

**DUTY STATEMENT**

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Employee Name: <b>Vacant</b>	Current Date: <b>April 1, 2024</b>
Classification: <b>Air Pollution Specialist</b>	Position #: <b>673-150-3887-009</b>
Division/Office: <b>Office of Community Air Protection</b>	CBID: <b>R09</b>
Section: <b>State Strategy Section</b>	
Supervisor Name: <b>Malinda Dumisani</b>	Supervisor Classification: <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 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 State Strategy Section is responsible for establishing, coordinating, and overseeing all stakeholder outreach and engagement on Assembly Bill (AB 617), ensuring all requirements of AB 617 (Garcia, Chapter 136, Statutes of 2017) are being met, developing recommendations for state strategy and regional actions, and liaison internally with California Air Resources Board (CARB) Division staff, and externally to community, air district, business and industry, other local, state, federal, and tribal governmental representatives to reduce cumulative criteria air pollutants and toxic air contaminants and maximize health benefits and environmental equity goals in communities affected by a high cumulative exposure burden throughout the state. The Section is responsible for work on policy-sensitive topics and development of work products that inform or can be associated with one or more AB 617 requirements: the identification of proposed emission reduction strategies; development and update of the Statewide Strategy (known as the Program Blueprint) by the CARB to reduce community-scale air pollution; or assessment of Community Emission Reduction Plans proposed by or implemented by air districts. The Section is also responsible for assessing and communicating progress made through the Program. The Section prioritizes CARB's goal to operationalize racial equity through the development and implementation of a racial equity lens, while promoting the principles of environmental justice in its day-to-day work.

CONCEPT OF POSITION:

Under direction of the Air Resources Supervisor I, the Air Pollution Specialist (APS) will conduct, evaluate, analyze, and present the results from air quality data analyses to other staff within the Community Planning Branch, State Strategy Section, and CARB; and develops and conducts projects such as those listed in current activities below. The APS will serve as a project liaison to local community emission reduction plan (L-CERP) projects under the Community Air Grants (CAG) Program. CAGs are intended to facilitate the participation of disadvantaged and vulnerable communities in the community air protection program process. The APS will also serve as part of a team of the OCAP and CAG Program community project liaisons in support of AB 617 community air quality protection work throughout the state. The APS will work with a team of internal and external evaluators in evaluating and analyzing the technical and policy merits of proposed grant applications. This will require regular engagement with community representatives, air districts, and AB 617 stakeholders. The APS will coordinate with other staff across OCAP in the design of communication products and tools to uplift the successes of community steering communities (CSC) and CAG grantees. The APS will help shape the grants-related aspects of a programmatic evaluation underway in other parts of the division.

The APS will work regularly with vulnerable and disadvantaged communities, air districts, tribal governments, and other AB 617 stakeholders to coordinate and leverage work to implement the CAGs and Community Air Protection Program. The APS will coordinate across OCAP to provide

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training, mentoring, and coaching on how to work with CAG grantees and AB 617 community representatives. The APS will also coordinate with the Monitoring and Laboratory Division to ensure the technical support for monitoring projects is provided to grantees. The APS will coordinate with the Air Quality Planning and Science Division to ensure that technical monitoring project air quality data is processed and uploaded into AQView, as appropriate. The APS will work independently or in teams to balance and prioritize short and long-term assignments under tight timeframes to identify, develop, and recommend actions and tools to improve air quality in highly impacted communities, including strategies, regulations, and incentives. Up to 20% travel may be required.

Specific duties include:

<u><b>% OF TIME</b></u>	<u><b>RESPONSIBILITIES OF POSITION</b></u>
45% - E	<p>Assist in the implementation and evaluation of the Office of Community Air Protection (OCAP) Program and Community Air Grants (CAG) Program. The APS will work to implement all aspects of the CAG and assist in the Program’s efforts to leverage CAGs in support of reimagining the AB 617 Program to develop and implement broad statewide policy proposals to highlight benefits and opportunities to transfer immediate and long-range impacts from the CAG Program to other impacted and vulnerable communities throughout the state.</p> <p>Facilitate the exchange of ideas through outreach and meaningful engagement of Community Air Grantees, AB 617 stakeholders, including vulnerable and disadvantaged communities statewide, to implement the statewide strategy (also known as Blueprint 2.0) to reduce cumulative air quality emission reductions into a well-informed community-focused implementation strategy. Develop CARB policies and activities in coordination with multidivisional teams to facilitate emission reductions in highly impacted communities in California. Prepare and present issues and policies to CARB management and AB 617 stakeholders.</p> <p>Efficiently and effectively manage all aspects of grant implementation and clearly communicate grant results and outcomes within CARB and to external stakeholders, including communities, air districts, California Tribes, and other government agencies. Identify data gaps or weaknesses and recommend potential solutions to ensure technical feasibility and consistency with AB 617. Ensure the interdivisional team and grant liaisons effectively monitor and close out grant agreements in a timely manner.</p>

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30% - E	<p>Build and foster positive relationships with community, local, other state, federal and tribal government, business, and industry representatives. Outreach and engage with leaders and representatives of impacted communities, academia, business, and industry on AB 617 Program implementation. Develop communication, engagement, and outreach materials that effectively communicate policy and planning initiatives to community audiences. Work with AB 617 stakeholders including the following: local air districts, impacted communities, federal and state agencies, business representatives, ports, railroads, and other industry groups, local transportation agencies, and other stakeholders to implement the Board's priorities. Brainstorm and problem-solve at community and stakeholder meetings to highlight the Program's progress in reducing cumulative impacts in impacted communities. Develop and present comprehensive oral and written reports to the Board, other agencies, and to the public on the programmatic recommendations to effect community-scale emissions reduction impacts.</p> <p>Regularly assess and evaluate the strengths and areas of improvement for the CAG to recommend efficiencies and enhancements for Program implementation. Assist in the coordination of the design of a third-party evaluation of the Community Air Protection Program focused on grant evaluation. Annually review grant policies and processes in response to grantee feedback, new directions for the CAG Program, and budget allocations. Design and implement effective and equitable outreach and engagement approaches to reach potential applicants. Develop and provide recommendations to advance equity in the grant outreach and award process. Benchmark other state, federal, and local community-centered grant programs to apply best practices.</p>
20% - E	<p>Respond to inquiries from the public, industry, and other agencies. Write clear and concise policy reports, memos, letters, presentations, and other special assignments to inform management at CARB, air districts, the Department of Finance, the Governor's Office, and the public. Develop online grantee resources and tools, as well as ways to highlight the successes of grantees. Work with past and present grantees to facilitate the exchange of best practices. Develop communication products to highlight the outcomes of grantee projects. Prepare and present board items and or memos to communicate annual grant awards and progress. As needed, develop communication products in response to legislative requests, the Governor's Office, the Department of Finance, and the Legislative Analyst's Office related to community air grants.</p>
5% - M	<p>Perform other duties related to assisting other sections or branches within the division by providing policy, written, or technical support for special projects to meet division objectives. Perform other duties as required</p>