

DUTY STATEMENT

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Employee Name: Vacant	Current Date: 4/29/2024
Classification: Air Pollution Specialist (APS)	Position #: 673-310-3887-036
Division/Office: Research Division	CBID: R09
Section: Remote Sensing Data Analysis Section (RSDAS)	
Supervisor Name: Stephen Zelinka	Supervisor Classification: Air Resources Supervisor I (ARS 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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ASD/HRB-12 (REV. 03/2020) PAGE 2 OF 3

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 Remote Sensing Data and Analysis Section (RSDAS) in the Research Division serves as the central hub for methane data collected from remote sensing technology in order to support a variety of California Air Resources Board (CARB) programs and policies. The section will leverage the latest advancements in remote sensing technology to help support California's goal of reducing methane emissions by 40% below 2013 levels by 2030. The satellite-based methane plume data compiled and managed by RSDAS will be used to track California's progress toward addressing climate change through methane emissions mitigation as well as identify and communicate safety and potential co-pollutant health impacts to nearby communities.

For these purposes, RSDAS manages data, performs data quality assurance and quality control, optimizes workflows, improves data processing algorithms, and performs data analysis to enhance CARB's understanding of highly concentrated methane plume emissions in California. The section will develop tools and utilities to track methane plumes, their sources, proximity to human populations, and the actions taken to mitigate the emissions. The section is also responsible for developing and providing data products which are useful for both policy makers and the broader public to understand methane emissions and mitigation progress. As the central hub for the satellite methane data, the section will have an important role in coordinating with internal stakeholders at CARB, other state agencies, industry partners, and other jurisdictions who are interested in using this remote sensing data. To this end, RSDAS must design, develop, and maintain a system which satisfies user needs and leverages the most appropriate available technological infrastructure.

CONCEPT OF POSITION:

Under the direction of the Air Resources supervisor I of RSDAS, the Air Pollution Specialist will help define and develop the appropriate tools and data products necessary to support CARB's satellite-based methane remote sensing program. An important role for the position will be to ensure the progress and results of the satellite methane program are communicated and accessible to stakeholders through these tools and data products. In order to facilitate the best user experience and desired functionality, the APS will coordinate outreach and collect feedback from various groups of stakeholders. The APS will relay feature requests and design concepts to the RSDAS development team based on this collaboration as well as personal insights. The position will coordinate the testing of system components and output products to ensure user needs and desired functionality are met. The position will also coordinate and participate in demonstrations and training sessions for tools and data products developed by RSDAS. The APS will assist in compiling and maintaining documentation which helps other divisions and jurisdictions understand the design and usage of the data management system. The position will work closely with CARB's Office of Information Services to understand the technology options that are available and which ones are best suited for the satellite data management system. The APS will also research and execute the process for requesting and obtaining technological resources, including completing required forms and documentation.

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<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
20% - E	Coordinate across divisions and agencies to understand the data products and analysis tools which allow stakeholders to interact most effectively with the satellite methane data maintained by CARB.
20% - E	Understand the process and requirements from CARB's Office of Information Services and the California Department of Technology to request, document, provision, and deploy technological resources. Lead the completion of requests, plans, justifications, and other administrative requirements for requesting and gaining approval of technology resources.
15% - E	Coordinate with the RSDAS development team to understand the technological infrastructure requirements for all components of the satellite methane data management system. Maintain a current knowledge of what technologies are available and recommend those which are best suited for system functionality.
15% - E	Coordinate the testing of system components and output products to ensure user needs and desired functionality are met. Provide demonstrations and training. Compile user feedback and communicate to the RSDAS development team. Create and maintain documentation related to system architecture and operational usage.
10% - E	Ensure interactions between CARB's satellite methane data program by external service and data providers comply with CARB's security and technology standards and best practices.
10% - E	Participate in agencywide working groups which discuss and demonstrate software and frameworks that have potential application to facilitate scientific-based work
10% - M	Prepare written reports and oral presentations on research efforts and findings, including presentations to the CARB Executive Office and Board. Represent CARB at workshops and conferences