

**DUTY STATEMENT**

**DUTY STATEMENT**

Employee Name: Vacant	Current Date: 7/17/2024
Classification: <b>Air Pollution Specialist</b>	Position #: 673-710-3887-086
Division: <b>Air Quality Planning and Science Division</b>	Branch: <b>Air Quality Planning Branch</b>
Section: <b>Air Quality Analysis Section</b>	CBID: <b>R09</b>
Supervisor Name: <b>Jin Xu</b>	Supervisor Classification: <b>Air Resources Supervisor I</b>

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

**DUTY STATEMENT**

**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 Air Quality Analysis Section (Section) is responsible for conducting a number of complex air quality investigations. Section responsibilities include evaluating the state of California's air quality, the progress made towards air quality standards, and the impact of transport. Staff prepare portions of State Implementation Plans (SIP), including Weight of Evidence assessments for ozone, and work on the impact of fire emissions on ozone air quality and the Exceptional Events demonstrations. Other duties include preparing federally mandated monitoring network plans and network assessment plans and working with air districts, U.S EPA, and CARB's Monitoring and Laboratory Division (MLD) to implement network plans for revised federal standards, including ongoing evaluation of monitor siting issues.

**CONCEPT OF POSITION**

Under direction of the Air Resources Supervisor I, this position applies scientific principles and methods in carrying out the responsibilities of the Section. Evaluate information from diverse sources to further the understanding of how emissions, weather and other factors contribute to air quality problems. Another major area of responsibility includes conducting evaluation of data to support federal designations, classifications, and nonattainment boundaries for ozone, nitrogen dioxide, sulfur dioxide, carbon monoxide and lead.

% OF TIME	RESPONSIBILITIES OF POSITION
30%-E	Collect and analyze data products from various sources to evaluate the impact of Exceptional Events including prescribed burns and wildfires on ozone air quality. Identify potential Exceptional Events that impact federal attainment status or planning requirements. Coordinate with CARB staff, districts, and U.S. EPA to prepare Exceptional Events demonstrations. Track federal guidance and rule revisions related to Exceptional Events. Help maintain the Section's Exceptional Events database.
30%-E	Develop and apply data analysis techniques and modeling tools on complex data sets. Utilize information from a number of sophisticated tools, including trajectory programs, dispersion and photochemical models, statistical computations, satellite data, as well as output from GIS and Google earth to investigate the impact of emissions, weather and other factors on air quality problems.

**DUTY STATEMENT**

<b>% OF TIME</b>	<b>RESPONSIBILITIES OF POSITION</b>
20%-E	Track U.S. EPA's efforts to revise standards and evaluate impacts of new and revised air quality standards on designation status. Assist in efforts to integrate the latest technical results into a conceptual model of pollution formation that is needed for successful attainment of federal and State air quality standards. Summarize the results in progress documents, SIP elements, staff reports, and presentations.
10%-E	Prepare clear and concise technical reports and presentations that convey the air quality data analysis results to upper management, air districts, U.S. EPA, and the public. Coordinate and attend meetings with internal and external stockholders.
10%-M	Respond to a variety of unanticipated requests for information from stakeholders, the public, and other CARB personnel. Perform other duties as may be necessary to meet the needs of the section. Occasional travel may be required.