

DUTY STATEMENT

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Employee Name: Vacant	Current Date: 10/4/2024
Classification: Air Resources Supervisor I	Position #: 673-310-3762-006
Division/Office: Research Division	CBID: S09
Section: Health & Ecosystem Analysis Section	
Supervisor Name: Bonnie Holmes-Gen	Supervisor Classification: Air Resources Supervisor II

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 type="checkbox"/> None	<input type="checkbox"/> Lead Person
<input checked="" 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:

- 4 Air Pollution Specialists
- 1 Staff Air Pollution Specialist

Total number of positions in Section/Branch/Office for which this position is responsible: 5 PY

FOR LEADPERSONS OR TEAM LEADERS ONLY:

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

MISSION OF SECTION: The Health and Ecosystem Assessment Section provides scientific and technical support for the Board's efforts to achieve statewide air quality and climate goals including attainment of standards. The Section provides support for expanding analysis of health benefits of the board's rules and programs and interprets scientific information on health benefits for communication to a wide range of audiences including technical and policy audiences. The Section also coordinates the review of Federal and State ambient air quality standards as well as federal rules and regulations

CONCEPT OF POSITION: Under general direction of the Chief of the Health and Exposure Assessment Branch, serves as the manager and administrator of the Health and Ecosystem Assessment Section.

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
30% E	Direct and support the activities of the Section including establishing goals and workplans, setting up project leadership teams, promoting collaboration on project work in the branch and with other parts of CARB, and establishing and tracking progress milestones. Section activities include: evaluating and identifying critical information from scientific studies on the adverse human health and environmental effect of air pollutants particularly in overburdened and vulnerable communities; Implementing a project to expand analysis of the health effects of air pollution and climate change rules and programs using quantitative and qualitative approaches; communicating scientific information on health effects of air pollution and climate change internally and externally to a wide range of audiences, including technical and policy audiences; preparation of health reports, including staff reports to the Board; reviewing scientific evidence for air quality standards to protect public health and welfare; and collaborating with other sections in RD and other divisions in the board in carrying out these duties.

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<p>30% E</p>	<p>Manage project to update and expand health analysis of the board’s rules and programs to include a broader range of air pollution and climate change health outcomes and to reflect emerging research and approaches for evaluating and analyzing health effects in vulnerable and overburdened communities. Lead and support staff efforts to incorporate environmental justice in health analysis and evaluate impacts of community stressors including non-chemical stressors. Project management includes working with SAPS project lead and branch staff to develop and implement a workplan and project milestones, working with other CARB divisions and CARB leadership to provide opportunities for input, managing input from external sources such as health consultants, agencies and academic experts, communicating project goals and work products across CARB divisions, and managing administrative processes to implement project deliverables.</p>
<p>10% E</p>	<p>Communicate scientific information on health effects of air pollution including research results to a wide range of audiences including internal staff, other state agencies, and the public through updates, reports, correspondence, meetings, and workgroups.</p>
<p>10% E</p>	<p>Coordinate, review and monitor environmental justice research, incorporate environmental justice components into section research contracts, and respond to environmental justice questions from the public.</p>
<p>10% E</p>	<p>Communicate and coordinate with other sections within the Division and across divisions within the agency in areas of exposure, health, environmental justice and ecosystems research. Participate in and review the preparation of the Division's Annual and Five-Year research plans.</p>
<p>5% E</p>	<p>Provide knowledge of air pollution effects, including effects in overburdened communities, to inform regulatory and policy activities related to ambient air quality standards. Consult with, monitor, and report on the activities of other agencies and institutions engaged in health and environmental effects research and regulatory activities related to setting ambient air quality standards.</p>
<p>5% M</p>	<p>Coordinate public outreach activities to inform the public of health effects of air pollution. Communicate and advise the Executive Office, other divisions, and the Board on the health effects of air pollution.</p>