

Duty Statement – Workforce

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

Duty Statement

☐ Current ☒ Proposed

RPA Number:	Classification Title: Air Resources Engineer	Position Number: 673-510-3735-031
Incumbent Name:	Working Title: Source Testing Engineer	Effective Date: 7/1/2026
Tenure: Permanent	Time Base: Full-Time	Intermittent Hours Per Month:
Division/Office: Monitoring and Laboratory Division	Section/Unit: Source Testing and Verification/598	Reporting Location: 14 th and S
Supervisor's Name: Merrin J. Wright	Supervisor's Classification: Air Resource Supervisor I	CBID: R09
Confidential Designation: ☐ Yes ☒ No	Designated Position for Conflict of Interest: ☒ Yes ☐ No	Position Telework Eligible: ☒ Yes ☐ No
Supervision Exercised: ☒ None ☐ Lead		

General Statement

The Source Testing and Verification Section (STVS) is responsible for: (i) certifying vapor recovery systems for gasoline marketing operations, (ii) ensuring that widespread performance deficiencies are identified and addressed prior to the renewal of vapor recovery certifications, (iii) conducting stationary source testing, and developing and evaluating stationary source test methods, (iv) overseeing the abrasive blasting program, and (v) overseeing the independent contractor program.

The incumbent works independently and collaboratively to establish CARB's stationary source test program with experience that includes, but is not limited to, leading and developing standard operating procedures for sample collection and analysis, training staff, directing CARB's test team in the field, preparing test reports, and responding to comments from interested internal and external stakeholders. The incumbent must have demonstrated experience in conducting stationary source testing to determine criteria and air toxics pollutants such as metals (e.g., nickel, lead, hexavalent chromium etc.), polycyclic aromatic hydrocarbon (PAH), polychlorinated dibenzo-p-dioxin (PCDD), polychlorinated dibenzofuran (PCDF), and polychlorinated biphenyl (PCB) and familiarity with U.S. Environmental Protection Agency, CARB, and air district source test methods. Many activities are coordinated with the California Air Pollution Control Officers Association (CAPCOA) and other state and local agencies, as well as internal CARB staff.

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.

Duty Statement – Workforce

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

Position Description

Under close supervision (Range A), or general supervision (Range B, C, and D¹) of an Air Resources Supervisor I, the incumbent performs office and field-based duties related to stationary source testing as well as assisting with the certification of independent contractors, abrasive materials, and vapor recovery systems for gasoline marketing operations. The position requires travel and independent decision-making in the field and supports the mission of the Monitoring and Laboratory Division by ensuring compliance with approved performance standards.

This position will require the employee to pass training courses (including periodic refresher courses) in first aid/CPR, fall Prevention, defensive driving, heat illness prevention, and working at elevated heights, to enroll in the DMV Pull Notice Program, and to maintain a “good” driver status. Additionally, the employee in this position must be willing to: 1) travel more than 30 percent of the time either by air or vehicle, 2) conduct emission testing or air monitoring at industrial facilities (such activities may expose the employee to fumes, heat, and vehicle traffic), 3) conduct audits of facilities to determine the efficacy of the regulations, which provides the basis of future regulatory improvements, 4) lift and move items weighing up to 50 pounds to support testing or monitoring activities in the field, and 5) climb ladders and work at elevated heights of more than 30 feet from the ground. These duties may require the wearing of personal protective equipment including, but not limited to a hard hat, safety shoes with toe protection, reflective vest, Nomex overalls, hearing protections, gloves, and safety glasses. This position will require the employee to pass a pre-employment physical.

The employee may be required to work overtime beyond the typical office hours of 8:00am to 5:00pm with an hour for lunch. Overtime may include working beyond typical office hours or on the weekend. The supervisor will provide advanced notifications that are consistent with the current labor relation agreement.

% of Time	Essential Functions
35	Establish a source testing program for air toxics and criteria pollutants that includes, but is not limited to, leading and developing standard operating procedures for sample collection and analysis, procuring appropriate equipment and sampling apparatus to build out two testing vehicles, applying appropriate quality control/audit procedures to ensure equipment and instruments are operating within prescribed standards, training staff, preparing contracts for chemical analysis of samples, developing a test plan or protocol for conducting testing, directing CARB’s test team in the field, and preparing test reports and responding to comments from interested internal and external stakeholders.
25	Conduct stationary source testing, which includes vapor recovery certification tests of gasoline bulk plants, gasoline terminals, and gasoline dispensing facilities. Duties include operating a 25 feet heavy duty vehicle and other state vehicles, preparing test plan or protocol that includes comments and input from internal and external stakeholders, ensuring that appropriate quality control/audit procedures are followed, acting as liaison between CARB and external stakeholders such as

¹ Range D requires incumbent to possess a professional engineering license issued by the California Board for Professional Engineers, Land Surveyors, and Geologist.

Duty Statement – Workforce

ASD/HRB-12 (REV. 12/2025) Page 3 of 4

	districts or operators, and preparing test reports and summaries and responding to comments from stakeholders.
20	Consult with other CARB divisions over the need to modify existing test methods or to develop new methods to comply with existing or new regulations. This includes researching existing and new test methods and surrounding science and determining if an alternative test method could be approved in lieu of an existing test method.
10	Approve independent source test contractors to perform required compliance tests of stationary sources. Review applications from contractors for inclusion on CARB's independent contractor lists including conducting independent audits to ensure compliance with program objectives.
5	Assist with the abrasive certification program. Conduct certification testing that may require use of a respirator. Assist with preparing renewal notifications for abrasive vendors. Review applications for abrasive certification for inclusion on CARB's list of approved abrasive materials. Other duties include maintaining Visible Emissions Evaluation certification and operating a forklift.

% of Time	Marginal Functions
5	Perform other duties as required such as assisting other branches, divisions or board programs.

Typical Physical Conditions/Demands

Requires climbing ladders or other structures more than 30 feet high using safety equipment. Involves repetitive motions, manual dexterity, and the ability to follow precise testing protocols. May require wearing personal protective equipment (PPE) such as gloves, safety glasses, hearing protection, safety vests, Nomex coveralls, steel toed shoes, or respirators. Frequently moves and positions equipment or other objects weighing up to 50 pounds.

Typical Working Conditions

This position provides a mixture of office, shop, and field work. Work is performed in a variety of weather conditions, including heat, cold, rain, and wind and may involve exposure to dust, vehicle emissions, or other environmental pollutants. May require working on uneven terrain, standing for extended periods, and operating field equipment. May require travel to remote locations or facilities throughout the state. Work generally requires frequent interaction with staff, stakeholders, or the public via phone, email, or video conferencing. Incumbent may be requested to alter their work schedule, to work overtime, and to travel overnight to accommodate testing.

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.

Duty Statement – Workforce

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

- | |
|--|
| ☐ 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 at least 30 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: Merrin J. Wright	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? ☐ Yes ☐ No		
Employee Name:	Employee Signature:	Date: Date