

## DUTY STATEMENT

Employee Name:	Position Number: 581-352-8338-901
Classification: Health Program Specialist I	Tenure/Time Base: Limited Term/Full Time
Working Title: Aviation Gasoline Program Specialist	Work Location: 850 Marina Bay Parkway, Bldg. P-3 Richmond, CA 94804
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Healthy Housing	Branch/Section/Unit: Childhood Lead Poisoning Prevention Branch/ Renovation Section

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

### Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resource's Job Descriptions webpage](#).

### Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by accrediting training providers that instruct the residential renovation workforce and certifying that workforce to perform in a manner that prevents childhood lead poisoning.

The incumbent works under the general direction of the Chief of the Renovation Section within the Childhood Lead Poisoning Prevention Branch. The HPS I will support the Chief in responding to the requirements of the two-year US EPA Pollution Prevention for Environmental Justice cooperative agreement (#84072901) for the transition to unleaded aviation gasoline at general aviation airports located in disadvantaged communities. This HPS I position supports the California Department of

Public Health's (CDPH) mission and strategic plan through the transition away from leaded aviation gas (AvGas), the primary source of lead emissions in California. Per the Pollution Prevention Grant with the US Environmental Protection Agency, CDPH will reduce harmful lead emissions by supporting the transition from leaded AvGas to unleaded AvGas at the 111 general aviation airports in California located in disadvantaged communities.

The HPS I will coordinate workshops and survey stakeholders. The HPS I will provide weekly progress reports to the EPM I, and draft quarterly, annual, and as-needed progress reports to the U.S. Environmental Protection Agency.

### **Special Requirements**

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: 10% for workshop preparation and performance
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

### **Essential Functions (including percentage of time)**

- 30% In compliance with the Quality Management Plan/Quality Assurance Project Plan for the transition to unleaded aviation gasoline at general aviation airports located in disadvantaged communities cooperative agreement #84072901 with the U.S. Environmental Protection Agency. The HPS I will seek expert input from federal agency, state agency, and university personnel supporting the transition from leaded aviation gasoline by 2030 as well as track state and local efforts to hinder or implement the transition to unleaded aviation gasoline through legislative, legal, regulatory, and ordinance activity. Support regular communication with California Department of Transportation, National Academies of Sciences Transportation Research Board, University of California at Berkeley Department of Civil and Environmental Engineering, U.S. Environmental Protection Agency Office of Pollution Prevention, and other stakeholders as necessary. The HPS I provides highly skilled expertise in research, developing, and recommending changes to local ordinances and airport operations to support the transition from leaded aviation gasoline. The HPS I provides data, information, and analysis for the development of legislative analyses, legislative change proposals, budget change proposals, and administrative and management drills that affect the transition from leaded aviation gasoline.
- 25% Identify potential general aviation airport workshop locations in disadvantaged communities thru Office of Environmental Health and Hazard Assessment partnership in use of CalEnviroScreen. Recommend priority workshop locations. Coordinate development of workshop participant survey. Track academic and popular literature to inform development of workshop participant survey. Tracks timely progress on development and promulgation of survey, receipt of survey comments, and finalization of survey results. Identify potential workshop participants based on expert input, survey focus, and local needs. Identify fence-line community groups with current or potential interest in transition from leaded AvGas.
- 25% Quantify leaded aviation gasoline use by general aviation airports in disadvantaged

communities. Identify possible replacement options for the use of leaded aviation gasoline. Identify AvGas distributors, sellers, and consumers at general aviation airports in California located in disadvantaged communities. Track availability and use of leaded aviation gasoline and unleaded aviation gasoline at general aviation airports in disadvantaged communities. Identify general aviation airports that offer unleaded aviation gasoline in disadvantaged communities. Develop and conduct questionnaire to identify factors that facilitated or hindered the offering of unleaded aviation gasoline at general aviation airports located in disadvantaged communities. Collect information from existing sources and discussions for the calculation and reporting of quantitative outputs and outcomes resulting from the administration of technical assistance and implementation of pollution prevention activities.

- 15% The HPS I will assist in identifying strategic planning goals (both broad and specific) related to the transition to unleaded aviation gasoline; make recommendations to CLPPB management on allocating resources to best achieve goals and objectives; develop and implement plans for achieving goals and objectives; and regularly evaluate success of plan(s). Independently develop documents to provide ongoing synchronous record of management planning and implementation strategies for meeting those strategic planning goals and objectives.

**Marginal Functions (including percentage of time)**

- 5% Other activities as necessary to support the Childhood Lead Poisoning Prevention Branch.

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.		I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)	
Supervisor's Name:	Date	Employee's Name:	Date
Supervisor's Signature	Date	Employee's Signature	Date
<b>HRD Use Only:</b> Approved By: J.F.	Date Aug 2024		