

**DUTY STATEMENT**

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Employee Name: Vacant	Current Date: March, 2024
Classification: Air Pollution Specialist	Position #:673-310-3873-011
Division/Office: Research Division	CBID: R09
Section: Climate and Health Analysis and Library Services	
Supervisor Name: Barbara Weller	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 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 Climate and Health Analysis and Library Services Section investigates how exposure to ambient air pollution, climate change, and inequity impacts the health and welfare of the State's residents including vulnerable communities and sensitive populations, such as children and the elderly. The research sponsored and conducted by the section provides information for California Air Resources Board (CARB) and the public on the health impacts of air pollution for both communities and residents, including new areas of concern. The section also operates the California Environmental Protection Agency (CALEPA) Library (also known as the Science and Technical Library) and the CALEPA Law Library.

CONCEPT OF POSITION: Under general supervision of the Manager of the Climate and Health Analysis and Library Services Section, the incumbent serves as a subject matter expert, integrating knowledge of the public health and equity effects of air pollution exposures and climate change into Branch priorities and assisting the Branch with developing and overseeing research as well as outreach on research findings to inform the public. Greater details can be found in the list of duties for the position.

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
30% E	Serves as a subject matter expert to the section responsible for integrating and applying information on epidemiological, exposure assessment, and (other) techniques to understand air pollution and climate change impacts on health, including impacts of equity. Provides expertise on incorporating consideration of societal factors and equity in research. Evaluates the methods used in technical documents, reports, and published articles to integrate epidemiological, exposure assessment and (other) techniques in health analysis. Attends workshops and workgroups with other agencies and divisions to keep up to date on the latest tools and techniques being developed. Interacts with and develops contacts with other researchers in academic institutions and staff in other agencies to remain informed on activities related to research on the health and exposure effects of climate change and air pollution. Provides understanding and comparisons of the studies, tools, and techniques used by other groups and how these efforts compliment the work of (CARB) in these areas.

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30% E	<p>Assists in the scientific and administrative oversight of research contracts developed to study the health and exposure impacts of air pollutants and climate change and the co-benefits of climate adaptation strategies. Understands and evaluates the techniques used in research contracts to conduct analysis of health impacts of climate and air pollution effects on the communities of California, as well as benefits of climate actions to reduce greenhouse gas (GHG) emissions, using quantitative and qualitative approaches and appropriate methods for exposure assessment. Reviews and develops research ideas and proposals for studies by contractors and collaborators as well as possible internal studies. Provides suggestions for the next line of research needed.</p>
30% E	<p>Assists the section and health branch with providing plain language information on the health and exposure impacts of air pollution and climate change and the impacts of health inequities. Distributes information using effective communication methods to a wide range of audiences including staff and management of (CARB), other state agencies and the public. Provides information in presentations, written documents, and other outreach media.</p>
10% M	<p>Maintains up to date knowledge on the latest techniques and finding on air pollution and climate change related health and exposure effects by review and study of the latest published literature. May perform other duties as assigned within the scope of the classification.</p>