

DUTY STATEMENT

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Employee Name: VACANT	Current Date: March 2025
Classification: Air Resources Supervisor I	Position #: 673-400-3762-008
Division/Office: Transportation & Toxics	CBID: S09
Section: Risk Analysis Section	
Supervisor Name: Matthew O'Donnell	Supervisor Classification: Air Resources Supervisor II

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

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ASD/HRB-12 (REV. 03/2020) PAGE 2 OF 3

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises:

- 1 – Staff Air Pollution Specialist
- 1 – Air Resources Engineer
- 3 – Air Pollution Specialist

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

5

FOR LEADPERSONS OR TEAM LEADERS ONLY: N/A

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

MISSION OF SECTION:

The mission of the Risk Analysis Section is to implement California's air toxics program, which includes analyzing, quantifying, and reducing the health impacts from air toxics and other pollutants within California. The primary duties of this section include conducting and reviewing health risk assessments and health analyses; developing new and amended airborne toxic control measures to manage risk; performing other types of health and exposure analyses to support regulatory and non-regulatory actions; conducting community engagement, and working collaboratively with other CARB divisions, federal, state, and impacted communities to identify, understand, and reduce toxics exposures.

CONCEPT OF POSITION:

Incumbents in this series direct and supervise the activities of Air Resources Engineers, Air Pollution Specialists, Air Pollution Research Specialists, Air Resources Technicians, Automotive Emissions Tests Specialists, Air Resources Field Representatives, Instrument Technicians, and clerical staff. Typical tasks performed by Air Resources Supervisors I and Air Resources Supervisors II include, but are not limited to: planning, evaluating, and managing air pollution control programs and projects and implementing regulations to reduce air pollution from motor vehicles and stationary sources; and presenting technical staff recommendations at board meetings.

This is the first line supervisor of a section of professional and technical employees performing complex air pollution control and engineering work and the first level to which administrative responsibility is assigned. The Air Resources Supervisor I supervises a section responsible for air pollution and motor vehicle control programs or investigative studies into the nature and causes of air pollution.

The employee will manage technical projects, translate results into plain language policy recommendations, and who can successfully lead cross divisional teams. This manager is also responsible for supervising CARB's selection and evaluation of environmental analyses (CEQA/NEPA) for proposed freight facilities.

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<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
35%-E	<p>Lead section staff responsible for the development and implementation of risk assessment and analysis activities, such as working with impacted communities, air districts, industry, and the public on developing risk assessment and risk management documents for sources of diesel particulate matter and other toxic air pollutants for stationary and freight related sources. Review analyses, reports, and technical documents used to support staff findings. Direct staff to develop and review legislative proposals and budget change proposals to support the air toxics program. Facilitate communication and coordination with other Branches and Divisions within CARB to obtain necessary information (such as inventory data and air monitoring data) to complete necessary analyses.</p>
35%-E	<p>Plan, organize, and direct staff responsible for coordinating with U.S. EPA, CalEPA, OEHHA, air districts, and other government agencies, on risk assessment practices and air toxics programs to ensure consistency. As needed, work with U.S. EPA and direct staff to review and comment on federal air toxics regulations to ensure harmonization with California's air toxic program. Perform other types of health and exposure analyses to support regulatory and non-regulatory actions. Oversee review of both internal and external risk assessment documents and provide technical assistance and expertise on toxics related issues to other government entities, industry, and the public. Direct staff on working with community members on the development and implementation of federal, state and local grants for air toxics.</p>
25%-E	<p>Build and maintain positive working relationships across CARB branches and divisions at all levels of management, as well as with community members, elected officials, air districts, other State/federal environmental agencies, and regulated industries. Coordinate with and support other sections within the Branch as needed, including addressing fluctuating peak workload demands associated with the development of CARB's air toxics program priorities, risk assessments and analyses, and the development of new or amended airborne toxic control measures. Maintain courteous, professional relationships with all internal coworkers and external stakeholders. Travel may be required for site visits, meetings with community groups, other regulatory agencies, stakeholders, and conferences.</p>
5%-M	<p>Assist the branch chief 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.</p>