

Duty Statement – Workforce

Duty Statement

Current Proposed

RPA Number:	Classification Title: Air Resources Engineer	Position Number: 673-930-3735-032
Incumbent Name: Vacant	Working Title: Air Resources Engineer	Effective Date: TBD
Tenure: Permanent	Time Base: Full-Time	Intermittent Hours Per Month:
Division/Office: Mobile Source Laboratory Division	Section/Unit: Evaporative Emissions Testing Section	Reporting Location: Riverside
Supervisor's Name: Shishan Hu	Supervisor's Classification: Air Resources Supervisor I	CBID: R09
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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Supervision Exercised: <input checked="" type="checkbox"/> None <input type="checkbox"/> Lead		

General Statement

The Evaporative Emissions Testing Section (EETS) is part of the Light-Duty Testing Branch. The primary objective of the EETS is to provide reliable and accurate evaporative emission data in support of the California Air Resources Board's vehicle testing programs in areas of certification, in-use compliance, regulatory development, enforcement, emissions inventory and research using three variable-volume, variable temperature Sealed Housing for Evaporative Determination (SHED) enclosures, and a running loss SHED with a chassis dynamometer. These SHEDs at the Southern California Headquarters facility shall follow strict testing guidelines provided in the California Code of Regulations (CCR) and Code of Federal Regulations (CFR).

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 the supervision of Air Resources Supervisor I, the incumbent performs complex air pollution control and engineering work in this professional and technical on-site role. The incumbent is expected to ensure testing equipment readiness verifying that test procedures are followed throughout testing processes and that the test data generated are defensible and compliant with governing regulations. The incumbent is expected to provide technical guidance and assistance to project clients during test plan development, review, and execution ensuring that all testing requirements are satisfied. The incumbent is expected to plan and coordinate with Automotive

Duty Statement – Workforce

Emission Test Specialist (AETS) staff equipping them with proper training to perform test activities in accordance with the test plan. The incumbent is expected to analyze situations, make decisions, and recommend effective courses of action to handle situations appropriately to meet project deadlines and objectives. The incumbent is expected to develop working knowledge of applicable regulations and procedures referenced in the CCR and CFR. The incumbent is expected to communicate effectively through computer productivity tools, verbal, and written formats to convey information.

% of Time	Essential Functions
25%	Plan and coordinate with AETS staff to perform test activities in accordance with the test plan, applicable regulations and procedures, and safety requirements. Provide AETS staff with technical support and guidance with testing and equipment related inquiries. Provide AETS staff with training, manuals, and standard operating procedures (SOP) to operate laboratory equipment properly and safely. Operate laboratory equipment as needed.
25%	Provide technical guidance and assistance to project clients from various CARB divisions. Review and comment on test plans ensuring project clients' requirements and workflows are properly conveyed to the testing group. When new test cycles are requested, initiate the test cycle development process, and then verify the readiness of the new test cycle for production testing. Apprise project clients of test data validation results, status updates, key milestones, and testing issues.
20%	Provide oversight to monitor progress of multiple test projects ensuring timeliness, accuracy, and quality. Review and validate test reports and data prior to submitting them to project clients.
15%	Ensure that laboratory equipment functions properly in accordance with equipment design specifications and its applicable governing regulation(s). Develop and manage a plan to maintain the laboratory equipment with minimal downtime by monitoring system statuses, performing quality control system checks, and scheduling regular system maintenances. Troubleshoot laboratory equipment issues and take an effective course of action to resolve them. Arrange for equipment repairs when necessary.
5%	Maintain current knowledge of applicable regulations and procedures referred to in the CCR and CFR. Develop, interpret, and implement regulations and procedures to recommend improvements and updates to the laboratory workflow and/or equipment. Maintain current knowledge of required safety documents and training to support safe practices and working conditions.
5%	When required, provide engineering analysis of the test data and write test summary reports. Draft and/or review technical documents e.g. equipment design specifications and SOP. Review and comment on testing related amendments for a program's rulemaking process.

% of Time	Marginal Functions
5%	Provide information and tours of the test facilities when requested by an interested party (e.g., members of industry, public).

Duty Statement – Workforce

Typical Physical Conditions/Demands

Typical Working Conditions

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 _____ 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: Shishan Hu	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*.

** 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