

DUTY STATEMENT

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DUTY STATEMENT

Employee Name: Vacant	Current Date: 3/20/2025
Classification: Air Pollution Specialist	Position: 673-710-3887-040
Division/Office: Air Quality Planning and Science Division	CBID: R09
Section: Central Valley Air Quality Planning Section	
Supervisor Name:	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 Central Valley Air Quality Planning Section (CVAQPS) is responsible for all air quality planning issues related to the San Joaquin Valley as well as certain other areas of the State, e.g., Imperial County, and for ozone planning issues related to the central and northern portions of the State. The section is the lead in the preparation of PM2.5 State Implementation Plan (SIPs), PM10 SIPs, and PM-related technical and policy papers. The CVAQPS also assesses air quality data related to air quality planning, including the interactions between PM2.5 and PM10 air quality data, meteorology, and emissions in support of regulatory actions to meet ambient air quality standards for particulate matter. The section reviews particulate matter data and policy associated with exceedances of air quality standards resulting from natural events for the purpose of requesting U.S. EPA approval to exclude those data from regulatory determinations affecting air quality planning. The CVAQPS works with divisions throughout CARB, as well as with local air districts, U.S. EPA, and various public and private stakeholder groups.

CONCEPT OF POSITION: Under general direction of the Air Resources Supervisor I, the incumbent will use scientific and analytical principles and practices to support the development of effective policies, plans, strategies, and projects, either on an individual basis or as part of a team. The incumbent will provide air quality planning, analysis, and policy input by 1) analyzing data and other information submitted by local air districts in SIP submittals for validity, scientific defensibility, and regulatory compliance; 2) conducting data analyses in response to planning-related inquiries by other Branches, other CARB Divisions, local, state or federal agencies, stakeholder groups, or the public; 3) developing written reports and correspondence on technical and/or policy issues as they pertain to SIPs or other air quality planning related inquiries. Position requires the ability to think creatively using innovative approaches to address complex regulatory and policy questions. Specific duties include:

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
30%-E	Provide technical analysis and policy input on air quality planning issues for San Joaquin Valley and other areas of the State through the evaluation of air quality and emission inventory data, air quality modeling, emission control strategies, and other data sets as necessary to develop approvable State Implementation Plans (SIPs) and other written documents. Coordinate with other Division staff and management, and present SIPs to the Executive Office and to the Board for approval, as needed. Represent

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	CARB in discussions with local air districts, U.S. EPA, public and private organizations, and others on air quality issues related to the San Joaquin Valley and other areas of the State.
30%-E	Write briefing papers, reports, fact sheets, letters, speeches, and testimony on air quality policies for the Executive Office, the Chairman's Office, Cal/EPA, and the Governor's Office. Prepare staff reports on the status of air quality programs and attainment plans for the San Joaquin Valley and other areas of the State, as needed.
25%-E	Coordinate with other CARB Divisions, Branches, or Sections, and other agencies to assemble technical information including, but not limited to, air quality data, emissions data, and modeling outputs. Evaluate data sets, technical analyses, research studies, and regulations as necessary to respond to inquiries and/or requests from other CARB Divisions, Branches, or Sections, other agencies, and the public.
10%-E	Represent CARB at conferences, workshops, and meetings with government agencies, industry groups and the public. Understand and promote Administration and Boardwide policies on a broad range of issues critical to CARB's mission. Advocate CARB's views in meetings with stakeholders, and where possible, build consensus positions.
5%-M	Coordinate and organize multi-agency meetings, calls, and communications to ensure positive progress in the development of SIPs and other Section planning responsibilities. Perform other duties as may be necessary to meet the requirements of the section. Occasional travel may be required.