

**Duty Statement – Workforce**

**Duty Statement**

Current       Proposed

RPA Number:	Classification Title: APS	Position Number: 673-930-3887-042
Incumbent Name: Vacant	Working Title:	Effective Date: TBD
Tenure: Permanent	Time Base: Full-Time	Intermittent Hours Per Month:
Division/Office: Mobile Source Laboratory Division	Section/Unit: Organic Analysis Section	Reporting Location: Riverside
Supervisor's Name: Richard Ling	Supervisor's Classification: ARS 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**

**MISSION OF SECTION:**

The mission of the Organic Analysis Section (OAS) is to provide timely and accurate data of motor vehicle exhaust emissions, in particular those components that contribute to toxicity, reactivity, and global warming. The analyses are performed in support of various programs including low-emissions vehicle, alternative fuels, climate change mitigation, PM2.5, and diesel risk reduction. In addition to carrying out analyses, the OAS develops new test methods, consults with stakeholders, and disseminates results at appropriate forums.

**CONCEPT OF POSITION:**

Under supervision of the section manager, the incumbent will operate and maintain analytical instruments designed to measure various pollutants in vehicle exhaust and ambient air, including but not limited to photochemical smog precursors, toxic gases, and global warming components. The incumbent will be responsible for data analysis, interpretation, written reports, and oral presentations to stakeholders. The individual may also be required to travel for up to several weeks per year to perform analyses aboard a mobile laboratory or at a satellite facility on an as-needed basis. State employees are required to attend periodic training classes to ensure that staff are unbiased, ethical, respectful of workplace diversity and the privacy of others, and knowledgeable with personal and cyber security.

**Competencies**

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As an Air Pollution Specialist, the incumbent must have at least intermediate proficiency in the competencies of collaboration; communication; customer engagement; digital fluency; diversity, equity, inclusion, and belonging; innovative mindset; interpersonal skills; and resilience.

To successfully perform the job's essential functions while adhering to and promoting the Department's Mission, Vision, Values, Strategic Imperatives, and Goals, the incumbent must also have advanced proficiency in the following competencies:

- collaboration
- communication
- digital fluency

**Position Description**

% of Time	Essential Functions
20% E	Carry out analyses of motor vehicle exhaust using chromatography and/or spectroscopy. Gas or liquid chromatography instruments may be equipped with chemiluminescence, ultraviolet absorbance, mass spectrometry, flame ionization, thermal conductance, or electron-capture detectors. Spectroscopic techniques include Fourier transform and cavity ring-down. The incumbent will be responsible for keeping his/her workstation or benches safe, clean, and free of clutter. He/she may also be required to travel for up to several weeks per year to perform analyses aboard a mobile lab or at a satellite laboratory facility on an as-needed basis.
20% E	Reduce data from chemical analyses using instrument control software and report this data using prescribed data processing systems and prepare data reports and instrument quality control reports in a timely manner.
15% E	Maintain, actively monitor, and document the performance of lab instrumentation, and manage the contracts that provide for the maintenance of these instruments. While performing these duties, the incumbent may be required to periodically lift objects up to 35 pounds or aid coworkers in the lifting of heavier objects.
15% E	Research and develop new methods for the analysis of motor vehicle emissions, procure the necessary equipment, carry out the appropriate experiments to determine operating parameters, document the relevant data, determine quality control requirements, and draft standard operating procedures or revisions.
10% E	Prepare correspondences pertaining to these analyses and prepare and edit technical reports and scientific papers for presentation and publication. This may include travel to conferences and workshops.
10% E	Work with journey level staff from other divisions and agencies in planning, conducting, and evaluating new and on-going projects in relation to stationary and mobile source programs. The performance of these duties may require attendance of meetings and workshops that exceed three hours per sitting.

% of Time	Marginal Functions
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10% M	Maintain a branch-wide inventory of chemicals used in the laboratory and oversee the storage and disposal of hazardous substances at our facility while ensuring full compliance with federal, state, and local regulations. An incumbent may also contribute to an existing branch-wide effort to develop and maintain a laboratory information management system, and propose new analytical methods or procedural modifications, or develop software tools, to maximize efficiency.

**Typical Physical Conditions/Demands**

This position demands physical dexterity and coordination, including the ability to move, lift, and transport laboratory equipment and supplies, such as gas cylinders (with appropriate tools). Staff work in varied environments, including areas with noise, and require frequent mental agility to switch focus between precise bench work and computer-based data entry/monitoring. The incumbent must be able to hear audible safety alarms from laboratory equipment (e.g., gas leak sensors, pressure vents) and fire systems to ensure appropriate emergency response.

**Typical Working Conditions**

The incumbent works in a smoke-free standard office environment, or a laboratory designed for chemical analysis, located at the CARB Southern California Headquarters in Riverside. The work schedule is Monday through Friday. Telework is available up to 20% of the time. Travel may be required locally and within the country.

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

<input type="checkbox"/> Duties may require pre-employment and routine screenings (background/criminal/fingerprint clearance, drug testing, fingerprinting, physical, etc.). <input type="checkbox"/> Duties require participation in the DMV Pull Notice Program. <input type="checkbox"/> Performs other duties requiring high physical demand. (Explain below) <input type="checkbox"/> Requires repetitive movement of heavy objects and/or operation of heavy machinery or motorized vehicles. <input type="checkbox"/> Travel up to _____ percentage <input type="checkbox"/> Bilingual Fluency needed in _____(language) <input type="checkbox"/> Other-
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**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: Richard Ling	Supervisor Signature: <i>Richard Ling</i>	Date: 1/14/2026
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**Employee Statement**

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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\*.

*\* 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? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Employee Name:	Employee Signature:	Date: Date