DUTY STATEMENT

Employee Name: VACANT	Current Date: December 2024
Classification: Air Pollution Specialist	Position #:673-400-3887-XXX
Division/Office: Transportation & Toxics Division	CBID: 9
Section: Toxics Control Section	
Supervisor Name: Greg Harris	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

☒ None	☐ Lead Person
☐ Supervisor	☐ Team Leader

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 DIVISION: The Transportation and Toxics Division (TTD) is responsible for regulatory and non-regulatory activities to: reduce air toxics, criteria air pollution, and greenhouse gases from freight transportation (including implementation of existing rules, development of new rules and plans, and administration of incentive programs); characterize the health risk from toxic air contaminants; and develop and implement regulatory measures and other programs to reduce the localized health risk from air toxics. The impacts of poor air quality are disproportionately felt by disadvantaged communities and race is the single largest predictor of whether someone will be adversely impacted by air pollution. Thus, 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.

MISSION OF SECTION: The Toxics Control Section develops, reviews, and implements air toxic control measures (ATCMs) to reduce the public's exposure to criteria, greenhouse gas (GHG), and toxic air pollutants from a wide variety of stationary sources; provides technical assistance and guidance to the local air districts, other governmental agencies, the public, and affected industries on air pollution control and risk management; implements the State's ATCMs, including, dry cleaning, chrome plating, and composite wood; administers the technology reviews required by the Chrome plating ATCM; and works to ensure that federal toxics regulations and programs are integrated effectively in California.

CONCEPT OF POSITION: Under direction of the Air Resources Supervisor (ARS) I, the Air Pollution Specialist (APS) will join a team of scientists and engineers who work on developing and implementing airborne toxic control measures and other emission reduction strategies as well as work on other air toxics related projects. The APS will collect data to support the development and implementation of air toxics rulemakings, such as: developing emissions inventories; conducting surveys, site visits, health risk assessments, environmental (CEQA), and cost analyses; technology reviews, and evaluating control technologies. In addition, they may analyze and advise on projects subject to the California Environmental Quality Act (CEQA), including analysis of air dispersion modeling and health risk assessments. This position requires an APS who is comfortable working on projects both in a team setting and alone, as well as interacting and engaging with communities, environmental agencies, industry, air districts, and other governmental agencies. The successful candidate needs to have strong writing skills and be capable of communicating effectively with a

technical audience, while also being able to translate highly technical material for CARB management and staff, government agencies, community members, industry, and other stakeholders. Travel in-state as needed for site visits, meetings with communities, and conferences.

% OF TIME	RESPONSIBILITIES OF POSITION
35%-E	Implement the Chrome plating ATCM, provide compliance assistance, implement incentive programs, and execute technology reviews. Technology reviews will include evaluating the efficacy of existing technologies and upcoming alternative technologies, work with chemical manufacturers on development and testing of new, less toxic replacements to hexavalent chromium, work with the aviation industry to develop and test safe and effective replacement technologies, and to work with the Department of Defense to test less toxic alternatives and revise military specifications. Coordinate with U.S. EPA, academia, and the European Union to promote potential research and solutions. 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.
25%-E	Independently, as a participant, or as a team leader, prepare clear, concise, and well-written scientifically-sound staff reports, policy and technical support documents, risk reduction guidelines, technical assessments, and technical papers to support staff recommendations for Board and other agency actions (e.g., ATCMs). Effectively communicate (verbally and in writing) and coordinate with communities, air districts, CAPCOA, and all other stakeholders to resolve any potential technical and policy issues. Meaningfully engage with air quality partners from diverse backgrounds and communities by developing and maintaining relationships, communicating effectively, participating in meetings as needed, and being available as a resource to help partners navigate technical processes and meaningfully participate in CARB processes. Provide technical expertise to prepare policy recommendations and communicate them to CARB management in staff reports, briefing papers, memoranda, speeches, letters, and meetings. Represent CARB at community meetings, district hearings, public workshops, and public meetings. Maintain professional, courteous relationships with internal co-workers and management, and all external stakeholders. Provide support and ensure program documents meet Americans with Disabilities Act (ADA) requirements as needed and provide assistance with program webpage updates (using Drupal platform).
15%-E	Independently, as a participant, or as a team leader, address community and localized air toxics impacts providing guidance and establishing priorities in developing airborne toxics control measures (ATCMs) and other emissions reduction strategies, including freight related strategies; execute risk management related activities, that include, but are not limited to, communicating risk and engaging with communities, local air districts, industry, and the public on developing risk management documents (e.g.,

	stationary source ATCMs, implementation materials, risk reduction guidance, etc.) for sources of diesel, greenhouse gas, and toxic air contaminant (TAC) emissions; and provide technical assistance on exposure, risk assessment, and air monitoring data. Activities in carrying out these tasks include, but are not limited to: assessing emissions, evaluating emission control technologies and best management practices (e.g., for cost and effectiveness), and working with communities and industry technical representatives to identify current and future exposure and operational scenarios. Using the legal guidance under the California Environmental Quality Act (CEQA), as well as air quality modelling outputs and CARB regulations, review plans and polices that could impact air quality. 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. Use community engagement tools, strategies, and techniques to develop, implement, and update project-specific community outreach and engagement plans. Assist with implementation of ATCMs, including freight related regulations.
10%-E	Independently, as a participant, or as a team leader, use your science background to assist in tech reviews, and the development, review, and implementation of air toxic control measures (ATCMs) to reduce the public's exposure to criteria, greenhouse gas (GHG), and toxic air pollutants from a wide variety of stationary sources; provides technical assistance and guidance to the local air districts, other governmental agencies, the public. Actively participate in activities such as research, designing surveys and interpreting results, complex data acquisition, management, and analyses, site visits, meetings with communities, internal and external stakeholders to the toxics program (e.g., development of Airborne Toxic Control Measures (ATCM). Work with affected industries and the public on air pollution control and risk management. Use community engagement tools, strategies, and techniques to develop, implement, and update project-specific community outreach and engagement plans. Monitor and manage contracts.
10%-E	Evaluate the impacts of federal, state, and local toxics regulations and programs on ARB and air district programs. Develop strategies to implement the federal programs in California. Identify strategies to streamline state and local programs to achieve ARB goals and missions. Assist and become a technical resource to ARB staff, other governmental agencies, industry, and the public on projects, develop and present recommendations to ARB management, and monitor the progress of projects. Travel in-state as needed for site visits, meetings with communities, and conferences.
5%-M	Assist the section manager in planning, organizing, and implementing special projects as assigned by Branch and Division management to

	support the development and implementation of toxics and freight related programs.