

**DUTY STATEMENT**

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**DUTY STATEMENT**

Employee Name: Vacant	Current Date: February 14, 2025
Classification: Air Resources Engineer	Position #: 673-572-3735-024
Division/Office: Monitoring and Laboratory Division	CBID: R09
Section: Quality Management Section / Quality Management Branch	
Supervisor Name: Melissa Niederreiter	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 Quality Management Section (QMS) is responsible for ensuring that the California Air Resources Board (CARB) meets its federally-mandated Primary Quality Assurance Organization (PQAO) responsibilities. The PQAO is responsible for quality management activities that support California's ambient air monitoring program. Specifically, the section will provide quality assurance oversight and guidance for PQAO monitoring organizations. The section will also coordinate with PQAO monitoring organizations and provide training, support, organization, and communication for all quality assurance activities.

CONCEPT OF POSITION:

Under the direction of the Air Resources Supervisor I and close supervision (Range A), supervision (Range B), or general supervision (Range C), the incumbent will ensure the ambient air monitoring data collected throughout California complies with quality management practices, procedures, and regulations set forth by the U.S. Environmental Protection Agency (U.S. EPA). The incumbent will serve as liaison for the PQAO monitoring organizations including CARB; coordinate and communicate quality assurance/quality control information; develop and manage a comprehensive air monitoring training program; review and inspect air monitoring programs for compliance with the collection, analysis, validation, and reporting of ambient air monitoring data; review and analyze quality assurance/quality control data; design and update computer programs that store data and generate results for comprehensive data analyses; review and evaluate the effectiveness of commercial air monitoring equipment using engineering expertise; identify and resolve problems; and assist with conducting technical systems audits.

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
40-E	Serve as liaison to PQAO monitoring organizations to coordinate and communicate quality assurance/quality control information. Typical duties include but are not limited to: ensuring monitoring organization's quality management needs are provided in a timely manner; reviewing/approving quality management documents; creating and maintaining an on-line quality management document repository; incorporating the use of data

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	management tools to improve operations oversight; and conducting progress update meetings (virtually, or in person, as needed).
35-E	<p>Assist CARB and PQAQ monitoring organizations in creating a robust and consistent data validation program; implementing a comprehensive corrective action process; formalizing roles and responsibilities for CARB and PQAQ monitoring organizations; and making recommendations for the most efficient methods to improve program operations. Assist with developing and managing a comprehensive PQAQ air monitoring training program to expand the knowledge of air monitoring staff and management across the California air monitoring network and to ensure compliance with State and federal air monitoring requirements throughout the PQAQ. Typical duties include but are not limited to: logistical planning for all activities associated with the training; collaborating with internal and external stakeholders on content development; and conducting the training. Prepare memos, letters, and technical reports for both internal and external customers, as needed. Review and analyze CARB and PQAQ monitoring organization's ambient and quality assurance/quality control data, assist with performing statistical evaluations in support of data quality assessments, compile and summarize findings and observations to determine compliance with regulatory requirements in an annual data quality report, and design and update computer programs that store data and generate results for comprehensive data analyses. Prepare and present technical and quality assurance information for CARB and PQAQ monitoring organizations, as needed. Use basic programming and other software tools to compile, evaluate, and analyze ambient air monitoring data. Develop and convey logical conclusions and recommendations for simple and complex issues. Use engineering expertise to evaluate the effectiveness of air monitoring equipment.</p>
20-E	<p>Assist with CARB technical systems audits (TSA) and participate in U.S. EPA TSAs. Using scientific principles, participate in a review and inspection of a State or PQAQ monitoring organization's ambient air monitoring program to assess compliance with established regulations and data quality objectives governing the collection, analysis, validation, and reporting of ambient air quality data. Typical duties to conduct a TSA include but are not limited to: provide assistance and guidance to PQAQ monitoring organizations preparing for a TSA; provide appropriate questionnaire to the monitoring organization being reviewed; review monitoring organization questionnaire responses; review appropriate databases to ensure completeness and accuracy of the data; perform or participate in data audits; review data audit information; schedule and conduct or participate in an on-site assessment of the monitoring organization's practices and procedures; assist in the preparation, or review, of a written appraisal of the</p>

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	TSA process and findings; and work with monitoring organizations to develop and implement appropriate corrective actions to address identified issues.
5-M	Perform other duties related to assisting other sections, branches, or the Division by providing written or technical support for special projects to meet division objectives, as assigned. Perform other section duties, as assigned. Travel may be required to participate in trainings, audits, meetings, annual PQAO monitoring organization visits, stakeholder engagements, or other events, as needed.