

Duty Statement – Workforce

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Duty Statement

☐ Current ☒ Proposed

RPA Number:	Classification Title: Staff Air Pollution Specialist	Position Number: 673-930-3875-005
Incumbent Name: Vacant	Working Title: Staff Air Pollution Specialist	Effective Date: TBD
Tenure: Permanent	Time Base: Full-Time	Intermittent Hours Per Month:
Division/Office: Mobile Source Laboratory Division	Section/Unit: Fuel Analysis and Methods Evaluation Section (FAMES)	Reporting Location: Riverside
Supervisor's Name: Yanbo Pang	Supervisor's Classification: Air Resources 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 Fuel Analysis & Methods Evaluation Section (FAMES or the Section) is part of the Chemical Analysis and Emissions Research Branch (CAERB or the Branch). The primary mission of FAMES is to provide accurate and timely measurements of regulated parameters in motor vehicle fuels and to provide technical expertise in support of CARB's fuels enforcement and motor vehicle testing programs. FAMES conducts analyses of motor vehicle fuels at CARB's Southern California Headquarters (SCHQ) in Riverside, where the results are used to determine compliance with the Cleaner Burning Gasoline program, the Low Carbon Fuel Standard, and clean diesel regulations. FAMES also supports the motor vehicle program by speciating fuels used in motor vehicle emission tests and by evaluating the relationship between fuel composition and motor vehicle emissions. Both functions require the evaluation, development, and implementation of precise and accurate analytical methods. FAMES is also responsible for proposing the adoption of new and updated methods into California regulations.

Competencies

As a Staff Air Pollution Specialist, the incumbent must have at least advanced proficiency in the competencies of collaboration; communication; customer engagement; digital fluency; diversity, equity, inclusion, and belonging; innovative mindset; interpersonal skills; and resilience.

To successfully perform the job's essential functions while adhering to and promoting the Department's Mission, Vision, Values, Strategic Imperatives, and Goals, the incumbent must also have advanced proficiency in the following competencies:

- collaboration
- resilience

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- communication

Position Description

The SAPS is an advanced classification above the standard journey level that handles the most complex, sensitive, or specialized tasks with a high degree of independence and significant consequences for error. Under the direction of the FAMES Manager, the SAPS serves as an independent technical expert to oversee California Air Resources Board fuel analyses and methods; the SAPS also serves as an expert witness for the CARB in administrative or judicial proceedings. The SAPS will support the MSLD division chief and CARB with a broad range of general programs and activities.

% of Time	Essential Functions
35%	Participates with other industry experts on the evaluation and testing of candidate analytical methods, including ASTM Subcommittee D2 and the WSPA/ARB Test Procedures Working Group; assesses the environmental and economic impact of adopting new and improved fuel analysis methods for regulations in the State of California; and makes recommendations to CARB based on the results of analysis.
20%	Develops and evaluates test methods for the chemical analyses of fuels; procures the necessary equipment; carries out the appropriate experiments to determine operating parameters; determines quality control requirements; develops the Standard Operating Procedures; and conducts fuel sample analysis when the section needs.
15%	Leads the staff to conduct chemical analyses for fuels including gasoline and diesel fuels to support CARB fuel enforcement programs. In the course of performing these duties, the incumbent may be required to periodically lift objects up to 35 pounds or aid coworkers in the lifting of heavier objects.
10%	Coordinates projects with other divisions and sections in regard to fuel sample analyses and data reports.
10%	Develops protocols for the determination and evaluation of industry submitted site-specific test methods for equivalency with adopted CARB methods and evaluates proposed site-specific test methods for compliance with CARB's alternative fuel regulations.

% of Time	Marginal Functions
5%	Prepares technical reports and scientific papers for presentation and publication.
5%	Assists the Section, CAERB, and MSLD in administrative duties and other duties as required.

Typical Physical Conditions/Demands

Work requires being in a stationary position, consistent with office work, for extended periods. Staff will make daily use of a personal computer, office equipment, telephone, and periodically lift objects up to 35 pounds or aid coworkers in the lifting of heavier objects.

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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.

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 5 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: Yanbo Pang	Supervisor Signature: <i>Yanbo Pang</i>	Date: 9/8/2026
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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*.

** 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