

## Duty Statement – Workforce

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

### Duty Statement

☐ Current      ☒ Proposed

|                                                                                                      |                                                                                                                          |                                                                                                        |
|------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|
| RPA Number:                                                                                          | Classification Title: Air Pollution Specialist                                                                           | Position Number: 673-510-3887-019                                                                      |
| Incumbent Name:<br>Vacant                                                                            | Working Title:                                                                                                           | Effective Date:<br>9/1/2026                                                                            |
| Tenure:<br>Permanent                                                                                 | Time Base:<br>Full-Time                                                                                                  | Intermittent Hours Per Month:                                                                          |
| Division/Office:<br>Monitoring and Laboratory Division                                               | Section/Unit: Air Monitoring North Section                                                                               | Reporting Location:<br>Sacramento, CA                                                                  |
| Supervisor's Name: Michael Olson                                                                     | Supervisor's Classification: Air Resources Supervisor I                                                                  | CBID: R09                                                                                              |
| Confidential Designation:<br><br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | Designated Position for Conflict of Interest:<br><br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | Position Telework Eligible:<br><br><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Supervision Exercised:<br><input checked="" type="checkbox"/> None <input type="checkbox"/> Lead     |                                                                                                                          |                                                                                                        |

### General Statement

The Air Monitoring North Section (AMNS) supports California Air Resources Board's (CARB) air pollution control programs by performing measurements and providing accurate and precise data to help define the nature, extent, and trends of the State's air quality. The AMNS supervises 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, SIP planning, agricultural burn management, and trend analysis. AMNS provides technical support to local Air Pollution Control Districts (APCD) in the form of instrument calibrations, consultation, technical assistance and training.

### 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 close supervision (Range A), supervision (Range B), and general direction (Range C), of the AMNS Air Resources Supervisor I, the Air Pollution Specialist (APS) will operate and maintain air monitoring stations, solve air pollution control problems using scientific methods and principles, and perform field and office scientific duties related to air pollution programs. The APS conducts investigations, inspections, and studies, prepares surveys and reports, designs electrical

## Duty Statement – Workforce

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

instrumentation, and drafts and develops control systems' instrumentation, tests, and methods for measuring air pollution and emissions of air contaminants. The APS also advises and consults with Federal, State, and local agencies associated with air pollution control, often involving extensive public and professional contacts, and may act as an expert witness in a Board or court action. Daily and overnight travel to monitoring sites is required and maybe up to 25% of the time. This position requires the employee to possess a valid California driver's license and to pass training courses including periodic refresher courses in first aid/CPR, fall protection, and defensive driver training. Employees must be enrolled in the DMV Pull Notice Program and maintain a "good" driver status. Employees 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, employees 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.

| % of Time | Essential Functions                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 20%       | Collect, analyze, and evaluate data and perform quality control checks on ambient air quality and meteorological data collected at CARB air monitoring stations. Download data remotely from the instruments and data loggers via the CARB-Logger and the Data Management System. Ensure documentation of all activities performed. Report data to management within scheduled timelines.                                                            |
| 10%       | Provide complex calibration services of air monitoring instruments operated within the AMNS area of responsibility including CARB and other governmental agencies' monitoring stations. Design, develop, and implement new procedures for operation and calibration of ambient air monitoring instruments that incorporate state-of-the-art technology to produce air monitoring data of increased accuracy and precision.                           |
| 10%       | Innovate and utilize advanced air monitoring and analysis methods. Develop tools and techniques to collect, process, and report data from advanced monitors (e.g. PTR-MS, ACSM, SMPS, GC-MS). Develop approaches to merge and analyze data from multiple data collection platforms. Develop recommendations for management and work groups on preferred approaches to implement advanced techniques in an established regulatory monitoring network. |
| 10%       | Data review and analysis to improve data validation processes, quality assurance/quality control, data visualization and utilization for regulatory, sensors, and advanced monitoring equipment deployed at Branch sites. Assess and report on new and existing air monitoring equipment and methods for utilization by the Branch.                                                                                                                  |
| 10%       | Install, operate, maintain, troubleshoot, and repair analytical, data acquisition, sampling, recording, and calibration systems at CARB ambient air monitoring sites. Travel to the monitoring sites, independent field work, and overnight stays are required.                                                                                                                                                                                      |
| 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, and disseminate data findings and                                                                                                                            |

## Duty Statement – Workforce

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

|     |                                                                                                                                                                                                                                                                                                               |
|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|     | statistical evaluations internally for the Branch, Division, and Board and externally in the form of written technical reports, presentations, and scientific publications of sufficient quality for peer-review in recognized journals.                                                                      |
| 10% | Write and review technical reports, standard operating procedures, memoranda or other correspondence as required. Obtain quotations and prepare purchasing requests for equipment and supplies. Assist in preparing instrument maintenance and service agreements.                                            |
| 10% | Provide consultation and technical training on air monitoring and data acquisition programs and methods to CARB staff and local air pollution control agencies.                                                                                                                                               |
| 5%  | Consult with other divisions of CARB to plan and participate in program studies, draft detailed equipment specifications, which rely on engineering principals, conduct product research, make recommendations for equipment purchases, and coordinate instrument loans, installations, repairs, and testing. |

| % of Time | Marginal Functions                                                                                                                                                                                                                                                                                                 |
|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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, visitors, and foreign delegations. May perform other duties related to and under the scope of the classification. |

### Typical Physical Conditions/Demands

Operates motorized vehicles; requires repetitive movement of heavy objects; works at elevated heights or near fast moving machinery or traffic; work in an office setting in front of a computer screen; and work in a instrument shop/lab with loud pumps and equipment.

### Typical Working Conditions

Employee operate and maintain air monitoring equipment at designated sites throughout Northern California. Work is performed both in- and outdoors and may involve exposure to varying weather conditions, including heat, cold, rain, and smoke during wildfire season. Duties are generally conducted during standard business hours; however, occasional early morning, evening, or weekend work may be required. The position requires regular travel within the assigned region, including driving on highways and rural roads, and may involve transporting equipment and supplies. Overnight travel may occasionally be necessary for remote or distant locations.

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

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> Duties may require pre-employment and routine screenings (background/criminal/fingerprint clearance, drug testing, fingerprinting, physical, etc.).<br><input checked="" type="checkbox"/> Duties require participation in the DMV Pull Notice Program.<br><input checked="" type="checkbox"/> Performs other duties requiring high physical demand. (Explain below)<br><input checked="" type="checkbox"/> Requires repetitive movement of heavy objects and/or operation of heavy machinery or motorized vehicles.<br><input checked="" type="checkbox"/> Travel up to <u>25</u> percentage |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**Duty Statement – Workforce**

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

- |                                                                                                                                                          |
|----------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Bilingual Fluency needed in _____(language)                                                                                     |
| <input checked="" type="checkbox"/> 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: Michael R Olson | Supervisor Signature: | Date:<br>8/31/2026 |
|----------------------------------|-----------------------|--------------------|

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