

DUTY STATEMENT

DUTY STATEMENT

Employee Name: Vacant	Current Date: February, 2024
Classification: Air Pollution Specialist	Position #: 673-710-3887-021
Division/Office: AQPSD/EIEAB	CBID: R09
Section: Toxics Inventory and Special Projects	
Supervisor Name: Melissa Venecek	Supervisor Classification: ARS 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:

FOR LEADPERSONS OR TEAM LEADERS ONLY:

Indicate the number of positions by classification that this position **LEADS**: N/A

MISSION OF SECTION:

The Toxics Inventory and Special Projects Section is responsible for developing, maintaining, and improving California Air Resources Board (CARB's) emission inventories for air toxics. The Section collaborates with other branches and sections to develop emission estimation methodologies, evaluate emission trends, and develop research concepts for air toxics to improve emissions estimation. The Section also develops air toxics emission inventory guidelines; provides technical assistance to local air districts on air toxics related issues, and coordinates with the United States Environmental Protection Agency (U.S. EPA), other CARB divisions and the air districts in the review of U.S. EPA's AirToxScreen analysis (formerly the National Air Toxics Assessment (NATA)), the National Emissions Inventory and all federal air emissions reporting requirements (AERR). The Section works with stakeholders on emission inventory methods and estimates and supports community-level health assessments. More recently the Section contributes to the development and implementation of an integrated emissions inventory system in support of the Board's broad efforts to reduce emissions of air toxics, criteria pollutant, and greenhouse gases. The section has also been assigned to the implementation of)Assembly Bill) AB 197, which requires a trend analysis and a visual display of greenhouse gases, criteria pollutants and toxic air contaminant emissions over time.

CONCEPT OF POSITION:

Under direction of the section manager, the incumbent develops air toxics emission inventories for use in regulations, air quality studies, reports, and other CARB, federal or district programs. The position requires close interaction and teamwork with CARB and district emission inventory staff, as well as internal and external clients, including policymakers, industry, and the public. Occasional travel may be required Specific duties include:

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
30% - E	Support the development and maintenance of a comprehensive toxic emission inventory. This includes reviewing and analyzing emission inventory data for consistency, conducting research of emission inventory methodologies, and preparing detailed documentation.
25% - E	Support the development of a state-of-the-art emission inventory reporting system and develop procedures for electronic reporting by local air pollution control districts and facility operators. Review toxic and criteria emission inventory data and develop quality assurance approaches to identify and correct problems in data reporting, collection, and storage. Coordinate with air district liaisons to improve the integrity of the emissions data.
25% - E	Work collaboratively with other branch staff to assemble comprehensive emission inventories to be reported as part of the National Emission Inventory or the California Toxics Inventory. Support the review of National Air Toxics Assessment data and assist in the coordination between U.S.

DUTY STATEMENT

	EPA, CARB, and the local air districts to resolve any discrepancies of air toxic emission data.
10% - E	Support the implementation and periodic development of regulatory amendments to CARB's Air Toxics Hot Spots Program regulations. Develop technical documentation on the process and procedures followed in producing an emission inventory.
10% - M	Prepare presentations and attend meetings with federal, state, and local agencies on issues related to air toxics emission inventory data. Perform other duties as may be necessary to meet the needs of the Section.