

**DUTY STATEMENT**

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Employee Name: <b>Vacant</b>	Current Date: <b>December, 2024</b>
Classification: <b>Air Resources Supervisor II</b>	Position #: <b>673-710-3763-007</b>
Division/Office: <b>Air Quality Planning and Science Division</b>	Branch: <b>Special Assessment Branch</b>
Section: <b>N/A</b>	CBID: <b>S09</b>
Supervisor Name: <b>Michael Benjamin</b>	Supervisor Classification: <b>CEA</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 type="checkbox"/> None	<input type="checkbox"/> Lead Person
<input checked="" type="checkbox"/> Supervisor	<input type="checkbox"/> Team Leader

## **DUTY STATEMENT**

ASD/HRB-012 (REV. 03/2020) PAGE 2 OF 5

### FOR SUPERVISORY POSITIONS ONLY:

Indicate the number of positions by classification that this position DIRECTLY supervises:

- 3 - Air Resources Supervisor I

Total number of positions in Section/Branch/Office for which this position is responsible: 22, including Supervisors

### FOR LEADPERSONS OR TEAM LEADERS ONLY:

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

### MISSION OF BRANCH:

The Special Assessment Branch is comprised of three sections described in more detail below. The Branch works to support development of area source emission inventory estimates, air quality databases and analyses, and implementation of a statewide criteria pollutant and air toxics emissions reporting regulation. The Branch aims to achieve transparent, well-documented work products developed with input from multiple stakeholder groups internal and external to CARB. This Branch will work to promote GIS-based presentation of air quality and emissions data and work closely across the agency and with other Branches in AQPS to integrate visualization tools to improve the user-friendliness and accessibility of data to the public. In addition to working collaboratively across the agency, staff in the Branch work closely with other AQPS Sections and Branches to develop synergies between staff working on complementary projects.

- The *Area Source Improvement and Community Inventory Development Section* updates area source emission estimation methods and produces estimates of sector-specific area-source emissions and also works to develop comprehensive, neighborhood-scale inventories to support community-level programs, such as communities selected under AB 617. In performing these tasks, the Supervisor and Section staff work closely with inventory, planning, research, modeling and other groups across CARB as well as with air district inventory staff and other local, state, and federal agencies. As needed, the Section may lead or collaborate with others on assessing or conducting research to better understand the state-of-science processes, data, or factors associated with specific emission sources. The section also works to produce data visualization products using Geographic Information Systems and other software for use in processing, presenting, and analyzing emissions inventories.
- The *Criteria Pollutant and Air Toxics Reporting Section* implements the latest regulatory emissions inventory reporting requirements approved by the Board under the Criteria Pollutant and Air Toxics Reporting Regulation (CTR). Staff work closely with internal emissions inventory staff, air district staff, industry subject to emissions reporting requirements, and community stakeholders. Staff oversee implementation of the requirements, which are being phased in over a seven-year period starting with 2023 and involve reporting by California's 35 air districts and thousands of facilities. Staff aim to improve understanding of reporting requirements, maximize reporting level success, and assess progress. The Supervisor and Section staff work closely with the Emissions Inventory and Economic Analysis Branch (EIEAB) in AQPS on overlapping reporting requirements under CTR and the AB 2588 Emission Inventory Criteria and Guidelines (EICG) emissions reporting regulation for toxic pollutants overseen by EIEAB. To facilitate effective reporting under CTR and EICG, the Supervisor and Section staff actively participate in identifying/mitigating barriers to reporting

## **DUTY STATEMENT**

ASD/HRB-012 (REV. 03/2020) PAGE 3 OF 5

and assessing/mitigating database reporting-system updates/needs (e.g., CTR business requirements, workflows, etc.) for CARB's statewide emissions inventory reporting system, the Integrated Multi-Pollutant Emissions Inventory System (IMPEI). Implementing IMPEI updates involve working very closely with EIEAB inventory-system experts and Information Technology software development staff in the Office of Information Systems (OIS).

- The *Community Air Quality Section* is responsible for analyzing and interpreting air quality data and building and maintaining a state-of-the-science community air monitoring data portal (AQ-View) to understand and convey exposures to harmful pollutants in California's most disadvantaged communities. The Section explores ways to incorporate other air monitoring data and data from low-cost sensor technologies into the AQ-View system. The Section works on collaborative air quality data projects with communities and is responsible for storing, analyzing, and disseminating the community air monitoring data in a timely and effective manner. Staff in the Section utilize various software tools, including Geographic Information System software, to develop enhancements to AQ-View or to process, present, and analyze air quality data into or from the system. Staff actively participate in identifying and implementing AQ-View database system updates/needs (e.g., business requirements, workflows, etc.) and work in partnership with Information Technology software development staff in the Office of Information Systems (OIS) and outside software contractors, as necessary.

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CONCEPT OF POSITION:

Under administrative direction, the Branch Chief organizes, plans, directs, and supervises the activities for three sections, and directs the programs of the Branch. Travel may be required. Specific duties include:

<b>% OF TIME</b>	<b>RESPONSIBILITIES OF POSITION</b>
25%-E	<p>Plans, organizes, directs and reviews the development, updates and implementation of the Criteria Pollutant and Air Toxics Reporting Regulation (CTR). Supports updates to the AB 2588 Emissions Inventory Criteria and Guidelines documentation. Works closely with internal and external stakeholders. Works to secure consistent and sustainable funding for management of CARB’s emissions inventory reporting system (IMPEI).</p> <p>Near-term priority: provide strong oversight and leadership resulting in successful implementation of CTR under the seven-year phase-in schedule and integration of CTR reporting functionality into CARB’s emissions inventory reporting system (IMPEI) within calendar years 2025-2026.</p>
25%-E	<p>Plans, organizes, directs, and reviews the development and management of emissions inventories and emissions inventory methodologies. This includes coordinating with other Divisions on program needs and working with external stakeholders. Travel may be required.</p> <p>Near-term priority: provide strong oversight and leadership resulting in successful production of emissions inventories supporting the 9ug/m3 PM2.5 SIP and Community Air Protection Program needs within calendar years 2025-2026.</p>
25%-E	<p>Plans, organizes, directs, and reviews the development of AQ-View and associated data analyses. Works with other Divisions across the agency to ensure consistent messaging on air quality data, in general. Works to secure consistent and sustainable funding for management of AQ-View.</p> <p>Near-term priority: provide strong oversight and leadership resulting in successful implementation of AQ-View data analyses within calendar years 2025-2026.</p>
10%-E	<p>Performs outreach to air districts, community groups, environmental groups, businesses, and the public in support of Division programs. Some travel will be necessary, as required.</p>
10%-E	<p>Oversees the timely and accurate preparation of responses and other documentation and reports to related Division programs, including status reports on CTR implementation.</p>

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<b>% OF TIME</b>	<b>RESPONSIBILITIES OF POSITION</b>
5%-M	Assists the Division Chief and Assistant Division Chief in planning, organizing, budgeting, and implementing Branch/Division programs. Conducts mentoring, sets and monitors performance expectations, and manages staff and Supervisor performance.