

Duty Statement – Workforce

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Duty Statement

☐ Current ☒ Proposed

RPA Number:	Classification Title: Air Pollution Specialist	Position Number: 673-930-3887-028
Incumbent Name: Vacant	Working Title: 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 and 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 the California Air Resources Board's (CARB) 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 the 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 more precise and accurate analytical methods. FAMES is also responsible for proposing the adoption of new and updated methods into California regulations.

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.

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Position Description

Under the direction of the FAMES Manager, in addition to carrying out the analysis of fuels, the incumbent will apply engineering principles to perform the more complex work of evaluating fuel effects on vehicle emissions, developing test plans to quantify those effects, and serving as Project Engineer when the need arises. Duties include evaluation, implementation, and improvement of fuel analysis methods; operation, calibration, maintenance, and procurement of instruments; accurate and timely analyses of fuel samples; reviewing literature studies related to fuel effect issues; and developing test plans for emissions testing. The incumbent will be responsible for data analysis, interpretation, reports, and oral presentations to stakeholders. The incumbent may also act as an expert witness for CARB or any related court action.

% of Time	Essential Functions
35%	Carries out analyses of fuels and/or motor vehicle exhaust by applying scientific methods and principles in the identification, study, and solution of air pollution problems using state of the art instrumentation including gas chromatograph and supercritical fluid chromatograph. Reduces data from these analyses using engineering tools and reports the data to the data coordinator and the clients. Prepares summary and QC reports in a timely manner; These analyses may be carried out at the SCHQ and/or the Mobile Lab, which may be stationed throughout the State;
20%	Develops and validates air quality simulation models. Collects, analyzes, and evaluates data on the effects of air pollutants data using scientific methods and software applications on a personal computer or other systems, and reports these data using prescribed data processing system methods. Uses these data to understand the impacts of fuel properties on vehicle emissions;
15%	Procures the necessary equipment. Maintains the analytical instrumentation and actively monitors and documents the performance of the instrumentation. 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%	Researches and develops new methods for the analyses of fuels and motor vehicle emissions, procures the necessary equipment, carries out the appropriate experiments to determine the necessary operation parameters, documents the relevant data, determines quality control requirements, and drafts or revises the Standard Operating Procedures.
10%	On a continuing basis, works with the staff from other divisions and agencies in the planning, conducting, and evaluating of new and on-going projects in relation to the mobile and stationary source programs, as well as enforcing of fuel specifications; and

% of Time	Marginal Functions
10%	Prepares technical reports and scientific papers for presentation and publication and performs other duties as required.

Typical Physical Conditions/Demands

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This position requires physical dexterity and coordination, including the ability to move, lift, and transport laboratory equipment and supplies—such as gas cylinders—using appropriate tools. The role involves performing analytical methods in diverse environments, which may include areas with elevated noise levels. It demands frequent mental agility to transition between detailed bench work and computer-based tasks such as data entry, monitoring, and analysis. The incumbent must be able to detect audible safety alarms from laboratory equipment (e.g., gas leak sensors and pressure vents) and fire systems to ensure timely and appropriate emergency response.

Typical Working Conditions

The incumbent works in a smoke-free office or a chemical analysis laboratory at CARB's SCHQ in Riverside. The standard schedule is Monday through Friday.

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: 9/14/2026
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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*

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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