## DUTY STATEMENT

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| Employee Name: Vacant | Current Date: October, 2025 |
| Classification: Air Pollution Specialist (APS) | Position #: 673-930-3887-023 |
| Division/Office:<br>Mobile Source Laboratory Division | CBID: R09 |
| Section: Data Development Services Section | |
| Supervisor Name: Andy Ho | Supervisor Classification:<br>Air Resources Supervisor I |

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

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| 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

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| ☒ None | ☐ Lead Person |
| ☐ Supervisor | ☐ Team Leader |

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 Data Development Services Section (DDSS) within Mobile Source Laboratory Division (MSLD) is responsible for developing and managing data systems that support vehicle compliance, certification, and testing programs while providing laboratory data support. Its mission is to assist staff in reducing emissions from new and in-use vehicles and to deliver verified emissions data to agency staff and clients.
Specifically, the section develops and maintains windows and web-based applications and databases for Electronic Certification (E-Cert_LDV, E-Cert_MCY/ATV, E-Cert_HDV, E-Cert_GHGHDV, E-Cert_HDE), identifying engine families failing or likely to fail in-use emissions (In-Use Verification Programs LDV-IUVP and HDIUT), identifying engine families with high warranty claims on emission related components (Warranty), identifying catalysts approved for use on vehicles with On Board Diagnostic system to Smog Check technicians (Aftermarket Catalyst), and processing emissions data collected from the Southern California Headquarters (Mary D. Nichols Campus). It has also established and manages an Oracle Cloud Infrastructure to process and store data collected by these systems, ensuring seamless access for various agency clients for analysis, program evaluation, and planning.
Additionally, the section provides comprehensive data services, including system analysis, database design and modification, programming, data analytics, query development, and ensuring data quality and consistency in alignment with MSLD databases and Office of Information Services standards.

CONCEPT OF POSITION:

The class concept of the APS will apply scientific methods and principles in the identification, study, and solution of air pollution problems. Incumbents design, conduct, and evaluate air monitoring, investigation and control programs, and motor vehicle test programs; develop and validate air quality simulation models; collect, analyze, and evaluate data on the effects of air pollutants on human health, vegetation, wildlife, water supplies, and other aspects of the environment; assess the impacts of new emission sources; collect and analyze vehicle test data to determine compliance with current regulations; conduct and evaluate air monitoring programs; design storage and retrieval systems for emissions and aerometric data; coordinate air pollution control programs with other public agencies; develop regulatory measures and implementation plans and procedures for air pollution and vehicle emission control; enforce compliance with air quality standards; prepare feasibility studies and compute cost effectiveness of proposed standards and control measures; and develop trend data of air pollution from mobile and stationary sources in relation to various factors.

Incumbents may also represent the California Air Resources Board (CARB) in various joint operations, speak before groups, answer inquiries, and prepare reports and correspondence.

Adheres to CARB Office of Information Services (OIS) software development compliance practices that include planning and project approval steps for all proposed systems. On regular intervals and at significant development milestones, submit programming code and associated documentation to OIS for review by assigned security and development staff. Ensure applications meet current security standards and industry practices best. Staff will consult and coordinate with OIS management prior to the development of any application or system that will be used internally or externally that will be hosted by OIS within our infrastructure. This includes working with the project management office to determine if any development projects will be reportable to the California Department of Technology; staff will work with the Enterprise Architect to validate that all coding platforms, operating system, or database type will be compliant with current hosting standards; staff will also work with the Security Operations Center for code reviews and testing of applications prior to deployment. Staff will be responsible for compliance with CARB's technology upgrade process for any systems developed**.**

| % OF TIME | RESPONSIBILITIES OF POSITION |
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| 30 %-E | Study business processes where data is currently being manually exchanged in support of CARB programs that reduce emissions through enforcement, new vehicle certification, in-use vehicle compliance, and vehicle testing. Apply scientific methods and principles such as systems analysis to analyze business processes, develop data requirements by talking to engineers/specialists, and then design new or modify an existing data storage system. Design methods for: collecting and storing data from vehicle certification, in-use programs or from testing at HSL. This includes checking the data for compliance with current regulations and validating data against data requirements. Use scientific methods and principles to the development of data retrieval system that helps in the identification of failing vehicles thus reducing in-use emissions. |
| 25% - E | Provide system administration and maintenance for existing systems. Apply scientific principles in troubleshooting system failures. This includes checking on systems/procedures developed for collecting vehicle test data from HSL's Vehicle Testing System and sending verified emissions data to Vehicle Emissions Database. |
| 15% - E | Design and perform acceptance testing of applications (with client participation, if appropriate). Speak before internal/external stakeholders and manufacturers and answer any inquiries related to the application and any subsequent changes to applications. |
| 10%-E | Write technical documentation to document system changes, application changes and user interfaces. Represent CARB in workshops related to implementing new applications that have been developed for a specific process and detail how data should be submitted. |
| 10%-E | Cross train other designated team members so that they can, with confidence, act as backups. The backup staff should know the business process and the system that was developed to support the business process. As a backup team member, staff should be able to work on the system that they have been trained on, diagnose and troubleshoot a problem, and if necessary make some changes and deploy these changes. |

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| 5%-E | Work with OIS to evaluate and suggest hardware and software needs to maintain existing and future systems that are in line with enterprise architecture standards. Assist in the development of procurements and contracts for data systems support based on OIS guidance and approval. |
| 5%-M | Train end users as to how to extract data, or follow the data flows regarding vehicle testing, certification or warranty parts processes. |

Staff are required to take training classes made necessary by new assignments or new technology, health and safety training, refresher training for the maintenance of ongoing programs and training mandated by law or other State authority. This includes training to maintain existing systems that support ongoing programs within MSLD or training necessary for implementing new technologies.