

**DUTY STATEMENT**

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Employee Name: Vacant	Current Date: September, 2024
Classification: Air Pollution Specialist	Position #: 673-710-3887-085
Division/Office: Air Quality Planning and Science Division	CBID: R09
Section: Criteria Pollutant Inventory Section	
Supervisor Name: Tiffanie Be	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 Criteria Pollutant Inventory Section is seeking a highly motivated, organized and technically oriented individual to support the development, maintenance, and improvement of California Air Resources Board's (CARB) criteria pollutant emission inventories. This includes: developing, maintaining and making future improvements to CARB's Integrated Multipollutant Emission Inventory (IMPEI) reporting system; developing, maintaining and improving CARB's emission inventory in support of State Implementation Plans (SIPs), community health goals, and regulation development; reviewing and evaluating stationary source reported emissions and emissions estimation methodologies; partnering with other CARB teams on the development of tools that provide communities, the public, regulators, scientists, and others access to complete, user-friendly, and high-quality emissions data that assist communities in understanding what is being emitted into the air, and by who; supporting the implementation of US Environmental Protection Agencies (EPA) Air Emissions Reporting Regulation (AERR), the Emission Inventory Criteria and Guidelines (EICG) Regulation and the Criteria Air Pollutants and Toxic Air Contaminants Regulation (CTR); coordinating with U.S. EPA, air districts and other CARB divisions on the development and review of the National Emissions Inventory (NEI); and assessing facility fees under Assembly Bill (AB) 10X.

CONCEPT OF POSITION: Under supervision of the Air Resources Supervisor I, the incumbent will be responsible for developing, maintaining, and improving CARB's emission inventories. The position involves evaluating emissions data from various industrial processes to ensure accurate emission estimates. The incumbent will work closely with CARB and district emission inventory staff, as well as collaborate with internal and external stakeholders, including policymakers, industry representatives, and the public, to provide technical expertise and support informed decision-making related to air quality management in California. Specific duties include:

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
30%-E	Develop, update, and review methodologies for estimating emissions, including for Particulate Matter (PM) 2.5 and its precursors, prepare detailed documentation, assist air districts in developing criteria emission estimates, and review emission estimates submitted by air districts for CARB approval.
20%-E	Preparing electronic reports and briefings on emissions and related subjects for various stakeholders, including staff, management, EPA, and for State Implementation Plans (SIPs), as well as delivering written reports and oral presentations on methods and results to various audiences.

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15%-E	Serve as an Air District Liaison, acting as the primary point of contact for local air districts, especially in support of SIPs. Train and keep district staff informed about CARB inventory guidelines and policies, develop and implement quality control and quality assurance processes to validate and verify the criteria emissions inventory, and collaborate with local air districts to assist them and resolve data discrepancies.
15%-E	Coordinate year-round activities for updating and maintaining California's criteria and toxics statewide inventory, apply scientific concepts to design and develop databases for storing and retrieving emissions data, and collaborate with local air districts to perform regular database updates.
15%-E	Coordinate year-round activities for updating and maintaining utility tables. Perform specialized inventory processes such as area source reconciliation, speciation, and PM2.5 condensable speciation.
5%-M	Other duties: Prepare other required reports, correspondence, assist with Division projects, and develop presentations. May perform other duties within the scope of the classification.