

Department of Consumer Affairs

Position Duty Statement

HR-041 (new 7/15)

Classification Title	Board/Bureau/Division
Air Quality Engineer I	Bureau Of Automotive Repair (BAR)
Working Title	Office/Unit/Section/Geographic Location
	Smog Check/Engineering/Sacramento
Position Number	Name and Effective Date
646-121-9941-XXX	

General Statement: Under the general direction of the Senior Air Quality Engineer, the Air Quality Engineer I (AQE I) is responsible for conducting research and providing technical support for BAR training development including the development of new training and testing standards, multi-media training materials; regulations, policy and procedures development; S & T website management; and technical support. Duties include, but are not limited to, the following:

A. Specific Assignments [w/Essential (E) and Marginal (M) Functions]

30% (E) Perform Training Program Analysis and Assessment

Research, investigate and write proposals for necessary updates to training methods and materials. Develop recommendations and procedural changes to implement those changes. Secure appropriate levels of BAR review and approval. (15%)
Develop assessment and reporting tools for technician training courses and course materials to evaluate school effectiveness. Write software specifications and test software developed to assess school training program effectiveness. (15%)

30% (E) Handbooks and Guides

Analyze and evaluate the statistical performance of various BAR licensing examinations and examination items. (15%)
Update new Examination Candidate Handbooks, Guides and literature for Official Smog Check Stations and Technicians. (15%)

30% (E) Regulations, Standards, Policy and Procedures Development

Research and develop new regulatory language for required / recommended changes to various BAR programs. (20%)
Coordinate with staff from other state agencies to dovetail BAR policies and resulting regulations with existing programs. (10%)

10% (E) Conferences and Meetings

Represent the Bureau at outreach and technical conferences; develop and deliver presentations and provide material support (5%)
Attend and participate in internal Bureau meetings; and attend technology and/or program-related training functions (5%)

B. Supervision Received

The Air Quality Engineer I (AQE I) works under the direction of the Senior AQE.

C. Supervision Exercised

NONE

D. Administrative Responsibility

NONE

E. Personal Contacts

Has daily contact with other DCA/BAR management and staff. Has frequent contact with Bureau Subject Matter Experts, Certified training institution administrators and instructors, licensees, station owners, Exam Contractors, other state and federal agencies, and the public primarily related to Bureau Certified training, new programs and technologies, and regulations, policies and procedures.

F. Actions and Consequences

Failure to develop and provide timely updates for various professional license training examinations and training materials for the Bureau's Smog Check, Brake and Lamp Inspection programs jeopardizes the integrity and credibility of the Department and Bureau, and compromises consumer protection practices and clean air goals.

G. Functional Requirements

- 90% Office Work – The incumbent works in an office setting with artificial light and temperature control and uses a personal computer, laptop, copier, and other office equipment.
- 10% Laboratory and Field Work – The incumbent works in the Engineering laboratory under extreme temperatures (from 35 degrees to 100 degrees) or out in the field in varied weather conditions. Incumbent is required to wear safety equipment and apply safety procedures, stand for long periods of time, occasionally lift over 50 pounds of materials/equipment, set up and/or operate various machineries and equipment, drive a vehicle, and perform housekeeping in the laboratory. Oversee and aid in field studies as necessary on roadsides or dismantler facilities.

H. Other Information

The incumbent must be able to prepare project plans; design studies; develop techniques for handling and analyzing a large variety of detailed data; communicate the results and implications of studies to non-specialists; do unusual and difficult research and analytical work. In addition, the incumbent must possess knowledge of research techniques, including the planning of studies and investigations, determining of variables, and developing of reference materials; research reporting techniques; techniques and procedures for evaluating research results; mathematics, computer programming, and applications; Department of Consumer Affairs, Air Resources Board, and Environmental Protection Agency policies and programs.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Health & Safety analyst.)

Employee Signature

Date

Printed Name

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature

Date

Printed Name

Revised: 9/2017