

DUTY STATEMENT

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DUTY STATEMENT

Employee Name: Vacant	Current Date: 12/05/2025
Classification: Air Pollution Specialist	Position #: 673-710-3887-053
Division/Office: AQPSD/Consumer Products & Air Quality Assessment Branch	CBID: R09
Section: Technical Development Section	
Supervisor Name: Gracie Wong	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 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: None

Total number of positions in Section/Branch/Office for which this position is responsible: None

FOR LEADPERSONS OR TEAM LEADERS ONLY:

Indicate the number of positions by classification that this position **LEADS**: None

MISSION OF SECTION: The Section is responsible for assessing emissions and developing and implementing the consumer products regulations and developing innovative strategies to most effectively reduce the impact of volatile organic compounds on the formation of ground level ozone, toxic air contaminants and greenhouse gases as required by the State Implementation Plan and the California clean Air Act. The Section is also responsible for developing and assisting air districts in the implementation of suggested control measures for area sources such as architectural coatings and automotive coatings.

CONCEPT OF POSITION: Under close supervision (Range A), supervision (Range B), or general direction (Range C) of the Air Resources Supervisor I, the Air Pollution Specialist (APS) is responsible for assisting in the development and implementation of regulations to reduce volatile organic compound emissions from the use of consumer products. The APS applies scientific principles and methods in performing evaluations of product formulations and product packaging and delivery systems. The incumbent will coordinate with product manufacturers, other government entities, and academia in conducting the technical evaluations in support of regulations.

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
30% - E	<ul style="list-style-type: none">Analyze control strategies to reduce emissions from consumer products, including formulation changes, packaging modifications, and product delivery systems.Assess uncontrolled emissions and calculate potential emission reductions using analytical tools (such as Snowflake/SQL, Python, Access and Excel).Conduct feasibility, cost, economic, environmental, and technical impact analyses to support emission reduction strategies.Evaluate exposure to toxic compounds (including PFAS) and develop appropriate control strategies.Assess climate change impacts related to consumer product categories and propose control measures when appropriate.

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	<ul style="list-style-type: none"> Participate in workshops, public meetings, board hearings, teleconferences, and consultations with industry, regulatory agencies, air districts, environmental groups, and other stakeholders.
30% - E	<ul style="list-style-type: none"> Develop mass-based VOC limits and reactivity-based limits for consumer product and aerosol coating categories. Prepare clear and concise technical reports and presentations for the public, regulated community, and CARB management. Prepare regulations, staff reports, and technical support documents. Interpret regulatory requirements, respond to industry inquiries, and provide recommendations for regulatory language.
20% - E	<ul style="list-style-type: none"> Review and assess scientific and technical literature on emerging low-VOC technologies, formulation trends, and alternative product designs. Conduct research on market incentives, labeling, certification, and procurement programs. Determine ingredient reactivity and VOC categorizations using chemistry knowledge, MIR data, and scientific literature. Evaluate the technological basis for VOC exemptions and identify potential opportunities for regulatory updates.
10% - E	<ul style="list-style-type: none"> Review survey data for completeness, accuracy, representativeness, and proper categorization, applying uncertainty factors as needed. Review product labels, survey responses, and supporting materials for accuracy and compliance. Analyze survey and product data to support emission calculations and inventory updates. Collaborate with Enforcement, Monitoring and Laboratory Division, and legal staff on product determination requests from manufacturers.
10% - M	<ul style="list-style-type: none"> Prepare technical reports, briefing papers, presentations, and correspondence for internal and external audiences. Coordinate activities with other CARB divisions, air districts, sister agencies and the Environmental Protection Agency. Assist with architectural and automotive coatings activities as needed. Ensure program documents meet Americans with Disabilities Act (ADA) requirements. Maintain and update content on Drupal webpages. Perform other duties necessary to support the Technical Development Section