

DUTY STATEMENT

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Employee Name: VACANT	Current Date: December 2024
Classification: Air Pollution Specialist	Position #: 673-400-3887-030
Division/Office: Transportation and Toxics	CBID: R09
Section: Exposure Reduction Section	
Supervisor Name: Jennifer Kozumplik	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 mission of the Exposure Reduction Section is to analyze, quantify, and reduce the health risk from air toxics and other pollutants from the freight sector within California. The primary duties of this section include conducting air dispersion modeling using AERMOD and CALPUFF and performing health risk assessments and other types of health and exposure analyses to support freight regulatory and non-regulatory actions, collaborating within the Risk Reduction Branch to use and maintain the CARB Hotspots Analysis and Reporting Program (HARP); and working collaboratively with agencies and impacted communities to identify, understand, and reduce exposure to both toxic diesel particulate and non-diesel toxics from a variety of sources. The Exposure Reduction Section also reviews, and provides comment on, all freight related projects that trigger CEQA review in the state. TTD aims to prioritize elevated health risks in disadvantaged communities to ensure that we are more equitably serving all Californians and is committed to advancing racial equity and practicing effective community outreach and engagement. This requires supporting policies that fairly address environmental and socioeconomic inequities throughout the State and is supported by meaningfully engaging with air quality partners, especially in low income and communities of color. Air Quality Partners include community members, environmental justice advocates and organizations, community-based organizations, air districts, regulated entities, and other impacted individuals.

CONCEPT OF POSITION:

Under direction of the Air Resources Supervisor I, the Air Pollution Specialist (APS) serves as program staff in analyzing and advising on projects subject to the California Environmental Quality Act (CEQA), including analysis of air dispersion modeling and health risk assessments. Incumbents may also design, conduct, and evaluate air monitoring, develop and validate air quality simulation models; collect, analyze, and evaluate data on the effects of air pollutants on human health. The incumbent must be able to assess the impacts of new emission sources; collect and analyze emissions data to determine compliance with current regulations; evaluate air monitoring programs; coordinate with CARB Divisions and with other public agencies; develop trend data of air pollution from mobile and stationary sources; consult with Federal, State, and local agencies involved in air pollution control, often involving public and professional contacts; implement CARB's racial equity policies and principles within TTD and ensure they are applied across the Division's programs; be familiar with CARB's major air quality programs and actively work to connect project assignments to CARB's broader objectives to reduce emissions of air toxics, criteria pollutants, and greenhouse gases.

The incumbent may also participate in high-profile and sensitive meetings with Administration officials, legislative staff, and local governments, as well as represent CARB at forums and workshops with community representatives and industry stakeholders. Incumbents may also speak before groups, answer inquiries, and prepare reports and correspondence. Incumbents carry program or project responsibilities with extreme sensitivity and complexity usually dealing with emerging or undefined issues or problems and typically involving intense conflict among issues such as public concern, local,

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State, and Federal Government concerns, costs, and business interest. Travel within California will be required, as needed, for site visits, meetings with communities, and conferences.

% OF TIME	RESPONSIBILITIES OF POSITION
40%-E	<p>Using the legal guidance under the California Environmental Quality Act (CEQA), as well as air quality modelling outputs and CARB regulations, review plans and policies that could impact air quality.</p> <p>Consult with Air Districts, non-government agencies, and industry representatives to identify and respond to potential air quality impacts from projects such as the construction of new freight facilities, in coordination with CARB staff and management, draft public comment letters to alert local agencies and communities.</p> <p>Consistently evaluate projects, policies, programs, regulations, and decisions to identify and address racial inequity, including inequitable processes and impacts. Use racial equity tools, strategies, and techniques to develop, implement, and update project-specific equity action plans for all work products.</p>
30%-E	<p>Conduct and analyze air dispersion modeling and health risk assessment to support CARB's programs, policies, and regulations. Interpret the requirements of the Office of Environmental Health Hazard Assessment (OEHHA) Air Toxics Hot Spots Program Guidance, the CARB Hotspots Analysis and Reporting Program (HARP), the California Puff Lagrangian Modelling System (CALPUFF), the American Meteorological Society/Environmental Protection Agency Regulatory Model (AERMOD) tools, and the Clean Air Toxics Assessment (CATA) database.</p> <p>Coordinate technical projects, translate results into plain language policy recommendations, and function within cross divisional teams. Develop well-written, clear and concise reports, and technical documents.</p>
25%-E	<p>Provide guidance to industry, local communities, local air pollution control districts, and other governmental agencies on section projects. Collaborate with agencies and impacted communities to identify, understand, and reduce pollutant exposure. Evaluate the impacts of federal regulations and programs on CARB and districts' programs. Coordinate with local air districts on the development, modification, and implementation of their toxics-related programs. Represent CARB at air district hearings, public workshops, and public meetings. Maintain courteous, professional relationships with internal co-workers and management, and all external stakeholders. Understand and implement the Division's racial equity policies and procedures. Provide support and ensure program documents meet Americans with Disabilities Act (ADA) requirements, as needed.</p> <p>Travel within California will be required, as needed, for site visits, meetings with communities, and conferences.</p>

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5%-M	Assist in planning, organizing, and implementing special projects as assigned by Branch and Division management to support the development and implementation of air quality related programs.
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