

**DUTY STATEMENT**

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Employee Name: Vacant	Current Date: April 2024
Classification: Air Resources Technician II	Position #: 673-210-3873-XXX
Division/Office: Enforcement Division	CBID: R11
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): Must be able to lift up to 40 lbs.
- 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: N/A

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

MISSION OF SECTION: The Training Section is responsible for providing enforcement, air quality, and compliance training to internal and external students. While California’s 35 local air districts regulate air pollution from stationary sources, State law requires that California Air Resources Board (CARB) provide oversight of air district operations. The Training Section fulfills this requirement by offering uniform training to air district enforcement and engineering staff. 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 to ensure coordination of health and safety measures for ED field staff. The section also provides ED onboarding training, which includes enforcement, legal, and health and safety training.

CONCEPT OF POSITION: Under the supervision of the Training Section Air Resources Supervisor I, the Air Resources Technician II is responsible for assisting professional staff by completing the more complex and difficult paraprofessional air pollution and enforcement work within the section. The incumbent will assist one APS in conducting Visible Emissions Evaluation (VEE) training and certification throughout California. This is a Permanent Intermittent position with an authorized maximum of 1,500 work hours per calendar year. The position will require 25% overnight travel throughout the state, up to one week at a time.

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
35% - E	Schedule, proctor, and conduct field Visible Emissions Evaluation (VEE) certification sessions. These duties require accuracy and the ability to effectively communicate verbally and in writing. Serve as back-up “smoke truck” operator and work with professional staff in conducting day and night VEE certification and recertification sessions Statewide. Maintain and operate the VEE smoke generator. Set-up and break down for onsite training events, including siting and setting up the generator prior to field certifications.
25% - E	Grade and maintain VEE certification data for use in periodic reporting to local air districts and CARB management. Provide VEE registrar support to VEE students and instructor. Communicate with local air districts and VEE students to address VEE scheduling and certification questions and issues. Facilitate registration enrollments; prepare and issue student VEE confirmation notices; prepare and post course materials; monitor class enrollment; and create and cancel classes in registration system. Provide effective customer support to students and local air districts. Use good judgment to elevate customer concerns to management when required.

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20% - E	Maintain program records, procurement submittals, and contracts. Gather, compute, analyze, and compile data and records into searchable spreadsheets. May be required to present findings to management, VEE staff, or air districts, and in doing so, must be able to speak and write effectively.
15% - E	Prepare and maintain course materials, class rosters, sign-in sheets, and student certificates of completion for VEE training and certifications. Assist professional staff in developing and updating lesson plans and content for other courses related to enforcement and stationary sources. These tasks require researching and summarizing State and federal regulations, and other technical documents. Assist professional staff with designing presentation materials and writing technical reports or documents associated with course content.
5% - M	Conduct research and prepare segments of technical reports, correspondence, and documentation relating to air pollution. Support other branch functions as needed, such as sorting and analyzing investigative data for enforcement purposes and assisting in field inspections. Perform special project assignments. May perform other duties under the scope of the classification.