Duty Statement

☒ Current ☒ Proposed

RPA Number:	Classification Title: Staff Air Pollution Specialist	Position Number: 673-510-3875-XXX
Incumbent Name: Vacant	Working Title: Community Air Monitoring Technical Assessment Specialist	Effective Date: 10/29/2026
Tenure: Permanent	Time Base: Full-Time	Intermittent Hours Per Month:
Division/Office: Monitoring and Laboratory Division	Section/Unit: Air Monitoring Support Branch	Reporting Location: 1900 14th Street
Supervisor's Name: David Ridley	Supervisor's Classification: Supervisor II	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 Support Branch (AMSB) supports regulatory and non-regulatory air monitoring data operations and conducts air monitoring projects using non-traditional air monitoring technologies and methods to support the California Air Resources Board's (CARB) community air monitoring programs. The branch evaluates advanced and lower-cost measurement technologies for criteria pollutants and toxic air contaminants, develops guidance and strategies for implementing community air monitoring, and assesses the effectiveness of monitoring approaches used by CARB, air districts, and community partners. Staff work collaboratively across CARB Divisions, with community groups, local air districts, academia, technology vendors, industry, and other technical experts to support health-protective and technically defensible monitoring decisions. The branch uses laboratory, environmental chamber, stationary, mobile, and field monitoring approaches to evaluate emerging technologies and investigate neighborhood-scale air quality issues and develops tools and technical resources to make community air monitoring information accessible to CARB stakeholders.

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

This is the fully qualified independent specialist level for program and policy development work. The incumbent will independently carry program or project responsibilities with extreme sensitivity and complexity, usually dealing with emerging or undefined issues that are a concern to a wide range of stakeholders. Under general supervision, the Staff Air Pollution Specialist serves as CARB's technical specialist for community air monitoring data analytics and monitoring-network assessment in support of SB 352 and the Community Air Protection Program. The incumbent leads the analysis of large, complex air monitoring datasets and develops approaches to assess monitoring networks, identify coverage gaps, evaluate system effectiveness, and prioritize future monitoring. The incumbent also develops technical recommendations, coordinates with air districts, communities, vendors, academia, OEHHA, the Scientific Review Panel, and other stakeholders, and contributes findings to statewide monitoring plan updates and annual Board and Legislative reporting. Periodic schedule changes, overtime, and overnight travel may be required for stakeholder meetings, technical workshops, conferences, and statutory deliverables.

% of Time	Essential Functions
30% - E	Co-lead the development and refinement of CARB's framework for assessing how effectively community air monitoring achieves its intended outcomes. Develop and update assessment and prioritization methods, including outcome metrics that connect monitoring activities to follow-up actions. Apply the framework to community air monitoring networks, maintain pollutant-specific coverage maps, and identify priorities for future monitoring efforts.
20% - E	Co-lead the evaluation and documentation of air monitoring technologies. Review scientific literature; consult with technology vendors, organizations operating monitoring systems, and communities served by them. Conduct or coordinate performance evaluations as needed. Document the capabilities, limitations, and appropriate applications of current and emerging technologies, and translate findings into guidance on network design and data interpretation.
20% - E	Co-lead data analysis and data management for community air monitoring used in the assessment. Develop and update standardized data-analysis and data-management protocols. Analyze large, complex datasets to calculate outcome metrics and evaluate trends, and produce reproducible analytical products and technical documentation.
15% - E	Consult and coordinate with air districts, community groups, and other partners and stakeholders on community air monitoring data, outcomes, and future priorities. Gather input through surveys, focus groups, workshops, and interagency meetings, and ensure that technical feasibility, health relevance, and community priorities are reflected in assessments and recommendations.
10% - E	Prepare technical information, analyses, presentations, and supporting materials for annual updates to the Board and Legislative briefings required to implement SB 352. Synthesize monitoring network assessments, gap analyses, data and outcome metrics, scientific findings, and stakeholder input into clear and

	defensible recommendations. Coordinate with project staff to ensure technical findings are accurately represented in statewide monitoring plan updates and recurring program reporting.

% of Time	Marginal Functions
5% - M	Attend and present at technical conferences, vendor fairs, and in-person stakeholder meetings to remain current on emerging air monitoring technologies, data-analysis methods, network-assessment approaches, and community monitoring applications. Communicate CARB findings, analytical approaches, lessons learned, and monitoring-system capabilities and limitations to technical and non-technical audiences. Perform other related duties as assigned.

Typical Physical Conditions/Demands

This position requires frequent sitting and frequent use of hands, wrists, and fingers for keyboarding, data analysis, and document preparation. Periodic standing and walking are required for meetings, presentations, and site visits. Moving standard office, presentation, or field-visit materials may be necessary. Occasional site visits may involve outdoor weather, dust, noise, or traffic.

Typical Working Conditions

The incumbent works primarily in smoke-free office environments using computer-based data-analysis, mapping, database, and information systems. Work includes virtual and in-person meetings with CARB staff and external stakeholders and periodic travel throughout California for workshops, conferences, stakeholder meetings, or monitoring-site visits. Temporary schedule changes, overtime, and overnight travel may be required to meet statutory deadlines or support program activities.

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 ____10__ 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: Jeremy Smith	Supervisor Signature:	Date:

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: