

**DUTY STATEMENT**

**DUTY STATEMENT**

|   |   |
|---|---|
| Employee Name: <b>Vacant</b>                                  | Current Date: <b>August 25, 2025</b>                            |
| Classification: <b>Staff Air Pollution Specialist</b>         | Position: <b>673-710-3875-013</b>                               |
| Division:<br><b>Air Quality Planning and Science Division</b> | Branch:<br><b>Special Assessment Branch</b>                     |
| Section:<br><b>Community Air Quality Section</b>              | CBID: <b>R09</b>  |
| Supervisor Name:<br><b>Annemarie Flores</b>                   | Supervisor Classification:<br><b>Air Resources Supervisor I</b> |

|  |       |
|--|-------|
| 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 checked="" type="checkbox"/> Lead Person |
| <input type="checkbox"/> Supervisor | <input type="checkbox"/> Team Leader            |

## **DUTY STATEMENT**

ASD/HRB-012 (REV. 03/2020) PAGE 2 OF 4

### **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: 3

- 1-Air Resources Engineer
- 2-Air Pollution Specialist

### **MISSION OF SECTION**

The Community Air Quality Section (CAQS) is responsible for compiling, analyzing, and disseminating air quality data to support communities across California. This includes a broad range of comprehensive analyses to better understand local air quality patterns and trends. To support this work, the team develops and maintains data tools and platforms. For example, in alignment with AB 617, CAQS leads the development and maintenance of CARB's Community Air Quality Viewer (AQview), a cloud-based platform that provides access to localized air quality data, to specifically address exposures to harmful pollutants in California's highly pollution-burdened environmental justice communities. The Section's responsibilities also include conducting community-scale data analyses, supporting air monitoring efforts, and tracking the progress of emissions reduction strategies. Additionally, CAQS plays a key role in communicating findings in accessible ways and informing decision-making through data interpretation. Overall, CAQS leads efforts in data management, analysis, and visualization to enhance community-level understanding of air quality and advance environmental justice goals.

### **CONCEPT OF POSITION**

This is the fully qualified independent specialist level for program and policy development work. Incumbents carry program or project responsibilities with extreme sensitivity and complexity usually dealing with emerging or undefined issues or problems and typically involving intense conflict among issues such as "State of the Science", public concern, local, State, and Federal Government concerns, costs, and business interests. Positions at this level require expertise that is significantly greater than standard full journey-level technical assignments, and this expertise is critical to the Board's basic mission. Under the general direction of the CAQS manager, this incumbent will serve as the project lead for the analyses and interpretation of community air quality data, as well as the enhancements of AQview. The incumbent will lead comprehensive analyses of air quality data, develop innovative techniques to analyze all air monitoring data across California, and help the community to interpret the data in explicit and understandable ways. The incumbent will also lead the effort to coordinate with data providers to expand AQview by adding more air monitoring data, including the ingestion of independent sensor networks and additional community monitoring data from various projects. The incumbent will strategically plan and lead the development of data analytical modules, data summaries, and other enhancements of AQview features to address evolving needs of community members and other partners. The incumbent will also conduct outreach activities on the findings from data analyses and the use of AQview to access and interpret air quality data and collect feedback to improve AQview. Specific duties include:

**DUTY STATEMENT**

| <b>% OF TIME</b> | <b>RESPONSIBILITIES OF POSITION</b>   |
|------------------|---|
| 35%-E            | <p>In accordance with AB 617, the Staff Air Pollution Specialist will serve as the project lead for overseeing the analyses and interpretation of community air quality data to meet various programmatic needs. Use strong interpersonal skills and experience to build connections with others, including productive working relationships with key internal staff and teams as well as air districts and community leaders.</p> <p>Lead comprehensive analyses of air quality data. Develop innovative and new analytics techniques to collectively analyze air quality data from diverse networks/projects (e.g., community monitoring, regulatory monitoring, mobile monitoring, special studies, etc.) and help the community to interpret the data.</p> <p>Evaluate and provide specialized analyses such as emerging crowd-sourcing techniques and big data analytics and utilize various types of monitoring data to assess gradients in pollutant levels across communities. Coordinate with groups conducting source apportionment analyses and air quality modeling to identify impacting sources in the communities. Establish indices to appropriately quantify air quality progress. Coordinate with health experts (at CARB, OEHHA, research institutions, etc.) to understand the health impacts of exposure to pollutants. Work with OCAP and air districts to present results from data analyses in explicit and easy-to-understand ways to community members.</p> |
| 30%-E            | <p>Oversee the maintenance and enhancements of AQview. Perform as the principal liaison between the program team and OIS, manage contracts and internal business documentation, and operate as a technical liaison for districts, community members, air grantees, and community-based organizations. Provide technical oversight of contractors, estimate and track task cost allocations. Coordinate with team members, track project progress, and assign specific tasks when needed.</p> <p>Serve as the lead data provider coordinator: Coordinate with CARB divisions (e.g., OCAP, MLD, RD, TTD, etc.), other CalEPA agencies (e.g., OEHHA and DPR), air districts, and other external data providers to add more monitoring data into AQview, including but not limited to data from Community Air Grant projects, independent sensor networks, pesticide monitoring, air toxics monitoring, mobile monitoring, special studies, refinery monitoring, satellite retrieval, etc. Guide their adoption of the AQview data format and submission protocols and provide technical assistance where necessary.</p>  |

**DUTY STATEMENT**

| <b>% OF TIME</b> | <b>RESPONSIBILITIES OF POSITION</b>   |
|------------------|---|
| 15%-E            | <p>Work with the upper management to strategically plan data analyses and evolving enhancements and improvements of AQview to meet the expectations of community members and other stakeholders.</p> <p>Develop plans for data analyses to meet the needs of different partners. Apply data analysis experience and knowledge to design, develop, and integrate custom analytical modules and data summaries into the AQview platform to assist community members in better understanding and interpreting air quality data and building capacity for their own community-driven initiatives.</p> <p>Plan and lead other AQview enhancements, such as adding additional visualization interfaces, expanding the existing AQview real-time air quality map to include additional pollutants, adding multi-lingual support (e.g., Spanish, Chinese, etc.) on AQview web pages, and developing an administrative tool suite for metadata management.</p> |
| 15%-E            | <p>Lead public messaging by presenting findings from air quality data analyses and providing information about AQview at outreach meetings and managing AQview’s public presence online. Communicate complex and sensitive technical and policy messages. Participate in stakeholder meetings and conduct public outreach to improve data transparency and usability. Develop presentations, reports, outreach materials, and web-based materials. Present work from the Section at conferences and other public workshops. Track pending legislation that directly or indirectly affects community monitoring. Participate in the processes of AQview M&amp;O planning and implementation, as well as budget change proposals. Collect feedback from the community members and make sure AQview is constantly evolving to meet their expectations. Lead and mentor other staff for data analyses, interpretation, and presentation.</p>              |
| 5%-M             | <p>Assist Branch Chief and Section Manager in planning, organizing, training, and implementing programs, and conducting special assignments as needed. Occasional travel will be necessary.</p>   |