

Duty Statement – Workforce

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Duty Statement

☐ Current ☒ Proposed

RPA Number:	Classification Title: APS	Position Number: 673-510-3887-023
Incumbent Name:	Working Title: Air Monitoring Site Operator	Effective Date: 8/6/2026
Tenure: Permanent	Time Base: Full-Time	Intermittent Hours Per Month: N/A
Division/Office: Monitoring and Laboratory Division	Section/Unit: Air Monitoring South	Reporting Location: Bakersfield
Supervisor's Name: David Roque	Supervisor's Classification: ARS 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 Air Monitoring South Section (AMSS) supports California Air Resources Board's (CARB) air pollution control programs by performing measurements and providing accurate, precise data to help define the nature, extent, and trends of the State's air quality. AMSS manages and coordinates the operation, installation, and maintenance of air monitoring and meteorological instrumentation, data acquisition, and sampling for particulates and toxic compounds at air monitoring stations located within CARB's ambient air monitoring network. Data provided by the section is used to determine compliance with National Ambient Air Quality Standards, for area designations and State Implementation Plans, assist agricultural burn management, and conduct trend analysis. AMSS provides technical support to local Air Pollution Control Districts through instrument calibrations, consultation, technical assistance and training.

Competency

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), and general direction (Range C), of the AMSS Air Resources Supervisor I, the Air Pollution Specialist (APS) operates and maintains air monitoring stations, troubleshoots equipment problems and develops procedures using scientific methods and principles, and performs field and office duties related to air pollution programs. The APS conducts investigations, inspections, studies; prepares surveys and reports; initiates purchasing

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and contracting procedures; maintains current field equipment; integrates new technologies into field operations; drafts and develops control system instrumentation; conducts equipment testing, and develops methods for measuring air pollution and emissions of air contaminants. The APS also advises and consults with federal, State, and local agencies on air pollution control issues, often involving extensive public and professional contacts, and may serve as an expert witnesses in Board or court proceedings. Daily and overnight travel to monitoring sites is required up to 25% of the time. This position requires the employee to possess a valid California driver's license and pass training courses including periodic refresher courses in first-aid/CPR, fall protection, and defensive driver training. Employee must be enrolled in the DMV Pull Notice Program and maintain a "good" driver status. The employee may be required to wear personal protective equipment, including but not limited to, a hard hat, safety shoes, reflective vest, hearing protection, gloves, and safety glasses. In addition, the employee may be required to temporarily alter his/her work schedule, to work overtime and to travel overnight to accommodate field work. The supervisor will provide as much advance notice as possible to allow the employee sufficient time to prepare for the shift change.

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% of Time	Essential Functions
20%	Provide complex calibration services for air monitoring instruments operated within the AMSS area of responsibility, including CARB and other governmental agencies' monitoring stations. Design, develop, and implement new procedures for the operation and calibration of ambient air monitoring instruments that incorporate state-of-the-art technology to improve the accuracy and precision of air monitoring data.
20%	Collect, analyze, evaluate, edit, and perform quality control checks on ambient air quality and meteorological data collected at CARB air monitoring stations. Download data remotely from instruments and data loggers using the CARB-Logger and Data Management System. Ensure documentation of all activities performed. Review, edit, and report data to management within established timelines.
20%	Install, operate, maintain, troubleshoot, and repair analytical, data acquisition, sampling, recording, and calibration systems at CARB ambient air monitoring sites. Travel to monitoring sites, perform independent field work, and overnight stay as required.
10%	Consult and/or collaborate with other CARB divisions to plan and participate in program studies to develop, test, operate, and procure advanced analytical technologies adapted for field use. Conduct product research, draft detailed equipment specifications, based on engineering principles; make recommendations for equipment purchases; and coordinate instrument loans, installations, repairs, and testing.
10%	Provide consultation and technical training on air monitoring and data acquisition programs and methods for CARB staff and local air pollution control agencies.
10%	Apply scientific methods and principles to evaluate, organize, write, and implement project protocols, and improve data validation and traceability documentation. Correspond and consult with outside agencies, community groups, and other CARB divisions. Interpret, draw conclusions from, and disseminate data findings and statistical evaluations internally within the Branch, Division, and Board, and externally through written technical reports, presentations, and scientific publications suitable for peer-reviewed journals.

% of Time	Marginal Functions
5%	Write and review technical reports, standard operating procedures, memoranda, and other correspondence as required. Obtain quotations and prepare purchasing requests for equipment and supplies. Assist in preparing instrument maintenance and service agreements.

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5%	Conduct other related duties as required by Division management, such as short-term sampling or monitoring studies, and lead tours of CARB laboratories and air monitoring stations for new staff and visitors. May perform other duties related to and under the scope of the classification.
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Typical Physical Conditions/Demands

This position requires frequent sitting, standing, walking, bending, and reaching. It also requires frequent use of the hands, wrists, and fingers for keyboarding. Lifting and carrying objects weighing up to 50 pounds may be necessary. Occasional exposure to outdoor weather, dust, and noise may occur.

Typical Working Conditions

The incumbent works in a smoke-free environment, within a monitoring station or an office cubicle. The normal work schedule is Monday through Friday. Mandatory overtime, including evenings and weekends work, may be required during the year-end closing process or when the department is mission tasked. Travel may be required locally and within the State.

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 25 percentage
- ☐ Bilingual Fluency needed in _____(language)
- ☒ Other- Accessing monitoring station rooftops which may include climbing wall-mounted rung and free standing ladders.

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: David Roque	Supervisor Signature:	Date: 8/6/2026
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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*.

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** 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