

DUTY STATEMENT

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DUTY STATEMENT

Employee Name: Vacant	Current Date: October 10, 2025
Classification: Air Pollution Specialist (APS)	Position: 673-710-3887-XXX
Division: Air Quality Planning and Science Division	Branch: Emission Inventory & Economic Analysis Branch
Section: Criteria Pollutant Inventory Section (CPIS)	CBID: S09
Supervisor Name: David Edgar	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:

FOR LEADPERSONS OR TEAM LEADERS ONLY

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

MISSION OF SECTION

The Criteria Pollutant Inventory Section is a team of highly motivated and technically oriented individuals supporting the development, maintenance, and improvement of CARB's criteria pollutant and toxic emission inventories. The section compiles, quality assures, analyzes, maintains and enhances CARB's comprehensive emission inventories in support of State Implementation Plans (SIPs), community health goals, and regulation development.

The section receives emissions data from a variety of stakeholders, including California's 35 air districts, as required by the Criteria Pollutant and Air Toxics Reporting Regulation (CTR), Emission Inventory Criteria Guidelines (EICG) and federal reporting requirements such as the Annual Emission Reporting Requirements (AERR). The section oversees the development, management, maintenance and future improvements to software applications and database management systems used for the emissions inventory. Currently, the CEIDARS system is used for emissions reporting and CEPAM for forecasting future emission estimates. However, the section is responsible for continuing to transition reporters to utilize a recently developed application - the Integrated Multipollutant Emissions Inventory System (IMPEI). IMPEI is a modern system that integrates emissions data collection, data management, forecasting, and reporting tools. The section is also responsible for the development of data tools (e.g. Facility Search Tool, CEPAM Query Tool, the Pollution Mapping Tool, HARP EIM) that provide communities, districts, regulators, scientists, other state agencies, and other stakeholders access to complete, user-friendly, and high-quality emissions data that assist them in understanding what is being emitted into the air and by who.

Each year, the section also develops training materials and conducts district outreach to assist districts with their reporting obligations. Another core function of the section is to improve the quality of stationary source reported emissions data through the implementation of novel QAQC checks. Finally, they prepare emissions reports for State Implementation Plans (SIPs), development and review of the National Emissions Inventory (NEI) pursuant AERR and assess facility fees under AB 10X.

CONCEPT OF POSITION

Under the direction of the Section Manager the incumbent updates and maintains statewide emission inventories for use in regulations, attainment plans, and other CARB and district programs. The position requires close interaction and teamwork with CARB and district emission inventory staff, as well as internal and external clients, including policymakers, industry, and the public. Specific duties include:

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% OF TIME	RESPONSIBILITIES OF POSITION
35%-E	Coordinate year-round activities for updating and maintaining a statewide inventory of criteria and toxic pollutant emissions. Apply scientific concepts to design and develop the database for storage and retrieval of the emissions data at a process level. In collaboration with local air districts, perform regular updates to the database. Assist in the development and maintenance of public tools and dashboards to present emissions data and to improve the public's access to complete, user-friendly, and high-quality emissions data. This includes: - work collaboratively with programs across CARB to assess user requirements and translate them into tool requirements, user stories and business rules - conduct stakeholder outreach to assess external user requirements and translate them into tool requirements, user stories and business rules - identify tools and code in collaboration with OIS for the development of these data tools - the development, management, maintenance and future improvements to IMPEI and temporary maintenance of the legacy systems CEIDARS and CEPAM; as well as other inventory applications (e.g. HARP) - work closely with OIS to maintain the function and performance of the IMPEI software to meet program requirements - assist in the development and maintenance of public tools and dashboards to present and visualize emissions data and to improve the public's access to complete, user-friendly, and high-quality emissions data; - design and implement database queries and scripts to extract and analyze vital information for making data-driven decisions;

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% OF TIME	RESPONSIBILITIES OF POSITION
25%-E	Act as a liaison to local air districts. Keep district staff informed about CARB inventory guidelines and policies. Develop and implement quality control and quality assurance to validate and verify the emissions inventory. Work with local air districts to resolve any discrepancies in the data. Perform comprehensive quality assurance routines to validate, analyze, and summarize the emissions inventory using SQL and Python programming scripts. - the development of training materials and coordinating outreach efforts with district staff and engaging with CAPCOA Engineering and Enforcement Managers Committees. - the collection of emissions data from a variety of sources, including California's 35 air districts pursuant to state and federal requirements - coordinate within CARB and with air districts to improve the accuracy and reliability of emission estimates through rigorous quality assurance and quality control practices - Improving processes to document, summarize, and facilitate the delivery emission inventory products (e.g. NEI, AB 10X fees, air quality modeling, SIP budgets, etc) - analyzing and interpreting emissions data, identifying data gaps, growth and control scenarios - works closely with the internal and external program staff to ensure the alignment of state and federal reporting requirements - Develop and update methodologies for estimating emissions from stationary sources. Review methodologies submitted by the air districts for CARB approval. - evaluate stationary source emissions based on throughput data, emission controls, source testing, and other relevant factors;
25%-E	Respond to requests from CARB, US EPA, local air districts, state agencies, and the public regarding emission inventory issues.
10%	Prepare electronic reports and briefings on emissions and related subjects for staff and management. This may include written reports and oral presentations of methods and results to staff, management, and the public, including members of environmental organizations, industry, districts, CAPCOA, SIP workshops, Board meetings and other public outreach.
5%-M	Other duties: Prepare other required reports, correspondence, assist with Division projects, and develop presentations. May perform other duties within the scope of the classification.