

DUTY STATEMENT

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Employee Name: Vacant	Current Date: 10/30/2024
Classification: Staff Air Pollution Specialist	Position #: 673-310-3875-010
Division/Office: Research Division	CBID: R09
Section: Building and Indoor Environments Section	
Supervisor Name: Pat Wong	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 Research Division's Health & Exposure Assessment Branch (HEAB) sponsors contracted research on the health effects of air pollutants and Californians' exposures to them, reviews and makes recommendations for state and national ambient air quality standards, and conducts other programs and projects.

The mission of the Building and Indoor Environments section in the HEAB is to identify and assess exposures to air pollutants while indoors and to promote actions to reduce or prevent air pollution exposures from both indoor and outdoor sources. The Section accomplishes this through research contract management, data analysis, monitoring and modeling, development of indoor exposure assessments and indoor air quality guidelines, regulatory work, and liaison with other agencies and organizations.

CONCEPT OF POSITION:

Under general supervision of Section supervisors in the branch, the incumbent will be expected to be the subject matter expert regarding the use, development of, and/or refinement of health modeling systems utilized by CARB through its programs, contracted projects, and collaborative work with other state agencies. This includes the development of tools for the novel evaluation of health impacts from outdoor and possibly indoor exposures. The incumbent will provide scientific expertise on air pollution health impacts to support the Board's rules and programs. In addition, the incumbent will plan, organize, direct, and conduct critical reviews of scientific research to be used as the basis for conducting analysis of health impacts of air quality and climate change. The incumbent will provide expertise and work with staff across the Health and Exposure Assessment Branch in completing these tasks.

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
30% - E	Provide expertise in modeling using quantitative and qualitative tools that can be applied to a variety of branch projects analyzing health impacts related to outdoor and possibly indoor exposures to air pollutants. Use advanced air quality modeling approaches to conduct health analysis and communicate the public health benefits of CARB rules and programs at the State and regional level, including in highly impacted areas.

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30% - E	Support the Board's efforts to refine and expand health analysis of rules and programs and evaluate additional air pollution and climate change impacts by using existing and emerging tools and research. Identify, conduct, and apply expanded health impact assessment tools, exposure assessment methods, and epidemiological/statistical analysis to evaluate health impacts and benefits. Investigate and apply tools at the sub-regional level and for population sub-groups where possible.
15% - E	Communicate health effects of air pollution including research and modeling results and health implications of the Board's rules and programs to a wide range of audiences including internal staff, other state agencies and the public through updates, reports, correspondence, meetings, and workgroups. Prepare and edit technical reports, including research and staff reports on health impact analysis and present to other divisions, management, the Board, and external audiences.
15% - E	Communicate and coordinate with other sections within the Division and across divisions within the agency in the areas of outdoor and possibly indoor exposures and health research. Participate in and review the preparation of the health components of the Division's Annual and Five-Year research plans.
10% - M	Conduct outreach to and work collaboratively with state, local, and federal agencies and non-governmental organizations on health analysis research and projects related to the branch's health work.