

DUTY STATEMENT

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DUTY STATEMENT

Employee Name:	Current Date: April 2025
Classification: Air Pollution Specialist	Position #: 673-510-3887-051
Division/Office: Monitoring & Laboratory	CBID: R09
Section: Special Analysis Section	
Supervisor Name: Keith Kennedy	Supervisor Classification: ARS I

I certify that this duty statement represents an accurate description of the essential functions of this position.	
Supervisor: Keith Kennedy	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

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises: NA

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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 Special Analysis Section (SAS) provides analytical support for the Consumer Products Program by testing consumer products, aerosol coatings products and composite wood samples. SAS ensures compliance with volatile organic compound standards, toxic air contaminant prohibitions, and greenhouse gas emissions. SAS staff also perform analysis on composite wood products for formaldehyde emissions and provide additional laboratory services in support of investigative and special studies for CARB's various other Air Pollution Control Programs. Additionally, SAS staff are responsible for chemical analysis, analytical data review and reporting, sample management, maintaining chain-of-custody, and specific analysis to support CARB's Enforcement Division and Transportation & Toxics Division.

CONCEPT OF POSITION: Under close supervision (Range A), supervision (Range B), or general direction (Range C) of an Air Resources Supervisor I the incumbent performs air pollution specialist work with specific duties as follows. Range C may be assigned to act as section lead.

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
35% - E	Perform chemical analyses of laboratory samples in accordance with an approved method, CARB's Method 310, or appropriate standard operating procedures.
25% - E	Write, proofread, correct, and edit laboratory test reports. This also includes the evaluation of results to ensure that appropriate standard operating procedures and quality control procedures are followed and implemented. Input laboratory data accurately into established Laboratory Information Management System.
20% - E	Design, develop, revise, and validate laboratory test methods as directed for the analysis of Consumer Products, VOC compounds, composite wood samples, or other chemicals of interest. Validate new laboratory instrumentation and provide verification of existing laboratory instrumentation. Follow proper handling, storage, and disposal of laboratory hazardous waste in compliance with CARB's Environmental Health & Safety Branch, appropriate laboratory procedures and State and Federal hazardous waste handling laws and regulations.
10% - E	Receive samples as directed, maintain laboratory instrumentation and facilities, and operate a Laboratory Information Management System. Implement laboratory quality control procedures to maintain data quality. Perform periodic review of Test Method 310 and CARB regulations.

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10% - M	Perform miscellaneous duties, as directed, to maintain operation of the Special Analysis Section, including procuring new equipment, conducting training programs on testing, preparing reports, speeches, presentations, and correspondence for CARB management, reviewing test plans, innovative product formulations rules and regulations. Performing these duties may require driving a motor vehicle. Perform other duties as necessary.
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