

## Duty Statement – Workforce

ASD/HRB-12 (REV. 12/2025) Page 1 of 4

### Duty Statement

Current  Proposed

RPA Number:	Classification Title: Air Pollution Specialist	Position Number: 673-510-3887-047
Incumbent Name: vacant	Working Title: Air Pollution Specialist	Effective Date: 1/22/2026
Tenure: Permanent	Time Base: Full-Time	Intermittent Hours Per Month:
Division/Office: Monitoring and Laboratory Division	Section/Unit: Inorganic Laboratory Section	Reporting Location: 1927 13 <sup>th</sup> T street
Supervisor's Name: Noriko Nishino	Supervisor's Classification: Air Resources Supervisor I	CBID: 09
Confidential Designation:  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Designated Position for Conflict of Interest:  <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Position Telework Eligible:  <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Supervision Exercised:  <input checked="" type="checkbox"/> None <input type="checkbox"/> Lead		

### General Statement

The Inorganic Laboratory Section (ILS) is responsible for analyzing ambient air samples collected from air monitoring and sampling sites throughout California for criteria, toxic, and potentially toxic air pollutants. ILS also develops analytical methods, writes and maintains standard operating procedures (SOP), and conducts special studies to support the activities of the Monitoring and Laboratory Division (MLD) of the California Air Resources Board (CARB).

### Competencies

All employees are responsible for understanding and demonstrating the core competencies of collaboration, communication, customer engagement, digital fluency, diversity and inclusion, innovative mindset, interpersonal skills, and resilience.

### Position Description

Under close supervision (Range A), supervision (Range B), or general direction (Range C) of an Air Resources Supervisor I or equivalent, the incumbent performs Air Pollution Specialist work with the following specific duties as follows (Range C may be assigned to work as a lead person): responsible for overall sample management, media preparation, extractions, analyses, quality control, data review, and reporting analytical data generated to evaluate public health impacts and ambient air quality trends; utilize various analytical and statistical software to process, analyze, and format raw data; develop, improve, and validate analytical methods while meeting all data quality objectives following relevant standard operating procedures, federal and state regulations, and/or guidelines; responsible for procurements and contracts; coordinate air monitoring programs with other divisions, air districts, public agencies, and other clients; apply knowledge of analytical chemistry, sampling

**Duty Statement – Workforce**

ASD/HRB-12 (REV. 12/2025) Page 2 of 4

equipment, and physico-chemical properties of particulate matters to evaluate analytical data and method validity; occasionally move and lift objects such as gas cylinders and supply boxes.

<b>% of Time</b>	<b>Essential Functions</b>
30%	Perform chemical analyses and data reporting of ambient air samples following approved methods and appropriate SOP to determine criteria, toxic, and potentially toxic air pollutants using a variety of analytical instrumentation and equipment, maintaining a 45-day turnaround time for complete data approval each sampling month. Responsible for sample management including sample media preparation and storage/archive. Follow proper handling, storage, and disposal of laboratory hazardous waste in compliance with laboratory procedures and state and federal laws and regulations. Maintain inventories of chemicals and gases. Occasionally move and lift objects such as gas cylinders and supply boxes.
20%	Evaluate and review analytical results generated by the laboratory to ensure that the appropriate SOPs were used, proper quality control procedures were followed, and criteria were met. Assess data for trends and anomalies. Utilize the internal Laboratory Information Management System (LIMS): to upload, correct, update, and store analytical data and associated information; maintain and update quality control criteria information; and generate analytical data reports for review and approval.
15%	Procure, operate and maintain analytical instrumentation and equipment including ordering supplies, developing and maintaining contracts, conducting instrument calibrations, and performing other quality control procedures to meet the laboratory data quality objectives.
15%	Revise and validate sampling and analytical procedures and associated quality control systems. Write summary reports of method development, validation, and verification studies. Write, revise, and review, and maintain SOP detailing analytical methods.
10%	Attend and participate in Agency-wide meetings as well as inter-/intra-Divisional, Branch, Section, and program-related meetings and work events. Review program-related materials and agency-wide documentation. Take training as required.

<b>% of Time</b>	<b>Marginal Functions</b>
5%	Apply knowledge of analytical chemistry, sampling equipment, and physico-chemical properties of particulate matters to develop and evaluate analytical and field air monitoring methods.
5%	Provide training, prepare presentations, and assist other sections within the Branch, Division, and Agency. Provide support in the event of an Emergency Response incident. Occasionally travel for training, presentations, or audits.

**Typical Physical Conditions/Demands**

Work is performed in climate-controlled office and laboratory environments with exposure to chemicals and laboratory equipment. Laboratory duties require standing for extended periods, walking between workstations, and performing repetitive hand movements; wearing personal protective equipment (PPE) such as gloves, lab coats, goggles, and respirators; and using manual dexterity and fine motor skills to operate lab instruments and handle samples. These duties may also involve occasional lifting of equipment or materials weighing up to 40 pounds. Office duties require prolonged periods of sitting at a computer, frequent use of standard office equipment such as computers, phones, and printers, and visual acuity to read and prepare documents and use a computer screen.

### **Typical Working Conditions**

Work is performed in both office and laboratory setting as described above. Laboratory work requires adherence to strict safety protocols, use of PPE, and proper handling of hazardous materials. Noise levels may vary on equipment in use. Office work involves frequent interaction with staff, stakeholders via phone, email, or video conferencing and may involve occasional travel to attend meetings or trainings.

### **Special Requirements of Position (Check all that apply):**

- Duties may require pre-employment and routine screenings (background/criminal/fingerprint clearance, drug testing, fingerprinting, physical, etc.).
- Duties require participation in the DMV Pull Notice Program.
- Performs other duties requiring high physical demand. (Explain below)
- Requires repetitive movement of heavy objects and/or operation of heavy machinery or motorized vehicles.
- Travel up to 5 percentage
- Bilingual Fluency needed in \_\_\_\_\_ (language)
- Other-

### **Supervisor Statement**

I certify that this duty statement accurately describes the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee with a copy of this duty statement.

Supervisor Name:	Supervisor Signature:	Date: Date
------------------	-----------------------	---------------

### **Employee Statement**

I have discussed these duties with my supervisor and have been provided a copy of this duty statement. I certify that I have read, understand, and can perform the duties of this position either with or without reasonable accommodation\*.

**Duty Statement – Workforce**

ASD/HRB-12 (REV. 12/2025) Page 4 of 4

*\* Reasonable accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of his or her job or to enjoy an equal employment opportunity. (If you believe reasonable accommodation is necessary, check yes. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Reasonable Accommodation Coordinator.)*

Do you need reasonable accommodation to perform the essential functions of this position?

Yes       No

Employee Name:

Employee Signature:

Date:

Date