

DUTY STATEMENT

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Employee Name: TBD	Current Date: March 2024
Classification: Air Pollution Specialist	Position #: 673-930-3887-013
Division/Office: MSLD/Riverside	CBID: R09
Section: Portable Emissions Measurement Section	
Supervisor Name: Michael Kamboures	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: 03/06/2024

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 Portable Emissions Measurement (PEM) Section is primarily responsible for conducting in-use emissions testing using Portable Emissions Measurement Systems (PEMS). The PEM Section conducts real-world emissions testing and research programs to inform the California Air Resources Board (CARB) of technical matters related to air pollution control programs and strategies involving heavy- and light-duty freight transportation. The PEM Section uses cutting edge instruments to measure on-road and off-road vehicle emissions under real world driving conditions. In addition to providing in-use testing, the section also provides and conducts other types of evaluation and analysis related to heavy-duty and freight-related emissions sources for criteria pollutants, such as nitrogen oxides; for greenhouse gases, such as carbon dioxide and methane; and for toxic air contaminants, such as diesel particulate matter. These evaluations help support programs, such as the heavy-duty on-road engine in-use compliance program and the Verification Procedure for Diesel Emission Control Strategies (i.e., retrofit diesel particulate filters).

CONCEPT OF POSITION:

Under the general supervision of the PEM Section manager, the Air Pollution Specialist (APS) will be responsible for duties related to conducting technically complex emissions testing and research programs and development and implementation of heavy-duty diesel programs and regulations designed to reduce mobile source emissions statewide. Some of the duties and responsibilities are to conceptualize emissions research topics; developing test plans; procuring resources; and identifying, assessing, and prioritizing innovative, cost-effective mobile source control strategies that reduce criteria and toxic air pollutants, as well as greenhouse gases that help the fleet rules achieve the goals of the Diesel Risk Reduction Plan. In addition to installing, calibrating, and operating PEMS, managing test projects, preparing reports, and sharing the findings with CARB and the public through presentations and peers, is reviewing of technical paper publications. The position will also assist in coordinating with the local air districts, U.S. Environmental Protection Agency, agencies within the state, and industry stakeholders.

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
30%-E	Conducts emissions tests using PEMS, performs quality checks, and audits maintenance and troubleshooting for equipment. Collects, interprets, reviews, and analyzes in-use operational data and emissions study data; drafts and edits the Instrument Standard Operational Procedures; and works with LabSuite to design and execute workflows and investigation data. Summarizes findings and writes concise technical reports, research

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	<p>papers, and presentations. Also, updates management on project progress and summarizes findings.</p>
25%-E	<p>Conceptualizes and prepares test plans for emissions research. Performs literature search and identifies the needs for possible research work. Performs data analysis, interprets data, and derives conclusions on laboratory generated or literature searched data. Prepares reports, presents data in public forums, and publishes technical papers in peer-reviewed journals. Acquires sound understanding of CARB's regulatory programs and strategies.</p>
20%-E	<p>Conducts evaluation and researches on new emission control technologies and instrumentations related to engine exhaust emissions. Develops and adapts instrumentation and operating procedures for automotive engine and exhaust control device testing. Plans and carries out comprehensive automotive engineering studies and investigations.</p>
10%-E	<p>Schedules tests and coordinates with testing personnel in other sections. Analyzes emission data to determine the validity and submits to project engineers, accordingly. Records emission data and writes reports and summarizes test results, as needed. Ensures that laboratory equipment operates properly and are maintained according to manufacturer's requirements. Arranges for equipment repairs when failures occur.</p>
10%-M	<p>Plans, organizes, and coordinates the development and implementation of demonstration program and projects according to sound engineering principles. This includes working with stakeholders, including air quality management districts, industry associations, private and public fleets operators, and other stakeholders. Helps troubleshoot any issues that arise through the use of any emission-related technology and documents details of investigation actions.</p>
5%-M	<p>Prepares procurement requests for emissions testing equipment. Prepares contract request documents and maintains budget tracking sheets. Verifies invoice amounts and requests payment approvals. May perform other related duties that fall under the scope of the classification.</p>