

**DUTY STATEMENT**

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Employee Name: Vacant	Current Date: October, 2024
Classification: <b>Air Pollution Specialist</b>	Position #: <b>673-710-3887-025</b>
Division/Office: <b>Air Quality Planning and Science Division</b>	CBID: <b>R09</b>
Section: <b>Central Valley Air Quality Planning Section</b>	
Supervisor Name: <b>Alicia Kindred</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: 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 Central Valley Air Quality Planning Section (CVAQPS) is responsible for air quality planning for California's Central Valley, including the San Joaquin Valley, and certain other areas of the State, as well as for broader, statewide particulate matter (PM) planning and analysis efforts. The section is lead in the review and preparation of State Implementation Plans (SIPs) for PM and ozone for select areas of the State, the California Regional Haze Plan, and the analysis of PM-related technical and policy issues. The 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 State and National Ambient Air Quality Standards (NAAQS). The CVAQPS also reviews particulate matter data associated with exceedances of air quality standards resulting from natural events for exclusion of those data from regulatory determinations. The CVAQPS works with divisions throughout CARB, as well as with local air districts, U.S. Environmental Protection Agency (EPA), and various public and private stakeholder groups.

CONCEPT OF POSITION: Under supervision of the section manager, the position provides technical analysis and policy input for use in air quality planning by 1) analyzing data and other information submitted by local air districts in SIP submittals for validity, scientific defensibility, and regulatory compliance; 2) conducting data analyses in response to planning-related inquiries by other Branches, other CARB Divisions, local, state or federal agencies, stakeholder groups, or the public; 3) developing written reports and correspondence on technical and policy issues as they pertain to SIPs or other air quality planning related inquiries. Specific duties include:

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
35% - E	Conduct technical, policy, and administrative analyses needed in the development of approvable SIPs for PM, ozone, and regional haze, including evaluation of air quality and emission inventory data, review of air quality modeling results and emission control strategies, and analysis of other relevant air quality planning data. Coordinate with local air district staff and management, other division staff, and present SIPs to the Executive Office and to the Board for consideration, as needed.
25% - E	Evaluate air quality and emissions data, develop technical analyses, and assess regulations and other air quality documents as necessary to respond to inquiries and/or requests from other CARB Divisions, Branches,

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	or Sections, other agencies, and the public. Write technical documents, reports, memos, and correspondence as appropriate.
20% - E	Conduct SIP-related and general air quality planning functions, including working with U.S. EPA post-SIP submittal to ensure approvability and coordinating with other CARB Divisions on community engagement, research-oriented work, and other activities that affect the Section and its planning mission. Travel may be required.
10% - E	Administer one or more outside vendor contracts addressing air quality or air quality planning activities. Activities may involve negotiation and coordination with outside vendors, other agencies, and other Sections, Branches, or Divisions within CARB, and may include developing written Statements of Work and correspondence in addition to reviewing contract budgets, invoices, and other administrative documents.
10% - M	Coordinate and organize multi-agency meetings, calls, and communications (either on-line or in-person) to ensure positive progress in the development of SIPs and other Section planning responsibilities. Maintain and update Section and Branch web pages, as needed.