

DUTY STATEMENT

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Employee Name: Vacant	Current Date: 7/16/24
Classification: Air Resources Engineer	Position #: 673-710-3735-060
Division: Air Quality Planning and Science Division	Branch: Special Assessment Branch
Section: Area Source Improvement & Community Inventory Development Section	CBID: R09
Supervisor Name: Charanya Varadarajan	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 LEADPERSONS OR TEAM LEADERS ONLY

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

MISSION OF SECTION

The Area Source Improvement and Community Inventory Development Section is responsible for developing regional and community-scale emission inventory methods and emissions to support California's air quality management plans. A key priority for the section is to develop criteria air pollutant emissions estimation methodologies from areawide sources that reflect the current state-of-the-science to support the federally mandated State Implementation Plans (SIP). The Section also leads development of granular community-scale criteria and toxics air pollutant emissions inventory from all air pollution sources (stationary, areawide, and mobile) for California's community focused emissions reductions under the AB 617 Community Air Protection Program. To further enhance the usefulness of emissions inventories, the Section develops new-age dynamic and accessible visualization tools for inventory development, validation and public dissemination. To ensure seamless coordination on both the SIP area source emissions inventory methodologies and the AB 617 community emissions inventories, the Section works closely with several other groups in AQPSD, other CARB Divisions, USEPA, local air districts, other state and local agencies, and engaged stakeholders, including, environmental and community-based organizations, community residents, general public, and the industry.

CONCEPT OF POSITION

Under direction of the Air Resources Supervisor I, the Air Resources Engineers will perform field and office engineering duties related to air pollution control problems using engineering skills expertise. Incumbents perform field and office engineering duties related to air pollution programs; conduct investigations, inspections, and studies; prepare surveys and reports; draft and develop methods for measurement of air pollutants; advise and consult with Federal, State, and local agencies involved in air pollution control, often involving extensive public and professional contacts; and may act as expert witnesses in Board or court action.

This particular ARE serves on a team within the Air Quality Planning and Science Division to support the development of estimates and forecasts for use in regulations, attainment plans, and other CARB and district programs. The position requires close interaction and teamwork with other CARB staff working on different aspects of the State Implementation Plans and other programs, including emissions inventory development, modeling, research, policy, and planning, and externally with Air District staff, US EPA, industry, environmental justice and community stakeholders, and the general public. Specific duties include:

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% OF TIME	RESPONSIBILITIES OF POSITION
35%-E	<p>Emissions Inventory Method Development and Coordination. In a technical capacity, work cooperatively with internal staff and externally with air districts, USEPA, other governmental agencies, environmental and community-based organizations. Use engineering and scientific skills and expertise, to develop/update air emissions estimation methodologies for emissions estimates (with a specific focus on area sources) to advance the state-of-the-science and to support development of federally mandated State Implementation Plans and local community emissions reductions program under the AB 617 Program Blueprint. Where needed or appropriate, develop guidance to support proper implementation of method requirements.</p> <p>Specific tasks include but are not limited to: tracking and reviewing existing literature and research; analyzing and interpreting area source emissions data and methodologies from air districts and other sources; identifying future needs and supporting proposals and research grants; coordinating with state and local agencies, researchers, and academia; engaging with diverse stakeholders, including environmental and community based organizations and community residents; serving as a subject matter expert for the Division; and reviewing emission estimation methodologies from air districts and other sources for CARB approval.</p>
30%-E	<p>Inventory Development, Data Processing, and Documentation. Using engineering/scientific/technical skills and expertise as well as data processing and computer programming skills, develop emissions inventories according to new or existing sector-specific emissions inventory estimation methods. Collect, process, and quality assure data as part of quantifying emissions. Work with a diverse stakeholder group, including, air districts, USEPA, other governmental agencies, environmental and community-based organizations, community residents, general public, and the industry to ensure inventory estimates are representative of the associated sources of emissions. Prepare correspondence, documentation, datasets, technical analyses, briefing materials, presentations, issue papers, and fact sheets related to the developed inventories and inventory development process.</p>

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% OF TIME	RESPONSIBILITIES OF POSITION
25%-E	Analysis, Presentation, and QA/QC of Data. Conduct data analyses and summarization of emissions inventory data inputs/outputs, comparisons between datasets, and presentation of related data and information. This may include GIS-based spatial data analyses, use of available top-down inventories using satellite or remote sensing data, and other emerging air quality and inventory validation methodologies. Develop new-age, dynamic, and accessible tools (visualization, fact sheets and other) to present robust community emissions inventory to the public to support transparency goals of the agency. Develop tools (e.g., automated routines, GIS approaches, databases, APIs, GUIs) to process, present, and streamline emission inventory work. Perform comprehensive quality assurance routines to validate the emissions inventory.
10%-M	Communication and Other Duties. Write technical reports, memos, letters, report summaries, and written/verbal presentations for staff, management, and the public, including members of environmental organizations. Conduct workshops and consultation meetings with stakeholders, air districts, other governmental agencies, and the public to solicit information required to develop emission inventory methodologies and technical reports. Communicate with stakeholders; answer general inquiries; provide assistance to other sections, branches, or divisions. Keep management apprised of project development status and policy issues relevant to the program. Represent CARB in meetings, workshops, and hearings. This will include making presentations or providing other program related information. Occasional travel to present at meetings is required, as needed.