

Duty Statement – Workforce

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Duty Statement

☐ Current ☒ Proposed

RPA Number:	Classification Title: Air Pollution Specialist	Position Number: 673-510-3887-056
Incumbent Name:	Working Title: Air Pollution Specialist	Effective Date: 9/25/2026
Tenure: Permanent	Time Base: Full-Time	Intermittent Hours Per Month:
Division/Office: Monitoring and Laboratory Division	Section/Unit: Operations and Data Support Section	Reporting Location: 13 th and T Location
Supervisor's Name: Matthew Quok	Supervisor's Classification: Air Resources Supervisor 1	CBID: S09
Confidential Designation: ☐ Yes ☒ No	Designated Position for Conflict of Interest: ☒ Yes ☐ No	Position Telework Eligible: ☒ Yes ☐ No
Supervision Exercised: ☒ None ☐ Lead		

General Statement

The Operation and Data Support Section (ODSS) supports CARB's ambient air monitoring programs through the development, operation, and maintenance of the Monitoring and Laboratory Division's air quality data reporting system which includes an air quality database and digital data logging system. ODSS maintains a portal with data tools and an online Air Monitoring Web Manual to allow CARB staff access to standard operating procedures (SOPs), acceptance test procedures (ATPs), instrument specifications, and technical bulletins. Responsible for reporting air quality data to MLD's real-time data clients and submitting data for record to the U.S. EPA's air quality database. ODSS also provides additional air monitoring technical support services, acceptance testing, troubleshooting, repair, maintenance and modification of air quality instrumentation and other support to help define the nature, extent and trend of the State's air pollution problem. The section also provides air quality program method development, data support, air monitoring method development, and evaluation of production and prototype ambient air monitoring equipment and develop technical reports documenting these activities; develops SOPs, ATPs, instrument specifications, and technical bulletins. ODSS also provides technical assistance and training to CARB personnel and CARB Primary Quality Assurance Organization (PQAO) monitoring organizations in the areas of air monitoring instrumentation data management, data acquisition, calibration, repair, and maintenance.

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 supervision of the Section Manager, performs air monitoring program method development, develops, designs, tests and evaluates air quality monitoring data systems, data acquisition, instrumentation and sampling methods, systems, policies and procedures to improve the efficiency, accuracy and reliability of the state and local air monitoring networks. Performs data management and data acquisition support for air monitoring operations at CARB and local air pollution control district sites, develops standard operating procedures (SOP's) and provides scientific technical consultation to CARB and air district agency staff. Specific duties include, but are not limited to:

% of Time	Essential Functions
35% - E	Provide technical support necessary to operate the data acquisition and reporting system and an innovative data logging system. Develop air monitoring policies and procedures, and maintain tools to facilitate data validation, storage, analysis, and record keeping for regulatory data and instrumentation.
25% - E	Develop and evaluate production/prototype air quality monitoring instrumentation, sampling methods, and data acquisition, management, and quality assurance systems. Create and maintain procedures to improve the efficiency, accuracy and reliability of the state and local air monitoring networks. Consult with instrument manufacturers to evaluate, develop and fabricate new instrumentation for use in the State air quality monitoring network.
10% - E	Coordinate with support contractors, CARB Office of Information Systems and Air Quality planning staff, U.S. EPA personnel and others to collect, edit and report ambient air monitoring data collected by the Air Resources Board's Ambient Air Monitoring Network.
10% - E	Provide technical training and expert consultation on the physical, operational and scientific theory of air monitoring instrumentation to CARB and CARB Primary Quality Assurance Organization monitoring organization staff members
5% - E	Develop and design standard operating procedures to operate, maintain and test air monitoring and sampling instrumentation. Evaluate test data resulting from instrument evaluations and prepares and drafts evaluation reports.
5% - E	Develop and evaluate quality control documents required to meet regulatory policy and procedures for data reporting and the operation, acceptance testing and calibration of ambient air monitoring instrumentation.

% of Time	Marginal Functions
5% - M	Performs field support duties at CARB monitoring sites.
5% - M	Negotiates, drafts, coordinates and/or tracks equipment requests and contract agreements necessary to obtain, maintain, certify and calibrate instrumentation used by CARB staff in the ambient air monitoring network. 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 hands, wrists, and fingers for keyboarding and document manipulation. Lifting and carrying objects weighing up to 50 pounds may be necessary. Occasionally, you may be exposed to outdoor weather, dust, or noise.

Typical Working Conditions

The employee works in a smoke-free environment of a two-story laboratory/office building in downtown Sacramento in an office cubicle. Work schedule is Monday through Friday. The position will mainly be working at the 13th & T Street facility but will have the opportunity for teleworking time to meet business needs. Periodic travel may be required locally to assist with equipment operation and maintenance.

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)
Must be able to lift objects weighing up to 50 pounds.
- ☐ Requires repetitive movement of heavy objects and/or operation of heavy machinery or motorized vehicles.
- ☐ Travel up to _____ 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:	Supervisor Signature:	Date: Date
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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