

DUTY STATEMENT

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Employee Name: Vacant	Current Date: 12/27/2024
Classification: Staff Air Pollution Specialist	Position #: 673-310-3875-014
Division/Office: Research	CBID: R09
Section: Atmospheric Processes Research	
Supervisor Name: Morteza Amini	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:
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I have read this duty statement and agree that it represents the duties I am assigned.

Employee:	Date:
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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): Driving long distances using a state fleet equipped with various air monitoring equipment. Physically lifting and moving air monitoring equipment.
- Duties require use of hearing protection and annual hearing examinations.

SUPERVISION EXERCISED

<input type="checkbox"/> None	<input checked="" 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 Atmospheric Processes Research Section (APRS) of the Research Division (RD) conducts research needed to efficiently achieve the National Ambient Air Quality Standards (NAAQS) and California's climate change mitigation goals. Research conducted under APRS supports the development of the State Implementation Plans (SIPs), evaluates the short-lived climate pollutant (SLCP) emission reduction strategies, improves the characterization of various air pollutant emission sources, and takes preemptive steps to study the effects of climate change on California's air quality. APRS leverages scientific knowledge, internal air monitoring and analysis capabilities, contracts, and partnerships with various stakeholders to improve the robustness of CARB's policy and regulatory decisions.

CONCEPT OF POSITION: Under the direction of the Air Resources Supervisor I, the Staff Air Pollution Specialist (SAPS) will advance air quality research, with a focus on PM2.5 and the revised National Ambient Air Quality Standards (NAAQS). The SAPS will coordinate and manage research efforts, including establishing and overseeing contracts, analyzing and processing air quality data, and supporting the operation of advanced air monitoring analyzers such as Aerosol Chemical Speciation Monitors (ACSM), Scanning Mobility Particle Sizers (SMPS), Aethalometers, and Cavity Ring-Down Spectroscopy (CRDS). Responsibilities include directing contracts and conducting research to determine the sources of PM2.5 pollution, collaborating with stakeholders to share findings, and ensuring the research products address the needs of the stakeholders. The SAPS will assist in the deployment and maintenance of monitoring equipment at supersites and support field campaign efforts. Additionally, the incumbent will contribute to the development of frameworks and tools to enhance the analysis and interpretation of air quality data. This role requires close collaboration with internal and external partners to ensure the research outcomes properly inform regulatory and policy efforts. The SAPS will play a key role in supporting California's efforts to meet evolving air quality standards.

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
30%-E	Formulate, execute, and manage air quality contracts; develop external research concepts; provide technical review of proposals and reports for the management and the Research Screening Committee; work with the administrative staff to initiate research proposals; review, evaluate, and recommend actions based on intermediate and final reports; collaborate with internal and external stakeholders and provide updates on findings.
25%-E	Utilize advanced analysis methods (e.g., source apportionment models, emission models) to analyze a variety of air pollution data that is relevant to CARB's programs. Develop presentations and reports summarizing technical research findings. Effectively synthesize and disseminate complex research findings to technical and non-technical audiences. Prepare reports

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	and manuscripts for peer-reviewed publications, CARB's regulatory activities, and the general public.
15%-E	Innovate and utilize advanced air monitoring methods (ACSM, SMPS, Aethalometers, CRDS) to collect air quality-related data. Conduct field campaigns to collect necessary data. Traveling and overnight stays are required based on field campaign needs, subject to the agency's travel policies.
10%-E	Maintain up-to-date knowledge of ambient air quality trends, GHG trends, atmospheric processes, air pollutant emission sources, regulatory emission reduction requirements, and CARB's air pollution and climate change mitigation policies necessary for advising CARB staff and formulating comprehensive research projects for the agency.
10%-E	Act as the section's liaison with CARB staff, other agencies, community groups, technical experts, and industries to develop and maintain interconnected working relationships. The SAPS is expected to work with internal and external stakeholders to promote progressive discussions needed to construct effective research studies that will address program-relevant air pollution mitigation challenges in California, especially related to NAAQS attainment.
10%-M	Provide data analysis and field support to staff. Troubleshoot errors and issues surrounding CARB's air monitoring assets. Maintain air monitors and other equipment as needed.