

**DUTY STATEMENT**

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Employee Name: VACANT	Current Date: June 2024
Classification: Staff Air Pollution Specialist	Position #: 673-400-3875-009
Division/Office: Transportation and Toxics	CBID: R09
Section: Exposure Reduction Section	
Supervisor Name: Jennifer Kozumplik	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 type="checkbox"/> None	<input checked="" 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:

4 – Air Pollution Specialists

1 – Air Resources Technician

MISSION OF SECTION:

The mission of the Exposure Reduction Section is to analyze, quantify, and reduce the health risk from air toxics and other pollutants from the freight sector within California. The primary duties of this section include conducting air dispersion modeling using AERMOD and CALPUFF and performing health risk assessments and other types of health and exposure analyses to support freight regulatory and non-regulatory actions, collaborating within the Risk Reduction Branch to use and maintain the CARB Hotspots Analysis and Reporting Program (HARP); and working collaboratively with agencies and impacted communities to identify, understand, and reduce exposure to both toxic diesel particulate and non-diesel toxics from a variety of sources. In addition, the Exposure Reduction Section also reviews, and provides comment on, all freight related projects that trigger CEQA review in the state.

CONCEPT OF POSITION:

Under general supervision of the Air Resources Supervisor I (ARS I), the Staff Air Pollution Specialist (SAPS) serves as a lead and program expert in air dispersion modeling and health risk assessment. Incumbents design, conduct, and evaluate air monitoring, develop and validate air quality simulation models, occasionally using coding; collect, analyze, and evaluate data on the effects of air pollutants on human health; assess the impacts of new emission sources; collect and analyze emissions data to determine compliance with current regulations; evaluate air monitoring programs; coordinate air pollution control programs between California Air Resources Board (CARB) Divisions and with other public agencies; develop trend data of air pollution from mobile and stationary sources; advise and consult with Federal, State, and local agencies involved in air pollution control, often involving extensive public and professional contacts; implement CARB's racial equity policies and principles within TTD and ensure they are applied across the Division's programs; be familiar with CARB's major air quality programs and actively work to connect project assignments to CARB's broader objectives to reduce emissions of air toxics, criteria pollutants, and greenhouse gases.

The incumbent may also participate in high-profile and sensitive meetings with Administration officials, legislative staff, and local governments, as well as represent CARB at forums and workshops. Incumbents may also speak before groups, answer inquiries, and prepare reports and correspondence. This is the fully qualified independent specialist level for program and policy development work. Incumbents carry program or project responsibilities with extreme sensitivity and complexity usually dealing with emerging or undefined issues or problems and typically involving intense conflict among issues such as public concern, local, State, and Federal Government concerns, costs, and business interest. Assigned work requires the development of broad policy and legislative proposals with immediate and long-range impact. Positions at this level require expertise that is significantly greater than standard full journey level analytical skill, and this expertise is critical to the Board's basic mission.

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Travel may be required for site visits, meetings with community groups, other regulatory agencies, stakeholders, and conferences.

<b>% OF TIME</b>	<b>RESPONSIBILITIES OF POSITION</b>
45%-E	<p>Lead, train, and mentor Exposure Reduction staff in air dispersion modeling and health risk assessment to support CARB's programs, policies, and regulations. Serve as the section subject matter expert in Office of Environmental Health Hazard Assessment (OEHHA) Air Toxics Hot Spots Program Guidance, the CARB Hotspots Analysis and Reporting Program (HARP), the California Puff Lagrangian Modelling System (CALPUFF), the American Meteorological Society/Environmental Protection Agency Regulatory Model (AERMOD) tools, and the Clean Air Toxics Assessment (CATA) database. Coordinate with RRB staff to maintain HARP coding as needed.</p> <p>Lead the section in other types of health and exposure analyses, such as developing new cumulative impacts analysis capabilities and policies. Coordinate technical projects, translate results into plain language policy recommendations, and facilitate cross divisional teams. Prepare and develop well-written, clear and concise reports, and technical documents to support staff findings.</p>
30%-E	<p>Consult with CARB internal stakeholders in the use of HARP or AERMOD. Lead or participate in CARB toxics-related interdivisional projects. Coordinate in the use of air dispersion modelling tools to support CARB's Toxic Air Contaminant Identification process and CARB's screening efforts to assess the adequacy of our toxics-related regulations, programs, and policies to protect public health.</p>
20%-E	<p>Provide guidance to industry, local communities, local air pollution control districts, and other governmental agencies on section projects. Collaborate with agencies and impacted communities to identify, understand, and reduce pollutant exposure. Evaluate the impacts of federal regulations and programs on CARB and districts' programs. Coordinate with local air districts on the development, modification, and implementation of their toxics-related programs. Represent CARB at air district hearings, public workshops, and public meetings. Maintain courteous, professional relationships with internal co-workers and management, and all external stakeholders. Understand and implement the Division's racial equity policies and procedures. Provide support and ensure program documents meet Americans with Disabilities Act (ADA) requirements, as needed. Travel within California will be required, as needed, for site visits, meetings with communities, and conferences.</p>
5%-M	<p>Assist in planning, organizing, and implementing special projects as assigned by Branch and Division management to support the development and implementation of air quality related programs. May perform other duties under the scope of the classification.</p>