

**DUTY STATEMENT**

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Employee Name: VACANT	Current Date: January 2024
Classification: Air Pollution Specialist	Position #: 673-400-3887-050
Division/Office: Transportation & Toxics Division	CBID: 9
Section: Freight Technology Section	
Supervisor Name: Babak Pazokifard	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 Freight Technology Section develops and implements regulations to reduce air pollution from commercial harbor craft and other sources of port and freight equipment. In support of implementing regulations to reduce emissions from port and freight sources, FTS provides technical expertise on issues related to marine engines, zero-emission powertrains, and supporting infrastructure to other CARB regulatory and incentive groups, local air districts, other government agencies, the public, and affected industries.

CONCEPT OF POSITION:

Under supervision of the Air Resources Supervisor I, the Air Pollution Specialist (APS) will apply scientific methods and principles in the identification, study, and solution of air pollution problems. The APS will design, conduct, and evaluate air monitoring, investigation and control programs, and motor vehicle test programs; develop and validate air quality simulation models; collect, analyze, and evaluate data on the effects of air pollutants on human health, vegetation, wildlife, water supplies, and other aspects of the environment; assess the impacts of new emission sources; collect and analyze vehicle test data to determine compliance with current regulations; conduct and evaluate air monitoring programs, design storage, and retrieval systems for emissions and aerometric data; coordinate air pollution control programs with other public agencies; develop regulatory measures and implementation plans and procedures for air pollution and vehicle emission control; enforce compliance with air quality standards; prepare feasibility studies and compute the cost effectiveness of proposed standards and control measures; and develop trend data of air pollution from mobile and stationary sources in relation to various factors. Incumbents may also represent the Air Resources Board in various joint operations, speak before groups, answer inquires, and prepare reports and correspondence.

The APS will be part of the team of scientists and engineers working with stakeholders to implement the amended CHC Regulation, which went into effect January 1, 2023. This critical work includes outreach to stakeholders including regulated vessel owners and operators, equipment manufacturers, vessel designers and builders, community groups, and facility operators to assist with compliance and respond to inquiries. The APS will be responsible for processing annual reports from regulated entities and will have other duties including processing compliance extension requests, preparing materials for industry work group meetings and biennial updates to the Board, and coordinating with CARB Enforcement and incentive programs on CHC Regulation matters.

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<b><u>% OF TIME</u></b>	<b><u>RESPONSIBILITIES OF POSITION</u></b>
35%-E	Conduct activities for implementation of The Commercial Harbor Craft (CHC) Regulation. Activities include: working with industry to respond to questions and concerns regarding rule compliance; processing annual reports and compliance extension requests for the CHC Regulation; coordinating, leading, or participating in industry work group meetings; technical evaluation of compliance options; development of reports and materials for biennial updates to the Board; communication with other CARB divisions to support implementation and enforcement of the regulation; and preparing correspondence, fact sheets, or other documents related to compliance with the CHC Regulation.
30%-E	Coordinate with staff and management in multiple sections, branches and divisions. Share technical and policy information with staff working in other groups including certification, incentive funding, verification, and/or technology approval. Negotiate solutions to sensitive issues with tact and diplomacy. Manage multiple high-impact assignments concurrently.
30%-E	Provide general support on air pollution related issues. Assist districts and the public with air pollution related questions and respond to inquiries. Prepare briefing papers on critical air pollution issues. Assist other CARB Divisions and CalEPA agencies on air pollution questions and projects. Develop technical information to support development of control requirements by preparing and reviewing clear and concise staff reports and technical support documents that provide the basis for rulemaking, rulemaking materials per CARB and Administrative Procedures Act requirements, and material for workshops and Board presentations. Manage contracts supporting regulatory implementation and development. Travel may be required for site visits, meetings with community groups, other regulatory agencies, stakeholders, and conferences.
5%-M	Perform other duties related to or assisting other sections or branches within the division by providing policy, written, or technical support for special projects to meet division objectives. Assist with program database management, ADA remediation, and management of program Drupal webpages as needed.