

Duty Statement – Workforce

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Duty Statement

☐ Current ☒ Proposed

RPA Number:	Classification Title: Automotive Emission Test Specialist II	Position Number: 673-930-6953-001
Incumbent Name: Vacant	Working Title: Automotive Emission Test Specialist II	Effective Date: TBD
Tenure: Permanent	Time Base: Full-Time	Intermittent Hours Per Month: N/A
Division/Office: Mobile Source Laboratory Division	Section/Unit: Test Support Unit	Reporting Location: SCHQ
Supervisor's Name: Nhut Do	Supervisor's Classification: Automotive Emission Test Supervisor	CBID: R11
Confidential Designation: ☐ Yes ☒ No	Designated Position for Conflict of Interest: ☐ Yes ☒ No	Position Telework Eligible: ☐ Yes ☒ No
Supervision Exercised: ☒ None ☐ Lead		

General Statement

The Test Support Unit (TSU) is part of the Light-Duty Testing Branch (LDTB). The mission of the TSU is to conduct exhaust emissions testing in support of the California Air Resources Board's vehicle testing programs. The unit will support the agency's vehicle testing programs in areas of certification, in-use compliance, regulatory development, enforcement, and emissions inventory and research using five (5) test cells for testing light- and medium-duty vehicles, motorcycles, and all-terrain vehicles testing. These test cells 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). When needed, the TSU supports other testing and project support activities within the Mobile Source Laboratory Division's (MSLD) areas of responsibilities.

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

The Automotive Emission Test Specialist (AETS) II is the journey level in the AETS series. Under the general supervision of an Automotive Emission Test Supervisor, the incumbent is responsible for testing light- and medium-duty vehicles on dynamometers to measure exhaust emissions in accordance with the CFR, CCR, established Standard Operating Procedures (SOP), and test plan requirements in a timely manner. The incumbent will be given testing instructions from Air Resources

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Engineers and Air Pollution Specialists within the LDTB. Other responsibilities include, but are not limited to the following: setting up and driving test vehicles on a dynamometer under a variety of driving conditions; determine whether vehicles are safe for testing; connecting exhaust, fuel and electronic apparatus; fuel draining and refilling; operating and maintaining laboratory test equipment, i.e., analyzer benches, dynamometers, constant volume sampler (CVS), road speed fan (RSF), Sample Collection System II (SCSII), particulate matter samplers, electric vehicle charging station, vehicle car stacker, robot driver, and other equipment; replacing gas cylinders; performing quality control (QC) checks on test equipment; using a host testing system, i.e., iGEM, PUMA, VECON to test vehicles; collecting On-Board Diagnostics (OBD) data; providing test vehicle coordination services; performing canister preconditioning; performing vehicle diagnostics, repair and maintenance services; conducting safety inspections and on-road preconditioning of test vehicles; making sample collection bags; keeping records and logs; and providing other test support services. The incumbent is experienced in the use of Microsoft Office applications including Outlook, Word, and Excel. In addition, the incumbent will be given testing instructions from Air Resources Engineers/Air Pollution Specialists within the LDTB to carry out program needs and communicate such instructions to other members of the section. Verbal and written communication skills are essential in fulfilling daily work assignments and coordination activities for testing operations. Incumbents at this level shall have the knowledge of regulations; maintaining and calibrating test equipment; automotive systems and equipment terminology; preventative maintenance procedures; fundamentals of electronic and electrical theory and practice.

% of Time	Essential Functions
35	Perform more complex physical and chemical measurements, exhaust emission tests, and QC checks in accordance with the applicable regulations, established SOPs, QC procedures and test plan requirements. Use the test automation system (TAS) to set up vehicle test parameters and initialize laboratory testing equipment. Review QC and test reports for errors. Drive vehicles on a dynamometer following a driving schedule. Plan with project and test engineer on data acquisition methods and equipment arrangement to meet test plan requirements. Perform fuel drain and fill of test vehicles, canister preconditioning, collection of fuel samples and On-Board Diagnostic data. Perform daily test cell startups and shutdowns for the dynamometer, CVS, analyzer benches and other equipment. Communicate with other members of the section to plan out testing activities daily.
30	Review manuals and operational videos. Troubleshoot, diagnose, adjust, repair, and maintain emission testing equipment. Perform diagnosis and verification of test cell equipment including CVS leak and bag contamination diagnosis, dynamometer coast-down performance, and analyzer bench calibrations. Document and communicate findings with test engineers and seek direction. Conduct dynamometer derivation procedures to determine test vehicles' dynamometer coefficients. Observe and assist contractors and equipment manufacturers during their service visits. Document activities in the test cell electronic log.
20	Perform regular maintenance test equipment as required per manufacturer recommendations. Ensure necessary equipment and supplies are available for

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	service. Routine maintenance includes dynamometer lubrication, CVS cleaning and CVS/GC bag making. Prepare test cells for weekly QC checks. Participate in regularly scheduled training programs for SOPs, new equipment operation and cross training sessions within the MSLD. Provide support to other test cells and other areas within the division's areas of responsibilities. Ensure safety training is completed and observe safety policies and procedures.
10	Prepare routine reports and activity reports. Maintain cleanliness and organization of test cells and work areas. Assist and work with stakeholders and contractors.

% of Time	Marginal Functions
5	Support laboratory staff in conducting cylinder and equipment inventory.

Typical Physical Conditions/Demands

This position requires frequent driving of test vehicles on a dynamometer.

Typical Working Conditions

This position is not currently eligible for telework. The incumbent will be required to report to the position's designated headquarters location, as indicated on their duty statement, at their own expense.

- Daily use of a personal computer, office equipment, and/or telephone.
- Duties require use of hearing protection and safety footwear when working on-site.

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 - Operates heavy motorized vehicles. Works at elevated heights or near fast moving machinery or traffic.

In addition to the essential functions listed below, this position requires physical ability, agility, dexterity, and coordination to perform the following tasks: to work under vehicles to restrain them on dynamometers, disconnect/connect electrical and vapor lines, work in an area with fast moving dynamometer rolls located on the floor, move gas cylinders weighing 130 lbs. with the aid of a

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manually operated cylinder cart, move and park vehicles in close quarters in the presence of people working on other projects, may require the use of a vehicle mover and move and lift testing equipment weighing up to about 30 lbs. with or without reasonable accommodation.

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: Nhut Do	Supervisor Signature:	Date:
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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? ☐ Yes ☐ No		
Employee Name:	Employee Signature:	Date: