Duty Statement

Employee Name: Vacant	Current Date: September, 2025
Classification: **Air Pollution Specialist**	Position #: **673-710-3887-075**
Division: **Air Quality Planning and Science Division**	Branch: **Modeling and Meteorology Branch**
Section: **Atmospheric Modeling and Support Section**	CBID: **R09**
Supervisor Name: **Leonardo Ramirez**	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

☒ None	☐ Lead Person
☐ Supervisor	☐ Team Leader

For Supervisory Positions Only

Indicate the number of positions by classification that this position DIRECTLY supervises:

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: N/A

Mission of Section

The Atmospheric Modeling and Support Section is responsible for preparing speciated spatially and temporally resolved gridded emission inventories, as well as conducting modeling studies and analyses. The duties of the section broadly fall into the following areas: 1) quality assure gridded emission inventories for modeling; 2) test and apply state-of-the-science meteorological, emissions, and air quality models throughout the State; 3) coordinate with other Sections and air quality districts on the development of emission targets for State Implementation Plans; 4) provide regulatory modeling support to assess the potential air quality impacts of proposed regulations.

Concept of Position

Under the direction of management and lead staff, this position, analyzes, develops, or improves inputs required by air quality models, which are used to estimate air quality concentrations and population exposure estimates to support ARB's air quality management programs.

Specific duties include:

% of Time	Responsibilities of Position
30%-E	Apply scientific methods and principles in the identification, study, and solution of air pollution problems to produce spatially-, temporally-, chemically-, and size-resolved emissions and ambient air quality modeling inputs required for grid-based photochemical models used to support Federal and State regulatory programs. Develop the capability to identify and implement needed improvements to gridded emission inventories that could be used for attainment planning, particularly related to particulate matter and aerosol modeling.
30%-E	Develop and validate air quality simulation models; collect, analyze, and evaluate data on the effects of air pollutants on human health. Perform quality assurance and data analyses with emissions, meteorological, and air quality data used for modeling applications using Geographic Information Systems and other scientific evaluation tools. Also, investigate new quality assurance and data analysis techniques.

% of Time	Responsibilities of Position
30%-E	Conduct and evaluate air monitoring programs; design storage and retrieval systems for emissions and aerometric data; coordinate air pollution control programs with other public agencies; develop regulatory measures and implementation plans and procedures for air pollution and vehicle emission control. Data Archiving and Systems Administration. Participate in archiving, documenting, and version controlling emissions and observation-based data used for regulatory modeling applications. Assist with the administration of computer systems used to process and store emissions and air quality data.
10%-M	Prepare technical reports on findings related to emission inventory and aerometric (air quality and meteorological) data to support ARB programs as well as technical papers for peer reviewed journals. Perform other duties as may be needed to meet the goals of the section. Occasional travel may be required.