

**DUTY STATEMENT**

**DUTY STATEMENT**

Employee Name: VACANT	Current Date: June 2024
Classification: Air Pollution Specialist	Position #: 673-432-3887-012
Division/Office: Transportation & Toxics Division	CBID: 9
Section: Toxics Control Section	
Supervisor Name: Greg Harris	Supervisor Classification: Air Resources Supervisor I

I certify that this duty statement represents an accurate description of the essential functions of this position.	
Supervisor:	Date:

I have read this duty statement and agree that it represents the duties I am assigned.	
Employee:	Date:

**SPECIAL REQUIREMENTS OF POSITION (IF ANY):**

- Designated under Conflict of Interest Code.
- Duties performed may require pre-employment physical.
- Duties performed may require drug testing.
- Duties require participation in the DMV Pull Notice Program.
- Requires the utilization of a 32-pound self-contained breathing apparatus.
- Operates heavy motorized vehicles.
- Requires repetitive movement of heavy objects.
- Works at elevated heights or near fast moving machinery or traffic.
- Performs other duties requiring high physical demand. (Explain below):
- Duties require use of hearing protection and annual hearing examinations.

**SUPERVISION EXERCISED**

<input type="checkbox"/> None	<input checked="" type="checkbox"/> Lead Person
<input type="checkbox"/> Supervisor	<input type="checkbox"/> Team Leader

**DUTY STATEMENT**

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises:

Total number of positions in Section/Branch/Office for which this position is responsible:

N/A

FOR LEADPERSONS OR TEAM LEADERS ONLY:

Indicate the number of positions by classification that this position LEADS:

2-7 Air Pollution Specialists, Air Resources Engineers, Associate Governmental Program Analysts, or related classification in multiple California Air Resources Board (CARB) Divisions.

MISSION OF SECTION: The Toxics Control Section develops, reviews, and implements air toxic control measures (ATCMs) to reduce the public's exposure to criteria, greenhouse gas (GHG), and toxic air pollutants from a wide variety of stationary sources; provides technical assistance and guidance to the local air districts, other governmental agencies, the public, and affected industries on air pollution control and risk management; implements the State's ATCMs, including, dry cleaning, chrome plating, and composite wood; administers the technology reviews required by the Chrome plating ATCM; and works to ensure that federal toxics regulations and programs are integrated effectively in California.

CONCEPT OF POSITION: Under direction of the Air Resources Supervisor (ARS) I, the Air Pollution Specialist (APS) will join a team of scientists and engineers who work on developing and implementing airborne toxic control measures and other emission reduction strategies as well as work on other air toxics related projects. The APS will collect data to support the development of air toxics rulemakings, such as: developing emissions inventories; conducting surveys, site visits, health risk assessments, environmental, and cost analyses; and evaluating control technologies. This position requires an APS who is comfortable working on projects both in a team setting and alone, as well as interacting and engaging with communities, environmental agencies, industry, air districts, and other governmental agencies. The successful candidate needs to have strong writing skills and be capable of communicating effectively with a technical audience, while also being able to translate highly technical material for CARB management and staff, government agencies, community members, industry, and other stakeholders. Travel may be required.

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
35%-E	Independently, as a participant, or as a team leader, address community and localized air toxics impacts providing guidance and establishing priorities in developing airborne toxics control measures (ATCMs) and other emissions reduction strategies, including freight related strategies; execute risk management related activities, that include, but are not limited to, communicating risk and engaging with communities, local air districts, industry, and the public on developing risk management documents (e.g., stationary source ATCMs, implementation materials, risk reduction guidance, etc.) for sources of diesel, greenhouse gas, and toxic air

**DUTY STATEMENT**

	<p>contaminant (TAC) emissions; and provide technical assistance on exposure, risk assessment, and air monitoring data. Activities in carrying out these tasks include, but are not limited to: assessing emissions, evaluating emission control technologies and best management practices (e.g., for cost and effectiveness), and working with communities and industry technical representatives to identify current and future exposure and operational scenarios. Assist with implementation of ATCMs, including freight related regulations.</p>
25%-E	<p>Independently, as a participant, or as a team leader, use your science background to assist in development, review, and implementation of air toxic control measures (ATCMs) to reduce the public's exposure to criteria, greenhouse gas (GHG), and toxic air pollutants from a wide variety of stationary sources; provides technical assistance and guidance to the local air districts, other governmental agencies, and public. Actively participate in activities such as research, designing surveys and interpreting results, complex data acquisition, management, and analyses, site visits, meetings with communities, internal and external stakeholders to the toxics program (e.g., development of Airborne Toxic Control Measures (ATCM)). Work with affected industries and the public on air pollution control and risk management. Monitor and manage contracts.</p>
25%-E	<p>Independently or as a team leader, prepare clear, concise, and well-written scientifically-sound staff reports, policy and technical support documents, risk reduction guidelines, technical assessments, and technical papers to support staff recommendations for Board and other agency actions (e.g., ATCMs). Effectively communicate (verbally and in writing) and coordinate with communities, air districts, CAPCOA, and all other stakeholders to resolve any potential technical and policy issues. Provide technical expertise to prepare policy recommendations and communicate them to CARB management in staff reports, briefing papers, memoranda, speeches, letters, and meetings. Represent CARB at community meetings, district hearings, public workshops, and public meetings. Maintain professional, courteous relationships with internal co-workers and management, and all external stakeholders. Understand and implement the Division's racial equity policies and procedures. Provide support and ensure program documents meet Americans with Disabilities Act (ADA) requirements as needed and provide assistance with program webpage updates (using Drupal platform).</p>
10%-E	<p>Evaluate the impacts of federal, state, and local toxics regulations and programs on CARB and air district programs. Develop strategies to implement the federal programs in California. Identify strategies to streamline state and local programs to achieve CARB goals and missions. Assist and become a technical resource to CARB staff, other governmental agencies, industry, and the public on projects, develop</p>

**DUTY STATEMENT**

	and present recommendations to CARB management, and monitor the progress of projects. Travel in-state as needed for site visits, meetings with communities, and conferences. Travel may be required for site visits, meetings with community groups, other regulatory agencies, stakeholders, and conferences.
5% -E	Assist the section manager in planning, organizing, and implementing special projects as assigned by Branch and Division management to support the development and implementation of toxics and freight related programs.