval letters for the executive officer. These activities include direct communication with the vehicle manufacturer staff

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	through verbal and written means to implement warranty and recall issues. Investigates and mediates complaints between the owner and the dealer/manufacturer to resolve issues related to California emissions warranty.
35%- E	Develops, analyzes, coordinates, and assists in rulemaking efforts to ensure complex rules and economic models are consistent with warranty program objectives and requirements. This can involve interpreting or modifying existing rules or creating new rules, and working independently, or working with other staff or other rulemaking sections. Assists with research for Public Records Act requests, and subpoenas to locate relevant records for legal staff.
20%-E	Prepares test plans, feasibility studies, memorandums and reports as required for the various internal or external emissions test programs or field projects, and could involve staff within the branch, laboratory staff, manufacturers, and other external contacts.
10%- M	Conducts liaison work with California Air Resources Board (ARB) Divisions and other local, state and federal agencies as required. Performs sundry tasks to support ARB and the section's activities, attend meetings and training as required, and participate in ARB's Emergency Action Team as required. Provides field assistance on work-related field activity involving on-road field inspections, warranty reporting related investigations or other field action that requires an on-site in-house staff representative. This can involve traveling to auto dealers to assist in record searches for emission warranty related defects to assess manufacturer compliance with California emissions warranty regulations.

The Headquarters and reporting location for this position is located at our So Cal Headquarters office: 4001 Iowa Avenue, Riverside CA 92507.