

**DUTY STATEMENT**

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Employee Name: vacant	Current Date: 7/16/24
Classification: Air Resources Supervisor I	Position #: 673-710-3762-027
Division/Office: AQPSD/AQPB	CBID: SO9
Section: Particulate Matter Analysis Section	
Supervisor Name: Sylvia Vanderspek	Supervisor Classification: Air Resources Supervisor II

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 type="checkbox"/> Lead Person
<input checked="" 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:

- 1 Staff Air Pollution Specialist
- 3 Air Resource Engineers

Total number of positions in Section/Branch/Office for which this position is responsible: 4

FOR LEADPERSONS OR TEAM LEADERS ONLY:

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

MISSION OF SECTION: The Particulate Matter Analysis Section (Section) is responsible for data analysis related to air quality planning, including assessing the interrelation of PM air quality data, meteorology, and emissions in support of regulatory and policy directives designed to meet ambient federal and state ambient air quality standards. The Section is responsible for national ambient air quality designations related to particulate matter. The Section supports the analysis of particulate matter data associated with exceedances of air quality standards resulting from natural events for exclusion of those data from regulatory determinations. The Section works with divisions throughout CARB, as well as with local air districts, U.S. EPA, and various public and private stakeholder groups.

CONCEPT OF POSITION: Under direction of the Chief of Air Quality Planning Branch, the Section Manager of the Particulate Matter Analysis Section directly supervises one Staff Air Pollution Specialist and three Air Resource Engineers. The Section Manager will plan, organize and direct the implementation of the new PM2.5 standard, including the designation process, technical support for the SIP, and SIP development. The Section Manager will coordinate with the other managers and staff preparing the new PM2.5 SIPs to ensure consistency across the State. Specific duties include:

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
30%-E	Supervises and direct staff related to the PM2.5 designation process including coordinating with local districts, communities EPA Region 9 and internal stakeholders such as emission inventory teams and modeling.
30%-E	Oversee and direct staff in technical, policy, and administrative analyses needed in the development of approvable PM SIPs for PM for the new PM2.5 NAAQS including meeting with EPA, communities and other stakeholders.
25%-E	Supervises and directs staff in the following tasks: analysis of relationships between PM2.5 air quality data, with emissions inventory and meteorology. Identifies policy direction to be given to districts, direct staff role in various proceedings, and/or information to be gathered. Handle negotiations with district planning staff and other affected parties.

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10%-E	Plans, organizes, budgets, and schedules activities for the Section. This includes supervisory administrative activities for the Section, such as hiring, promotions, training plans, performance appraisals, duty statements, Form 5s, and timesheets.
5%-M	Assists Division, Assistant Division and Branch Chiefs in planning, organizing, budgeting, and implementing Air Quality Planning and Science Division programs