

**DUTY STATEMENT**

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**DUTY STATEMENT**

Employee Name: Vacant	Current Date: 8/30/21
Classification: Assistant Division Chief	Position: 673-710-3878-001
Division/Office: Air Quality Planning & Science Division	CBID: M09
Section:	
Supervisor Name: Matthew Lakin	Supervisor Classification: CEA III

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: The Division has 172 total staff.

Total number of positions in Section/Branch/Office for which this position is responsible:

**FOR LEADPERSONS OR TEAM LEADERS ONLY:**

Indicate the number of positions by classification that this position **LEADS**:

**MISSION OF SECTION:** The Air Quality Planning and Science Division provides support to other California Air Resources Board (CARB or Board) divisions and to the air pollution control districts in the technical aspects of the air pollution control program. The division is also responsible for developing new techniques for air quality modeling, data processing, emission inventories, economic analysis, and air quality data analysis. The Division consists of six (6) Branches.

**CONCEPT OF POSITION:** Under the broad direction of the Chief of the Air Quality Planning and Science Division, assists the Chief in planning, organizing, and directing the work of the Division's program staff; formulating policy and strategy recommendations to the Executive Office and the Board; advising and assisting in the development, planning, and strategic and technical evaluation on air quality programs and policies; directing programs related to the requirements of the federal Clean Air Act and California's clean air laws; and directing the development of tools, procedures, and studies to provide sound scientific foundation for policy decisions. The Assistant Division Chief acts as a member of the Executive Staff and represents the Board in meetings with legislative staff, State, federal, other states, and international agencies. The Assistant Division Chief assists the Chief in supervising six (6) Branch Chiefs. The Division has 172 total staff.

<b><u>% OF TIME</u></b>	<b><u>RESPONSIBILITIES OF POSITION</u></b>
30% - E	Assists the Division Chief in directing the development of policies, plans, and technical programs to meet federal Clean Air Act policy requirements and formulating policies regarding integration of air quality, climate and air toxics planning.
20% - E	Assists the Division Chief in directing the development of policies and procedures for the collection, maintenance, and analysis of emission inventories and for overall inventory activities; assists Chief in coordinating and ensuring consistency in reporting and inventory activities underway by US EPA, local air pollution control districts and across CARB, including providing assistance on further development and implementation of the Regulation for the Reporting of Criteria Air Pollutants and Toxic Air Contaminants, or CTR, and the AB 2588 associated Regulation for Emissions Inventory Criteria and Guidelines, or EICG.
15% - E	Assists the Division Chief in reviewing the activities of local air districts to ensure compliance with federal requirements and State laws, including AB 617 emission inventory, air monitoring, and risk modeling requirements;

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	directing the assessment of the State's air quality problems and conducting extensive air quality modeling studies.
15% - E	Assists the Division Chief in directing the development and implementation of regulations establishing the Board's Air Toxic Hot Spot Program fees and California Clean Air Act, stationary source and consumer product fees; in directing the development of regulations for reducing emissions from the use of consumer products; and in directing the development of regulations and providing technical support to the air pollution control and air quality districts to minimize smoke impacts from agricultural and open burning.
10% - E	Assists the Division Chief in representing the Board in stakeholder meetings, hearings, State and national committees, and legislative committees; and appears before the Board to make regulatory and policy recommendations. Serves as acting Division Chief.
5% - E	Provides technical and policy expertise on emerging air quality and emissions inventory issues.
5% - M	Participates in interdivisional teams related to administrative procedures and policies for staff management.