

DUTY STATEMENT

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PROPOSED

DUTY STATEMENT

Employee Name:	Current Date: October 2025
Classification: Air Pollution Specialist	Position #: 673-510-3887-056
Division/Office: Monitoring and Laboratory	CBID: 09
Division Section: Operations and Data Support	
Supervisor Name: Joe Guerrero	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 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:

To provide technical support services for California Air Resources Board's (CARB's) ambient air monitoring programs by administering data management systems, conducting data validation and reporting, providing program method development, instrument evaluations and acceptance testing, instrument troubleshooting, instrument repair, air monitoring system modifications and other support services to help define the nature, extent and trend of the State's air quality.

CONCEPT OF POSITION:

Under close supervision (Range A), supervision (Range B), and general direction (Range C) of the Air Resources Supervisor I, the employee works as part of a team to operate, maintain, ingest, export and improve data system databases and digital data systems for the Monitoring and Laboratory Division; as well as reporting data to real-time data clients and submitting data for record to U.S. EPA's air quality database. The APS develops, designs, tests and conducts evaluations of air quality monitoring technology and sampling methods, systems, instrumentation and procedures to improve the efficiency, accuracy, and reliability of the state and local air monitoring networks. The incumbent also provides technical support for field operations of complex air monitoring instrumentation used within the CARB's ambient air monitoring network. Develops standard operating procedures (SOP's), guidance documents and other technical correspondence and provides scientific technical consultation to CARB and local agency staff.

The position also requires:

- Occasional moderate to heavy physical exertion, including unassisted lifting and transfer of weights up to 50 lbs.
- Occasional outdoor work at air monitoring stations.
- Occasional work that may include overnight travel.
- Adherence to safety-related practices and training requirements.

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<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
25%-E	As part of a team, provide technical support to operate and maintain data acquisition and reporting systems such as the Air Quality Data Management System (AQDMS) and CARBLogger. Collaborate with support contractors, CARB Information Technology staff, Air Quality Planning staff, United States Environmental Protection Agency (U.S. EPA), and others to facilitate universal data management across multiple platforms and data streams. Tasks include developing open source software and hardware tools; and collecting, editing, validating, and reporting ambient air monitoring data from the CARB Ambient Air Monitoring Network, with an emphasis on ensuring robust data governance and integration.
20%-E	Consolidate division wide data ingestion and management across various platforms, ensuring compatibility, consistency, accuracy, and integration into universal data systems. Develop and implement procedures for streamlined data workflows, support cross-divisional data sharing, and contribute to building infrastructure for centralized data management. Coordinate with stakeholders to address system requirements and manage contracts necessary to support these efforts.
20%-E	Using standard air monitoring and laboratory practices develops and designs procedures to test operating characteristics of air monitoring and sampling instrumentation. Manually and electronically evaluates test data resulting from evaluation testing and prepares and writes evaluation reports. Develops, tests and implements quality control procedures, Standard Operating Procedures (SOP's) or guidance documents for the operation, maintenance, and calibration of ambient air monitoring instrumentation.
15%-E	Provides technical support directly or indirectly to field staff on the operation, maintenance and calibration of air monitoring equipment used within the CARB's ambient air network.
10%-E	Either written or orally provides technical training and expert consultation on the physical and scientific theory of air monitoring instrumentation to the Monitoring and Laboratory Division (MLD) and CARB Primary Quality Assurance Organization (PQAO) District staff members. Provides technical expertise in the development of training materials to be used in Division air monitoring programs.
5%-M	Via written and oral communication, consults with instrument manufacturers and vendors to develop and evaluate new instrumentation and manage vendor support contracts for use in the state air quality monitoring network.

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5%-M	Negotiates, drafts, coordinates and/or tracks contract agreements necessary to maintain, certify and calibrate instrumentation used by CARB in the ambient air monitoring network. Perform other duties as necessary.
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