

**DUTY STATEMENT**

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**DUTY STATEMENT**

Employee Name: Vacant	Current Date: December 2025
Classification: Air Resources Technician II	Position #: 673-210-3873-965
Division/Office: Enforcement Division	CBID: R11
Section: Training Section	
Supervisor Name: Leisa Bush	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): The position requires working in outdoor conditions during certifications and the ability to lift and carry 40 pounds.
- ☐ 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 Training Section, part of the Stationary Source Enforcement Branch (SSEB), is responsible for providing enforcement, air quality, and compliance training to both internal and external students. While California's 35 local air districts regulate air pollution from stationary sources, State law requires CARB to provide oversight of air district operations. The Training Section fulfills this requirement by offering uniform training to air district staff, with an emphasis on enforcement-related training. In addition, the section collaborates with other CARB programs to develop external-facing compliance training for regulators and community-focused outreach and education materials.

The Training Section also operates the Visible Emissions Evaluation (VEE) training and certification program in strict accordance with U.S. Environmental Protection Agency (EPA) Method 9. VEE certification equips observers with the skills necessary to determine compliance with stationary source emission opacity standards. Certified observers include local air district inspectors and facility staff, as required by their air district-issued permits.

Beyond external training, the section works closely with the Administrative Services Division Environmental Health and Safety Branch to ensure Enforcement Division staff are trained and equipped to safely perform their assigned duties. The section also provides onboarding training for Enforcement Division staff, which includes enforcement, legal, and health and safety training.

CONCEPT OF POSITION: This Air Resources Technician II is the full journey level position, and the incumbent is assigned the more complex and difficult paraprofessional air pollution and enforcement work within the section. Under the supervision of the Training Section Air Resources Supervisor I, the Air Resources Technician II assists professional staff (two Air Pollution Specialists) in administering the VEE training and certification program. The team conducts day and night VEE certifications throughout California and is responsible for ensuring the program adheres to the strict requirements of U.S. Environmental Protection Agency (EPA) Method 9.

This position requires overnight travel throughout the State, for periods of up to one week at a time. Certifications are conducted outdoors and may take place in inclement weather conditions, requiring candidates to be prepared to work in varying environments.

This is a Permanent Intermittent position with an authorized maximum of 1,500 work hours per calendar year. The incumbent performs journey-level technical work with duties outlined below.

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
35% - E	The Air Resources Technician II (ART II) is responsible for proctoring and conducting field Visible Emissions Evaluation (VEE) certification sessions,

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	requiring accuracy and effective verbal and written communication. The incumbent serves as a back-up operator of the smoke-generating trailer ("smoke trailer") and collaborates with professional staff to conduct day and night VEE certifications statewide. Duties include maintaining quality assurance standards in strict adherence to U.S. EPA Method 9; performing recurring smoke trailer maintenance, including maintaining equipment surface upkeep and replacing internal parts of the smoke trailer; equipment troubleshooting, and testing; coordinating recurring maintenance with State service providers and logistical preparation for onsite training events. This includes managing the set-up and dismantling of equipment and materials prior to field certifications to ensure smooth and efficient operations.
25% - E	The ART II grades and maintains VEE certification records and associated data to support periodic reporting to air districts and CARB management. The incumbent provides registrar support to VEE students and instructors and communicates with local air districts and students to resolve scheduling and certification questions or issues. Key duties include facilitating registration enrollment, preparing and issuing student confirmation notices, preparing and posting course materials, monitoring class enrollment, and creating or canceling classes in the registration system. The ART II also delivers effective customer support to students and local air districts, exercising sound judgment to escalate student concerns to the VEE APS and management when appropriate.
20% - E	The ART II assists professional staff in maintaining program records, procurement submittals, and contracts and is responsible for gathering computing, analyzing, and compiling data and records in Excel spreadsheets. The incumbent may be required to present findings to division management, VEE staff, or local air districts, which necessitates the ability to communicate effectively both verbally and in writing.
15% - E	The ART II prepares and maintains course materials, class rosters, sign-in sheets, and student certificates of completion. The incumbent assists professional staff in developing and updating training content for courses related to enforcement and stationary sources. These tasks require researching and summarizing various State and federal regulations and other technical documents, as well as designing presentation materials to support effective instruction.
5% - M	The ART II supports the Training Section by conducting research and preparing portions of technical reports, correspondence, and documentation related to enforcement and pollution control for stationary sources. The incumbent also assists other branch functions as needed, including sorting and analyzing investigative data for enforcement purposes and participating in field inspections. In addition, the position undertakes special project assignments as directed, requiring adaptability, initiative, and close attention to detail. The incumbent may perform other duties within the scope of the classification as required.