

DUTY STATEMENT

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Employee Name: VACANT	Current Date: February 2024
Classification: Student Assistant - Engineering & Architectural Sciences	Position #: 673-400-4871-XXX
Division/Office: Transportation and Toxics Division/Risk Reduction Branch	CBID: 11
Section: Exposure Reduction Section	
Supervisor Name: Jennifer Kozumplik	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 SECTION:

The mission of the Exposure Reduction Section is to analyze, quantify, and reduce the health risk from air toxics and other pollutants from the freight sector within California. The primary duties of this section include conducting and reviewing health risk assessments and health analyses from freight related projects; performing other types of health and exposure analyses to support freight regulatory and non-regulatory actions; and working collaboratively with agencies and impacted communities to identify, understand, and reduce pollutant exposure from freight facilities.

CONCEPT OF POSITION:

Under close supervision, in a temporary capacity, the Student Assistant Engineering and Architectural Sciences (SA-EAS) will assist in the performance of subprofessional and technical duties according to departmental assignment; and to do other related work. The SA-EAS will assist staff with the data gathering and technical analyses necessary to perform health risk assessments on sources of air pollution. The student may also assist staff with the compilation and review of environmental impact reports and other CEQA related documents, and in the preparation of commentary documents to promote the use of the cleanest commercially available technologies in development and other construction projects.

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
30%-E	Assist engineers and specialists with the collection, entry, analysis, and presentation of data and other information on emissions, health risk, health analyses, and the California Environmental Quality Act (CEQA). Assist engineers and specialists in the preparation of health risk assessments (HRA) and other health analyses for freight and other sources of air pollution. Participate with engineers and specialists in brainstorming, problem solving, and meetings with CARB staff and stakeholders as necessary.
25%-E	Assist engineers and specialists in the research and analyses related to the design of a comprehensive system that considers innovative equipment, infrastructure, and logistics. Assist engineers and specialists in quantifying the effectiveness of CARB, local, State, national, and international regulations, including those related to freight. Communicate effectively with CARB staff and other stakeholders.

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20%-E	Assist with the development and implementation of airborne toxics control measures, including, but not limited to, the chrome plating, transport refrigerator, dry cleaning, and asbestos regulations. Assist CARB staff with the evaluation of CARB's air toxics-related programs, including but not limited to, the evaluation of air toxics airborne toxics control measures, air toxics-related regulations, programs, or policies.
20%-E	Assist engineers and specialists in developing and coordinating public outreach efforts. Assist engineers and specialists in preparing routine correspondence, technical support documents, and presentations, and in the development of oral and written reports to the Board, other agencies, and the public on California's progress in reducing the emissions and health risk from air pollution. Plan and coordinate meetings for project stakeholders. Maintain courteous, professional relationships with co-workers and management, and all external stakeholders.
5%-M	Assist the section manager in planning, organizing, and implementing special projects as assigned by Branch and Division management to support HRA and CEQA related programs and activities, and the development and implementation of toxics related programs.