

DUTY STATEMENT

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Employee Name: Vacant	Current Date: March 22, 2024
Classification: Air Resources Engineer	Position #: 673-710-3735-013
Division/Office: Air Quality Planning and Science Division	CBID: R09
Section: Criteria Pollutant Inventory Section	
Supervisor Name: Tiffanie Be	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 Criteria Pollutant Inventory Section is responsible for developing, maintaining, and improving California Air Resources Board's (CARB's) criteria pollutant emission inventories. This includes: developing, maintaining and making future improvements to CARB's Integrated Multipollutant Emission Inventory (IMPEI) system; developing, maintaining and improving CARB's emission inventory in support of State Implementation Plans (SIPs), community health goals, and regulation development; partnering with other CARB teams on the development of tools that provide communities, the public, regulators, scientists, and others access to complete, user-friendly, and high-quality emissions data that assist communities in understanding what is being emitted into the air, and by who; supporting the implementation of US EPA's Air Emissions Reporting Regulation (AERR), the Emission Inventory Criteria and Guidelines (EICG) Regulation and the Criteria Air Pollutants and Toxic Air Contaminants Regulation (CTR); coordinating with U.S. EPA, air districts and other CARB divisions on the development and review of the National Emissions Inventory (NEI); and assessing facility fees under AB 10X.

CONCEPT OF POSITION:

Under direction of the Air Resources Supervisor I, the incumbent will be responsible for developing, maintaining, and improving CARB's emission inventories. The position involves evaluating emissions data from various industrial processes to ensure accurate emission estimates. The incumbent will work closely with CARB and district emission inventory staff, as well as collaborate with internal and external stakeholders, including policymakers, industry representatives, and the public, to provide technical expertise and support informed decision-making related to air quality management in California. Specific duties include:

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<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
20%-E	Coordinate year-round activities for updating and maintaining a statewide inventory of criteria and toxic pollutant emissions. Apply scientific concepts to design and develop the database for storage and retrieval of the emissions data at a process level. In collaboration with local air districts, perform regular updates to the database.
15%-E	Act as a liaison to local air districts. Keep district staff informed about CARB inventory guidelines and policies. Develop and implement quality control and quality assurance to validate and verify the emissions inventory. Work with local air districts to resolve any discrepancies in the data.
15%-E	Respond to requests from CARB, US EPA, local air districts, and the public regarding emission inventory issues.
15%-E	Develop public tools and dashboards to present emissions data and to improve the public's access to complete, user-friendly, and high-quality emissions data.
10%-E	Coordinate year-round activities for updating and maintaining utility tables and performing specialized inventory processes, such as area source reconciliation, speciation, and HARP table updates within the database.
10%-E	Prepare electronic reports and briefings on emissions and related subjects for staff and management. This may include written reports and oral presentations of methods and results to management and staff.
10%-E	Develop and update methodologies for estimating emissions for various area and stationary sources and prepare detailed documentation. Assist air districts in the development of district-specific methodologies. Review methodologies submitted by the air districts for CARB approval.
5%-M	Other duties: Prepare other required reports, correspondence, assist with Division projects, and develop presentations. May perform other duties within the scope of the classification.