

DUTY STATEMENT

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DUTY STATEMENT

Employee Name:	Current Date: 5/4/25
Classification: Staff Air Pollution Specialist	Position #:673-510-3875-957
Division/Office: Monitoring and Laboratory	CBID: 9
Section: Advanced Monitoring Techniques Section	
Supervisor Name: David Ridley	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 type="checkbox"/> None	<input checked="" 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 Advanced Monitoring Techniques Section conducts air monitoring projects utilizing non-traditional air monitoring technologies and methods to support the California Air Resource's Boards (CARB) community air monitoring programs. The section is responsible for developing guidance and strategies for implementing community air monitoring programs and conducting community outreach to support the Agency's goal of reducing air pollution exposure in California's most impacted neighborhoods. Section staff work collaboratively with staff across CARB's divisions and with a wide variety of stakeholders including community groups, local air districts, industry, and other community air monitoring technical and programmatic experts. The section is responsible for evaluating the performance of new technologies as they become available and assessing their capability for generating technically sound ambient air monitoring data for identifying neighborhood scale air pollution issues. The section conducts monitoring with mobile vehicles and stationary monitoring platforms to survey neighborhoods for adverse air quality impacts from near-by industrial facilities and other sources during "routine operation" and also during unplanned emissions events such as well ruptures and fires. The section develops open source hardware and software tools to simplify data management and make community air monitoring information and data more accessible to CARB's stakeholders.

CONCEPT OF POSITION:

This is the fully qualified independent specialist level for program and policy development work. The incumbent will independently carry program or project responsibilities with extreme sensitivity and complexity usually dealing with emerging or undefined issues or problems and of concern to a wide range of stakeholders. Assigned work requires managing complex contracts with a wide range of vendors and facilitating data analysis with immediate and long-range impacts. The incumbent requires a strong technical expertise that is significantly greater than standard full journey level analytical assignments, and this expertise is critical to the Board's basic mission. Under general supervision, Staff Air Pollution Specialists apply scientific methods and principles to ensure impactful community air monitoring. This position will focus on implementing CARB's Statewide Mobile Monitoring Initiative and synthesizing the findings to inform future actions to improve air quality in affected communities. This position requires the employee to pass training courses including periodic refresher courses in first-aid/CPR, fall protection, forklift, and defensive driver training. Employee may be required to wear personal protective equipment including, but not limited to, a hard hat, safety shoes, reflective vest, nomex coveralls, hearing protection, gloves, and safety glasses. In addition, employee may be required to temporarily alter his/her work schedule, to work overtime, and to travel overnight to accommodate field work. The supervisor will provide as much advance notice as possible to allow the employee sufficient time to prepare for the shift change.

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<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
30 - E	Contract management: Serve as a lead for CARB's Statewide Mobile Monitoring Initiative bridging the monitoring vendors, community engagement components, technical experts, Program staff, and stakeholders. Oversee contractual, scientific, and technical aspects of contract management including developing contract documents, ensuring contract deliverables, assisting with implementation, coordination, and outreach with third parties as needed. Ensure that reporting requirements to funding agencies are met. Coordinate with contractors and community groups to ensure effective reporting on deployment of mobile monitoring and data from community air monitoring. Engage communities through local media, local community organization group meetings, and on-site events.
25 - E	Data review and analysis: Lead internal review of data and coordinate analyses of community air monitoring data utilizing statistics and software programs. Distribute to internal clients and support integration of data and findings into existing programs.
25 - E	Synthesis and internal reporting: Develop internal reports on available technologies, analysis methods, and effective monitoring strategies learned from the Statewide Mobile Monitoring Initiative that can be leveraged for emerging monitoring needs and objectives.
15 - E	External reporting and presentations: Write reports describing methodology and findings suitable for publication in peer-reviewed, scientific journals. Present findings at staff seminars and professional conferences. Organize and present study proposals and results when meeting with client divisions, outside agencies, local officials, the media, and the public. Travel throughout California will be required.
5 - M	Assistance and training: Support other branch projects and participate in training. Travel throughout California will be required.
	<p>This position requires the employee to pass training courses including periodic refresher courses in first-aid/CPR, fall protection, and defensive driver training. Employee must be enrolled in the DMV Pull Notice Program and maintain a "good" driver status.</p> <p>Employee may be required to wear personal protective equipment including, but not limited to, a hard hat, safety shoes, reflective vest, nomex coveralls, hearing protection, gloves, and safety glasses if visiting monitoring sites.</p>