

**DUTY STATEMENT**

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Employee Name: Vacant	Current Date: March 2024
Classification: Air Pollution Specialist	Position #: 673-400-3887-013
Division/Office: TTD/RRB	CBID: 9
Section: Risk Analysis	
Supervisor Name: Michelle Komlenic	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: N/A

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

MISSION OF DIVISION: the Transportation and Toxics Division (TTD) is responsible for regulatory and non-regulatory activities to: reduce air toxics, criteria air pollution, and greenhouse gases from freight transportation (including implementation of existing rules, development of new rules and plans, and administration of incentive programs); characterize the health risk from toxic air contaminants; and develop and implement regulatory measures and other programs to reduce the localized health risk from air toxics. The impacts of poor air quality are disproportionately felt by disadvantaged communities and race is the single largest predictor of whether someone will be adversely impacted by air pollution. Thus, TTD aims to prioritize elevated health risks in disadvantaged communities to ensure that we are more equitably serving all Californians and is committed to advancing racial equity and practicing effective community outreach and engagement. This requires supporting policies that fairly address environmental and socioeconomic inequities throughout the State and is supported by meaningfully engaging with air quality partners, especially in low income and communities of color. Air Quality Partners include community members, environmental justice advocates and organizations, community-based organizations, air districts, regulated entities, and other impacted individuals.

MISSION OF SECTION: The mission of the Risk Analysis Section is to analyze, quantify, and reduce the health risk from air toxics and other pollutants within California. The primary duties of the section include: developing new and amended airborne toxic control measures to reduce health impacts from air toxics; participating in various air toxics risk management activities to reduce emissions of air toxics and other pollutants; conducting and reviewing health risk assessments and exposure analysis to support regulatory and non-regulatory actions; and working collaboratively with agencies and impacted communities to identify, understand, and reduce air toxics exposures.

CONCEPT OF POSITION: Under supervision of the Air Resources Supervisor (ARS) I, the Air Pollution Specialist (APS) will join a team of scientists and engineers who work on developing and implementing airborne toxic control measures and other emission reduction strategies as well as work on other air toxics related projects. The APS will collect data to support the development of air toxics rulemakings, such as: developing emissions inventories; conducting surveys, site visits, health risk assessments, environmental, and cost analyses; and evaluating control technologies. This position requires an APS who is comfortable working on projects both in a team setting and alone, as well as interacting and engaging with communities, environmental agencies, industry, air districts, and other governmental agencies. The successful candidate needs to have strong writing skills and be capable of communicating effectively with a technical audience, while also being able to translate highly technical material for CARB management and staff, government agencies, community members, industry, and other stakeholders.

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<u><b>% OF TIME</b></u>	<u><b>RESPONSIBILITIES OF POSITION</b></u>
<p>45%-E</p>	<p>Address community and localized air toxics impacts providing guidance and establishing priorities in developing airborne toxics control measures (ATCMs) and other emissions reduction strategies, including freight related strategies; execute risk management related activities, that include, but are not limited to, communicating risk and engaging with communities, local air districts, industry, and the public on developing risk assessment and risk management documents (e.g., ATCMs, industrywide guidelines, risk reduction guidance, etc.) for sources of diesel, greenhouse gas, and toxic air contaminant (TAC) emissions; and provide technical assistance on exposure, risk assessments, and air monitoring data.</p> <p>Activities in carrying out these tasks include, but are not limited to: assessing emissions, evaluating emission control technologies and best management practices (e.g., for cost and effectiveness), conducting health risk assessments, and working with communities and industry technical representatives to identify current and future exposure and operational scenarios. Assist with implementation of ATCMs, including freight related regulations.</p> <p>Actively participate in activities such as research, data development, data acquisition and analyses, surveys, site visits, and meetings with internal and external stakeholders to support risk management activities, conduct and present at public workshops, community meetings, and Board meetings. Meaningfully engage with air quality partners from diverse backgrounds and communities by developing and maintaining relationships, communicating effectively, participating in meetings as needed, and being available as a resource to help partners navigate technical processes and meaningfully participate in CARB processes.</p> <p>Consistently evaluate projects, policies, programs, regulations, and decisions to identify and address racial inequity, including inequitable processes and impacts. Use racial equity tools, strategies, and techniques to develop, implement, and update project-specific equity action plans for all work products.</p>
<p>35% -E</p>	<p>Prepare clear, concise, and well written scientifically sound staff reports, technical support documents, risk reduction guidelines, and technical papers to support staff recommendations for Board and other agency actions (e.g., ATCMs).</p>

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	<p>Effectively communicate (in writing and verbally) and coordinate with communities, air districts, CAPCOA, and all other stakeholders to present findings and to resolve any potential technical and policy issues. Assist with implementation of ATCMs and other freight related regulations or policies. Provide expert assistance to the public, the districts and CAPCOA, industry, and governmental agencies on risk assessment practices. Provide technical expertise to prepare policy recommendations and communicate them to CARB management in staff reports, briefing papers, memoranda, speeches, letters, and meetings. Represent CARB at community meetings, district hearings, public workshops, and public meetings. Maintain professional, courteous relationships with internal co-workers and management, and all external stakeholders. Understand and implement the Division’s racial equity policies and procedures. Use community engagement tools, strategies, and techniques to develop, implement, and update project-specific community outreach and engagement plans. Provide support and ensure program documents meet Americans with Disabilities Act (ADA) requirements as needed and provide assistance with program webpage updates (using Drupal platform). Travel in-state as needed for site visits, meetings with communities, and conferences.</p> <p>Review health risk assessments and related documents for various programs (e.g., CEQA, district permitting, AB2588) for completeness and appropriate methodology. Prepare summaries, comments, or other materials to convey findings to CARB management and affected parties. Write and manage contracts and grants.</p>
10%-E	<p>Assist in implementation, maintenance, and modification of the Hotspots Analysis and Reporting Program (HARP) and air toxics related tools. Develop and maintain HARP and these tools to ensure they incorporate the latest information on emissions inventory, air dispersion modeling, and risk assessment methodologies. Work with a varied group of interested stakeholders, including engineers, scientists, and other specialists representing local air pollution control districts (Districts), the California Air Pollution Control Officers Association (CAPCOA), the Office of Environmental Health Hazard Assessment (OEHHA), and a variety of consultants. Address any technical issues associated with the development of HARP or other tools to ensure they are scientifically and technically sound and meet the risk assessment needs of CARB and stakeholders. Maintain courteous, professional relationships with internal co-workers and management, and all external stakeholders. Travel as needed for site visits,</p>

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	meetings with community groups, other regulatory agencies, stakeholders, and conferences.
10%-M	Assist the section manager 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. Work on special projects and perform other duties within the scope of the classification, as required.