

**DUTY STATEMENT**

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Employee Name: Vacant	Current Date: <b>February, 2024</b>
Classification: <b>Air Pollution Specialist</b>	Position #: <b>673-710-3887-019</b>
Division: <b>Air Quality Planning and Science Division</b>	Branch: <b>Emission Inventory &amp; Economic Analysis Branch</b>
Section: <b>Criteria Pollutant Inventory Section</b>	CBID: <b>R09</b>
Supervisor Name: <b>Tiffanie Be</b>	Supervisor Classification: <b>Air Resources Supervisor I</b>

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

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**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 Criteria Pollutant Inventory Section is responsible for developing, maintaining, and improving California Air Resources Board (CARB's) criteria pollutant emission inventories. This includes collecting and assuring the quality of the emissions information, collecting emissions data from northern Mexico to be used along with inventories for areas of southern California, training CARB and district staff on accessing the inventory, processing inventory requests, and developing improved inventory systems. Staff within the section also serves as emission inventory liaisons to the local air districts. The Section coordinates the development and design of emission inventories, addresses data gaps in understanding air pollution, collects information, develops emission estimation methodologies, conducts pollutant emissions studies, develops research concepts, and coordinates with stakeholders on emission inventory methods and estimates and supports community-level health assessments. The Section also investigates appropriate surrogates and growth factors to forecast future emissions, and evaluates emission trends. The Section is also responsible for integrating data reporting tools, pollutant data collection, and data management.

**CONCEPT OF POSITION**

Under direction of the Section Manager the incumbent develops emission estimates and forecasts for use in regulations, attainment plans, and other CARB and 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 to engage with stakeholders when necessary. Specific duties include:

<b>% OF TIME</b>	<b>RESPONSIBILITIES OF POSITION</b>
25%-E	Collect, analyze, and evaluate demographic and socio-economic data used as growth surrogates, which will serve as vital input for the forecasting of emission inventories. Gather and assess this information to ensure its accuracy and relevance to the emission estimation process.
20%-E	Create and maintain updated growth profiles that align with the most current activity forecasts for specific sectors. Coordinate with other CARB and district staff to continually update these profiles to ensure that the emission inventory forecasting system remains up-to-date.

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<b>% OF TIME</b>	<b>RESPONSIBILITIES OF POSITION</b>
15%-E	Support the development of forecasted emission inventories. Translate and analyze collected data. When applicable, provide insight to state and local air quality plans.
15%-E	Serve as an emission inventory liaison to the local air districts. Coordinate emission inventory submittals of point and area sources. Perform QA/QC and process data into the emission inventory database.
10%-E	Conduct thorough assessments of emissions forecasts to ensure their accuracy and reliability. Should any issues arise related to the growth and control assumptions underlying these forecasts, coordinate with CARB and district staff to address and resolve them promptly.
10%-E	Contribute to the development of tools that facilitate accurate and efficient emission inventories and emission forecasting. Coordinate with CARB staff on related issues. Respond to inquiries from CARB, local air districts, and the public related to emission inventory matters.
5%-M	Other duties: Prepare other required reports, correspondence, assist with Division projects, and develop presentations. May perform other duties within the scope of the classification.