

**DUTY STATEMENT**

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Employee Name: Vacant	Current Date: 7/17/2024
Classification: <b>Staff Air Pollution Specialist</b>	Position #:673-710-3875-020
Division/Office: <b>Air Quality Planning and Science</b>	CBID: <b>R09</b>
Section: <b>Atmospheric Modeling and Support Section</b>	
Supervisor Name: <b>Leonardo A. Ramirez</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

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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:

**FOR LEADPERSONS OR TEAM LEADERS ONLY:**

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

**MISSION OF SECTION:**

The Atmospheric Modeling and Support Section is responsible for preparing speciated spatially and temporally resolved gridded emission inventories, as well as conducting modeling studies and analyses. The duties of the section broadly fall into the following areas: 1) quality assure gridded emission inventories for modeling; 2) test and apply state-of-the-science meteorological, emissions, and air quality models throughout the State; 3) coordinate with other Sections and air quality districts on the development of emission targets for State Implementation Plans; 4) provide regulatory modeling support to assess the potential air quality impacts of proposed regulations.

**CONCEPT OF POSITION:**

The Staff Air Pollution Specialist (SAPS) is a fully qualified specialist with the ability to work independently on air quality modeling ready emission inventory improvement and development work, and serve as the staff lead in those areas. The position requires subject matter expertise to establish strong technical foundations for development and revision of existing methodologies used in the development of emission inventories for regional air quality modeling. Experience and proficiency in writing, editing and publicly presenting lengthy syntheses of complex technical, policy and regulatory considerations will be essential to success. The SAPS will engage with air quality districts on issues relating to the preparation and improvement of modeling emission inventories. Occasional travel may be required. Specific duties include:

<b><u>% OF TIME</u></b>	<b><u>RESPONSIBILITIES OF POSITION</u></b>
25%-E	Use scientific principles to revise, develop and evaluate methodologies used to prepare modeling emission inventories. Collect, analyze, model and interpret data based on studies, tests, surveys, scientific principles, literature reviews, and contact with representatives from local, state, and federal government organizations, as well as national and international public and private organizations. Assist in the improvement of spatial surrogates, temporal profiles and speciation profiles for new non-attainment regions of the 9.0 ug/m3 annual PM2.5 standard
25%-E	Prepare, evaluate and improve gridded emission inventories that reflect complex topography and meteorological conditions for the new non-attainment regions of the 9.0 ug/m3 annual PM2.5 standard. Work cooperatively with inter agency and external stakeholders including air quality districts, academia and research community to improve and refine approaches used in the preparation of modeling emission inventories.

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20%-E	Closely following the state-of-the-science in air quality modeling, including emissions inventory processing and development, as well as the use of satellite data products for emission inventory improvement and characterization. Provide scientific and technical support to the Branch and Division on emission inventory related issues.
15%-E	Use scientific principles to identify key reactive organic and size fraction profiles that need improvement. Assist in the updating, improvement and development of these profiles. Occasional travel may be required.
10%-E	Prepare technical reports, protocols on air quality modeling studies. Prepare verbal and written summaries for management on the latest developments in emission inventory development.
5%-M	Perform other duties as may be required to meet the needs of the section. May perform other duties as assigned within the scope of the classification.