

DUTY STATEMENT

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DUTY STATEMENT

Employee Name: Vacant	Current Date: 7/17/20
Classification: Air Pollution Specialist	Position #: 673-710-3887-031
Division/Office: AQPSD/MSAB	CBID: R09
Section: Off-Road Diesel Analysis Section	
Supervisor Name: Cory Parmer	Supervisor Classification: ARS 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:

FOR LEADPERSONS OR TEAM LEADERS ONLY:

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

MISSION OF SECTION: This position is in the Off-Road Diesel Analysis Section, which focuses on emissions inventories for off-road sources such as construction, agriculture, locomotives, ocean going vessels and more. This section develops emissions inventory methods, models, databases, and tools to support the California Air Resources Board emissions assessment needs. The emissions inventories are used to support regulations, develop air quality planning, transportation planning, and photochemical modeling.

CONCEPT OF POSITION: Under the direction of the Section Manager, the incumbent develops methodologies, models, and analysis to support emissions estimates, and documentation for use in model development for air quality and transportation planning, and to support regulatory development. The position requires close interaction and teamwork with other CARB inventory staff, as well as a variety of internal and external clients, including other CARB divisions, government agencies, policymakers, industry, environmental organizations, and the public. Specific duties include:

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
30% - E	Developing methods to collect data from off-road sources based on surveys, tests, studies, academic literature, and collaborating with industry. Data collection requires developing an understanding of a source category, along with applicable emissions control strategies and regulations, and an understanding how data collection can support ARB's strategies and programs.
30% - E	Developing emission inventories based on collected data, and using data analysis tools and analysis. This process requires analytical skills and basic programming skills used in science and engineering models.
15% - E	Meet with internal and external stakeholders and the public to present emission inventory methodology and results.
15% - M	Develop and create related programs based on own initiative such as engine and emission factor research, economics of regulations, spatial data on emission sources, and other topics related to mobile source emissions and policy.

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10% - E	Review, analyze and prepare critiques of emissions inventory methodologies from around the world, including complex and detailed technical reports, research projects, and proposed rules or regulations.
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