

DUTY STATEMENT

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DUTY STATEMENT

Employee Name: VACANT	Current Date: October 2025
Classification: Air Resources Technician II	Position #: 673-400-3873-XXX
Division/Office: Transportation and Toxics Division/Risk Reduction Branch	CBID: 11
Section: Exposure Reduction Section	
Supervisor Name: Jennifer Kozumplik	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

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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: N/A

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

MISSION OF DIVISION: The Transportation and Toxics Division (TTD) is responsible for regulatory and non-regulatory activities to: reduce air toxics, criteria air pollution, and greenhouse gases from freight transportation (including implementation of existing rules, development of new rules and plans, and administration of incentive programs); characterize the health risk from toxic air contaminants; and develop and implement regulatory measures and other programs to reduce the localized health risk from air toxics. The impacts of poor air quality are disproportionately felt by disadvantaged communities and race is the single largest predictor of whether someone will be adversely impacted by air pollution. Thus, TTD aims to prioritize elevated health risks in disadvantaged communities to ensure that we are more equitably serving all Californians and is committed to advancing racial equity and practicing effective community outreach and engagement. This requires supporting policies that fairly address environmental and socioeconomic inequities throughout the State and is supported by meaningfully engaging with air quality partners, especially in low income and communities of color. Air Quality Partners include community members, environmental justice advocates and organizations, community-based organizations, air districts, regulated entities, and other impacted individuals.

MISSION OF SECTION:

The mission of the Exposure Reduction Section is to analyze, quantify, and reduce the health risk from air toxics and other pollutants from the freight sector within California. The primary duties of this section include conducting and reviewing health risk assessments and health analyses to support regulatory and non-regulatory actions; and working collaboratively with agencies and impacted communities to identify, understand, and reduce air pollutant exposure.

CONCEPT OF POSITION:

Under close supervision, the Air Resources Technician II (ART II) will collaborate in the performance of professional and technical tasks according to departmental assignment. The ART II will gather data and perform technical analyses necessary to conduct health risk assessments and generally to help inform communities of health risk from airborne toxics. The ART II may also assist staff with the compilation and review of environmental impact reports, and bring understanding by interpreting technical work into accessible, plain-language formats and good data storytelling visuals.

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
35%-E	Collaborate with engineers and specialists in the collection, entry, and analysis, of data and other information on air toxics and health risk. Team with engineers and specialists in the preparation of health risk assessments (HRA) and other health analyses for sources of air pollution. Participate

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	with engineers and specialists in brainstorming, problem solving, and meetings with CARB staff and stakeholders as necessary.
20%-E	Conduct research related to the design of systems that consider innovative equipment, infrastructure, and logistics. Work to quantify the effectiveness of CARB, local, State, national, and international regulations. Communicate effectively with CARB staff and other stakeholders, particularly using visual data storytelling tools.
20%-E	Coordinate in the development and implementation of airborne toxics control measures, including, but not limited to, the chrome plating, transport refrigerator, ocean-going vessel regulations. Evaluate CARB's air toxics-related programs, including but not limited to, air toxics airborne toxics control measures, air toxics-related regulations, programs, or policies.
20%-E	Coordinate with engineers and specialists in developing and coordinating public outreach efforts. Prepare routine correspondence, technical support documents, and presentations, oral and written reports to the Board, other agencies, and the public on California's progress in reducing the emissions and health risk from air pollution. Plan and coordinate meetings for project stakeholders. Maintain courteous, professional relationships with co-workers and management, and all external stakeholders.
5%-M	Assist the section manager in planning, organizing, and implementing special projects as assigned by Branch and Division management to support the development and implementation of toxics related programs.