

DUTY STATEMENT

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Employee Name: Vacant	Current Date: 7/16/2024
Classification: Air Pollution Specialist	Position #: 673-710-3887-087
Division/Office: Air Quality Planning and Science Division	CBID: R09
Section: Particulate Matter Analysis Section	
Supervisor Name: Vacant	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 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 Air Resources Supervisor I, the Air Pollution Specialist (APS) applies skills and expertise to analyze and evaluate PM data that will be necessary for increased prescribed burning and wildfires across the state. The Air Pollution Specialist will provide coordination with the air districts on the Exceptional Event process related to the PM2.5 National Ambient Air Quality Standard and State Implementation Plan Development for areas designated as nonattainment. Occasional travel may be required.

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
30%-E	Collect and analyze data products from various sources to evaluate the impact of Exceptional Events including prescribed burns and wildfires on PM 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.
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.
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

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	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. Occasional travel may be required.
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.