

DUTY STATEMENT

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Employee Name: Vacant	Current Date: February 21, 2024
Classification: Air Pollution Specialist	Position #: 673-710-3887-026
Division: Air Quality Planning and Science Division	Branch: Air Quality Planning Branch
Section: South Coast Air Quality Planning Section	CBID: R09
Supervisor Name: Ariel Fideldy	Supervisor Classification: Air Resources Supervisor I (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

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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 South Coast Air Quality Planning Section (SCAQPS) is responsible for all air quality planning issues related to and working with the South Coast Air Quality Management District and other Districts in southern California. The section is the lead in the preparation of the State Strategy for the State Implementation Plan (SIP), in development of SIPs for the southern region of California, and leads the development of the Mobile Source Strategy. SCAQPS provides policy support related to the federal Clean Air Act and tracks compliance with federal SIP activities including California Air Resources Board (CARB) and air district progress in developing rules and regulations, and meeting our emission reduction commitments. SCAQPS works with many divisions throughout CARB, as well as with air districts and other public and private stakeholder groups.

CONCEPT OF POSITION:

Under direction of the Air Resources Supervisor I, the incumbent will use scientific and analytical principles and practices to support the development of effective policies, plans, strategies, and projects, either on an individual basis or as part of a team. This position will coordinate CARB review of and participate in the development of state and federal air quality plans in various air districts in California, track compliance with federal SIP activities including rules, and participate in other assignments in the Air Quality Planning Branch related to the development of local air quality plans and State strategies for emission reductions. Occasional travel may be required.

% OF TIME	RESPONSIBILITIES OF POSITION
25%-E	Transmit air district rules to United States Environmental Protection Agency (U.S. EPA) for approval. Coordinate the air district rule process within CARB and with U.S. EPA. Track U.S. EPA approval of SIP actions related to CARB and air district rules, and other California SIP revisions. Track CARB and air district progress in implementing plans.
20%-E	Assist with the development and implementation of air quality plans. Work as a member of a team or as a lead person on the policy and development of State and federal control strategies for air quality plans. Understand current control programs and identify the needed emission reductions from mobile sources, fuels, land use, and local government activities. Develop policy options for these sources and sources for which California does not have direct regulatory authority to reduce emissions.

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% OF TIME	RESPONSIBILITIES OF POSITION
20%-E	Serve as CARB staff expert on policy and technical issues related to one or more air pollution control districts, identifying local issues and concerns related to the development and adoption of air quality plans or control strategies. Prepare analyses and written reports and bring appropriate issues to the attention of CARB management and staff; suggest strategies for addressing those needs, issues, and concerns. Represent CARB in discussions on air quality issues with air districts, U.S. EPA, and the public as needed. Present to CARB Board, and represent CARB at District board and committee meetings as needed.
20%-E	Work on or lead teams with other staff on Branch and Division-wide projects related to the State air quality programs and policy, as needed. Respond to inquiries about federal and State planning issues and draft correspondence, and informational materials as necessary. Understand and promote Administration and Boardwide policies on a broad range of other issues critical to CARB's mission. Write briefing papers, reports, fact sheets, letters, speeches, and testimony on air quality policies for the Executive Officers, the Chair's Office, California Environmental Protection Agency (CalEPA), and the Governor's Office.
10%-E	Analyze emerging statutory, legal and regulatory requirements and guidance; determine priorities for CARB action; and work with other divisions and agencies to formulate CARB's response. Develop alternative approaches on significant policy issues to accommodate California's unique needs and make recommendations to CARB management.
5%-M	Represent CARB at statewide conferences and meetings with government agencies, industry groups and the public. Advocate CARB's views in meetings with stakeholders, and where possible, build consensus positions. Perform other duties as may be necessary to meet the requirements of the section.