

**DUTY STATEMENT**

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**DUTY STATEMENT**

Employee Name: Vacant	Current Date: 7/22/2025
Classification: Staff Air Pollution Specialist	Position #: 673-710-3875-024
Division/Office: AQPSD/MSAB	CBID: R09
Section: On-Road Model Development	
Supervisor Name: Sara Forestieri	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 checked="" 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:

MISSION OF SECTION: The On-Road Model Development Section of the Mobile Source Analysis Branch assesses on-road motor vehicle activity and emission factors to develop fundamental emissions inventory estimates and models. Major projects include supporting emission inventory estimates for regulations, continued development and refinement of EMFAC, the development of emission factors particularly for heavy-duty vehicles, as well as the analysis and forecasting of California's freight and passenger transportation system. The section is also responsible for development of new programming platforms upon which next generation of EMFAC modules will be based.

CONCEPT OF POSITION:

Staff Air Pollution Specialists (SAPS) are lead staff and program experts who perform policy, analytical, and engineering tasks at the highest independent staff level. Incumbents carry program or project responsibilities with extreme sensitivity and complexity, usually dealing with emerging or undefined issues or problems. Positions at this level require expertise that is significantly greater than standard analytical assignments, and this expertise is critical to the Board's mission. Specifically, the incumbent will support the Board's update of its current regulations to authorize use of E15 (gasoline with around 85 percent California Reformulated Gasoline Blendstock for Oxygenate Blending and fifteen percent ethanol). The SAPS will serve as the branch's expert for fuels, as well as the lead for developing CARB's on-road emissions inventory model (EMFAC). In addition, the incumbent will provide support on a variety of high-priority programs within the branch, including developing mobile source regulatory proposals and cost analyses. Specific duties include:

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% OF TIME	RESPONSIBILITIES OF POSITION
40%-E	<p><u>Fuels Support:</u></p> <p>Serve as the branch's liaison for on-road fuels topics. Perform technical analyses evaluating emissions impacts of the E15 rulemaking and other analyses related to gasoline fuels. Coordinate with program staff on inventory scenarios and assumptions. Provide inventory results to modeling staff for air quality evaluations. Respond to other ad-hoc requests related to fuels, such as the use of biodiesel fuel in modern diesel engines, and their emissions impacts. Document emissions inventory methods, prepare presentations and briefing documents, answer internal and external stakeholder questions as needed.</p>
30%-E	<p><u>On-Road Emissions Inventory Development:</u></p> <p>Lead and coordinate efforts across the branch and agency to improve CARB's EMFAC emissions model. This will involve working across the agency and with extramural contractors to initiate vehicle test data collection programs, as well as coordinating the development, reviewing and implementing data analysis methods that improve the characterization of greenhouse gases (GHG) and criteria emissions and activities from light-duty and heavy-duty vehicles. Work with internal and external stakeholders to develop improved methods for vehicle miles traveled (VMT) and new vehicles sales forecasting. Brief upper management on major EMFAC updates. Serve as the agency's expert for external inquiries on emission estimation methodologies and results.</p>
25%-E	<p><u>Support Other High-Priority Branch Programs:</u></p> <p>Provide support for mobile source regulations, including cost and emissions analyses, as well as directly contributing to developing regulatory proposals. Assist with State Implementation Plan (SIP) development tasks to support a more stringent federal standard for fine particulate matter (the nine <math>\mu\text{g}/\text{m}^3</math> PM<sub>2.5</sub> standard), including incorporation of the latest metropolitan planning organizations (MPO) into EMFAC and quantifying the emissions impact of current and future regulatory programs.</p>
5%-M	<p><u>Respond to ad-hoc requests and inquiries:</u></p> <p>Advance the agency's equity and community engagement goals, e.g., through participation in workgroups. Occasional travel may be required.</p>