

**DUTY STATEMENT**

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**DUTY STATEMENT**

Employee Name: Vacant	Current Date: October 2025
Classification: Air Pollution Specialist	Position #: 673-210-3887-081
Division/Office: Enforcement	CBID: R09
Section: Data Operations Section	
Supervisor Name: Michael Sekigahama	Supervisor Classification: Air Resources Supervisor I (T&D)

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: The Diesel Programs Enforcement Branch (DPEB) is responsible for enforcement of California's on and off-road diesel regulations and programs. Examples include the Statewide Truck and Bus, Off-Road Equipment, and Transport Refrigeration Unit Regulations, and the Periodic Smoke Inspection, Verified Diesel Emissions Control Strategies (VDECS), and Heavy-Duty Inspection & Maintenance Programs.

The Data Operations Section (DOS) is primarily responsible for developing data-driven enforcement processes, tracking tools, and enforcement reporting systems to improve the efficiency and transparency of California Air Resources Board's (CARB's) enforcement programs. DOS develops, deploys, and maintains the Remote Emission Monitoring and Enforcement System (REMES), the Enforcement Data Visualization System (EDSS), and provides operational, technical, and enforcement support for the use of Remote Emissions Monitoring Devices. DOS develops and maintains a division-wide data warehouse for streamlined reporting and develops dashboards to facilitate internal and external data sharing. The programmatic responsibilities of DOS will evolve over time as current programs mature and new programs are implemented.

CONCEPT OF POSITION: Under the supervision of the Air Resources Supervisor I (ARS I), the Air Pollution Specialist (APS) will design and build software and database systems to support heavy-duty vehicle enforcement operations for a variety of regulations including: the Statewide Truck and Bus, the Periodic Smoke Inspection Program (PSIP), the Heavy Duty Vehicle Inspection Program (HDVIP), and the new Heavy-Duty Inspection and Maintenance Program (HD I&M) currently being developed at CARB.

This position serves as one of the section's primary data scientists/programmers responsible for developing methods and algorithms to analyze large data sets, including vehicle emissions data collected from the field and data from CARB's internal databases to support enforcement decision making. The APS will be a key team member in the DOS data warehouse unit, providing support and training as it pertains to maintaining the data warehouse primarily through the use of dbt, as well as creating/maintaining work processes and dashboards with Tableau and Microsoft's Power Platform tools. The APS will need to interact and work with a broad range of internal and external stakeholders including scientists, engineers, attorneys, as well as industry and environmental organizations. In addition, the APS may be tasked with assisting other teams within the Diesel Programs Enforcement Branch and assist with special project assignments as needed.

Statewide travel will be required 10% of the time with occasional overnight travel via state vehicle.

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<b><u>% OF TIME</u></b>	<b><u>RESPONSIBILITIES OF POSITION</u></b>
60% - E	Collaborate with internal and external stakeholders to develop methodologies for merging enforcement data collected from disparate sources and create analytical tools for analyzing, visualizing, and interpreting this data. Lead and participate in data analysis technical working groups at the federal, state, and local air district levels. Advise on the implementation of systems, including monitor and sensor deployment, network operation, data interpretation, and communicating results.
25% - E	Develop the Enforcement System technology framework that consists of three major components: the Portable Emissions AcQuisition System (PEAQS), the Enforcement Data warehouse and the "Core Tracker" enforcement process management system. Participate in developing detailed requirements, test and audit components of these individual systems, fix bugs, and update processes to meet new program objectives.
10% - E	Serve as a resource on data analysis and programming methods to support heavy-duty diesel regulations to the affected industry; other government employees and the public; prepare and deliver technical and informational presentations and review current and proposed regulations for enforceability.
5% - M	Other duties: Prepare other required reports, correspondence, assist with Division projects, attend on and off-site trainings and audio/visual presentations.