

DUTY STATEMENT

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Employee Name: Vacant	Current Date: June, 2024
Classification: Air Pollution Specialist	Position #: 673-373-3887-022
Division/Office: Research Division (RD)	CBID: R09
Section: Health & Ecosystem Assessment	
Supervisor Name: Hye-Youn Park	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

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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 LEAD PERSONS OR TEAM LEADERS ONLY:

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

MISSION OF SECTION: The Health and Ecosystems Assessment Section provides scientific and technical support for the Board's efforts to achieve statewide air quality and climate goals and coordinates the review of Federal and State ambient air quality standards. The section provides support for expanding analysis of health benefits of the board's rules and programs. Also, the section interprets scientific information on health impacts for communication to a wide range of audiences, including technical and policy stakeholders.

CONCEPT OF POSITION: Under general direction of the Air Resources Supervisor I of the Health and Ecosystem Assessment Section, the incumbent will provide scientific expertise on health impacts of air pollution to support the Board's efforts and will perform the following scientific and administrative duties related to air pollution health effects.

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
30% - E	Support the Board's efforts to evaluate a broad range of air pollution and climate change impacts on health using epidemiological/statistical methodologies. Evaluate and identify critical information from important air pollution research on the human health and environmental effects of air pollutants, particularly in vulnerable communities.
25% - E	Perform scientific and administrative oversight of health effects research contracts, including the assistance of the development of the annual/ triennial research plan, development of relevant scope of work, the coordination of the research contract solicitation process, the review of proposals, and management of the contracts including the review of progress report, final report, and invoices, and hosting contract seminars.
15% - E	Communicate health effects of air pollution to a wide range of audiences including internal staff, other state agencies, and the public through reports, correspondence, meetings, and workgroups. Organize and coordinate the public meetings with internal and external stakeholders.

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15% - E	Prepare, present, review, and edit various types of documents and materials produced by the section, including responses to public information requests, public meeting materials, technical documents, and reports.
10% - E	Provide knowledge of air pollution effects and environmental justice research to inform regulatory and policy activities. Consult with, monitor, and report on the activities of other agencies and institutions engaged in health and environmental effects research related to air pollution.
5% - M	Maintain professional competence in the field of environmental epidemiology and stays current in the scientific literature in this field. May perform other duties as assigned within the scope of the classification.