

DUTY STATEMENT

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Employee Name: Vacant	Current Date: July 2024
Classification: Air Pollution Specialist	Position #: 673-210-3887-108
Division/Office: Enforcement	CBID: R09
Section: Permit Evaluation and Support Section	
Supervisor Name: Courtney Graham	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

FOR LEADPERSONS OR TEAM LEADERS ONLY: N/A

MISSION OF SECTION: The Permit Evaluation and Support Section (PESS), within the Stationary Source Enforcement Branch (SSEB), is responsible for providing a broad range of permit support services to air quality management and air pollution control districts (districts) throughout the State. The SSEB works to ensure that stationary sources in California are operating in compliance with applicable rules and regulations, and the PESS section plays a vital role in achieving this goal. PESS provides direct review of proposed air quality permits, emission reduction credits, district rules/regulations and policies, and supporting data to ensure that local permits, policies, and rules effectively support California's efforts to achieve and maintain State and federal air quality standards.

PESS rule review functions include implementation of the SB 288 program, or "anti-backsliding" provisions, as they pertain to District New Source Review (NSR) programs. PESS also provides oversight of air district permit programs as required by State law (California Health and Safety Code sections 41500 and 42500 et seq). Oversight of District programs may include District audits and program reviews. PESS provides technical expertise to CARB Divisions in support of analyses as necessary, including legislative proposals, proposed federal regulations, and enforcement actions within CalEPA. PESS is also responsible for enforcing other State regulations, including emission control and reporting requirements applicable to stationary sources, adopted pursuant to State law. Additionally, PESS is responsible for the implementation of the Distributed Generation Certification Regulation.

CONCEPT OF POSITION: Incumbents apply scientific methods and principles in the identification, study, and solution of air pollution problems. Incumbents design, conduct, and evaluate air monitoring, investigation and control programs; develop and validate air quality simulation models; assess the impacts of new emission sources; conduct and evaluate air monitoring programs; design storage and retrieval systems for emission and aerometric data; coordinate air pollution control programs with other public agencies; develop regulatory measures and implementation plans and procedures for air pollution control; enforce compliance with air quality standards; and, prepare feasibility studies and compute cost effectiveness of proposed standards and control measures. Incumbents may also represent the CARB in various operations, speak before groups, answer inquiries, and prepare reports and correspondence. Incumbents are expected to be knowledgeable in New Source Review regulations, Emission Reduction Credit banking programs, source specific reasonably available control technology/best available retrofit control technology (RACT/BARCT) regulations, emission control technologies, and data analysis techniques. Staff in the section are expected to be able to work independently and as part of teams. Incumbents may work on projects that involve staff from other Sections and Branches within the Division.

Statewide travel, including overnight travel, will be required.

Under the supervision of an Air Resources Supervisor I, the Air Pollution Specialist (APS) will perform the following functions:

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<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
35% - E	<p><u>Advise and consult with Federal, State, and local agencies involved in air pollution stationary source permitting and control:</u> Using scientific methods and principles, research federal, state, and local environmental regulations. Work through and with other agencies and divisions within CARB to obtain information necessary to address questions received from air districts, the public, and other government agencies. Review air district permits to ensure they are enforceable and accurately and comprehensively reflect engineering standards as well as applicable requirements of local, State and federal laws and regulations, including Best Available Control Technology requirements. Provide feedback to CARB management and then to air districts where documents reviewed do not meet legal standards. Coordinate the identification and sharing of best scientific and engineering and enforcement practices between air districts, enforcement, permitting, engineering staff and PESS staff. Review proposed and adopted rules to ensure requirements reflect legal and engineering standards; provide feedback to district staff on concerns, when necessary. Review technical comments and concerns provided by other CARB staff, when such comments are provided. Periodically participate in rulemaking workshops.</p>
35% - E	<p><u>Perform field and office duties related to air pollution programs; conduct investigations, inspections, and studies:</u> Plan and conduct inspections of complex stationary sources of air pollution in coordination with staff from assigned air district(s). Perform field and office investigations for violations of federal, State and local air pollution control laws and regulations. Review facility schematics and other scientific and permit based documentation to determine if air pollution control equipment is properly installed and sufficiently well maintained, to ensure compliance with local permitting requirements and engineering standards. Review technical reports and other types of information necessary to understand facility compliance status and history.</p>
25% - E	<p><u>Prepare scientific reports and documentation:</u> Prepare investigation reports to document findings for each inspection conducted and thoroughly document investigations. Use scientific principles and practices to implement the Distributed Generation Certification Regulation. This includes reviewing technical documents submitted by manufacturers; responding to questions about the regulation; performing calculations; making recommendations to management on decisions that need to be made under the regulation; and coordinating with manufacturers and stakeholders, other CARB staff and management, and other agencies about the regulation. Prepare training materials and training district staff based on inspection and investigation reports. Work with PESS management, assigned CARB attorney(s), and assigned air district staff to resolve cases through negotiated settlement or administrative/judicial proceedings. Act as an expert witness in Board or court actions. Maintain hard-copy and electronic</p>

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	case files. Prepare necessary memoranda, letters, settlement agreements and other documents necessary to effectively manage cases through all stages of case resolution process.
5% - M	<u>Other Duties:</u> Provide scientific, technical and enforcement support for CARB regulatory projects, special investigations, and task force activities, as needed. Research air pollution issues and emission controls related to CARB priorities; attend workshops, hearings, and meetings. Prepare other required reports, correspondence, and audio/visual presentations. May perform other duties within the scope of the classification as required.