

DUTY STATEMENT

DUTY STATEMENT

Employee Name: Vacant	Current Date: February 1, 2023
Classification: Air Resources Technician II	Position #: 673-710-3873-965
Division/Office: AQPSD/MMB	CBID: R11
Section: Regulatory & Risk Modeling Section	
Supervisor Name: Pingkuan Di	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 checked="" type="checkbox"/> None	<input 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: N/A

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: N/A

MISSION OF SECTION:

The Regulatory and Risk Modeling Section is responsible for providing microscale to statewide air quality and toxics modeling support for the Board's various regulatory programs and policies, including the community air protection program (AB617), airborne toxic control measures (ATCMs), state implementation plans for lead, NO2, and SO2, EJ, air toxics hot spots program, emergency responses, and many others. The Section also provides meteorological and air dispersion modeling technical support for special and sensitive projects having multiple stakeholders with varied interests. In addition, the Section develops, maintains and enhances a comprehensive, statewide meteorological database and a visualization tool and provides technical support for other programs and other agencies.

CONCEPT OF POSITION:

Under close supervision of the Section Manager, this position, in a trainee capacity, will assist in 1) conducting the statewide triennial air quality and toxics modeling and performing associated health impact analyses; 2) the development of a meteorological data access platform and a visualization tool for surface and upper air meteorological parameter within our meteorological database (METDB); and 3) development of modeling guidance for compliance with the State NO2 air quality standard. The position requires close interaction and teamwork with Section and Branch staff. Specific duties include:

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
35%-E	Assists in 1) preparing modeling inputs and quality assuring for processed inputs, 2) conducting model simulations, 3) plotting, tabulating and summarizing modeling results, and 4) collecting various observational data (air quality and meteorology) and conducting modeling performance evaluations for the statewide triennial modeling in support of AB617 and other programs and policies.
25%-E	Assists in development of the statewide 1-hr NO2 modeling guidance by collecting observational data and interpolating modeling results, conducting dispersion modeling and preparing various materials for public workshops, meetings, and dealing with the public comments.
25%-E	Assists in development of an upper air data access platform; develops visualization tools for plotting surface and aloft parameters; and calculates derived parameters – stability, mixing height, inversion height, transport wind, and ventilation index. The platform will enhance CARB's air quality

DUTY STATEMENT

	studies and daily prescribed burn forecasting to local air districts for their approval of Rx fires.
15%-M	Assists in handling internal and external data requests for meteorological data and modeling results. Assists in the development of various reports and presentations as needed. Perform other duties as required within the scope of the classification to meet the goals of the Section and the Branch.