

DUTY STATEMENT

ASD/HRB-12 (REV. 03/2020) PAGE 1 OF 3

DUTY STATEMENT

Employee Name: Vacant	Current Date: December 2025
Classification: Air Pollution Specialist	Position #: 673-310-3887-012
Division/Office: Research Division	CBID: R09
Section: Climate and Health Analysis and Library Services	
Supervisor Name: Barbara Weller	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

DUTY STATEMENT

ASD/HRB-12 (REV. 03/2020) PAGE 2 OF 3

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:

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

MISSION OF SECTION: The Climate and Health Analysis and Library Services Section investigates how exposure to ambient air pollution, climate change, and inequity impacts the health and welfare of the State's residents including vulnerable communities and sensitive populations, such as children and the elderly. The research sponsored and conducted by the section provides information for the California Air Resources Board (CARB) and the public on the health impacts of air pollution for both communities and residents, including new areas of air quality and health concern. The section also operates the California Environmental Protection Agency (CALEPA) Library and the CALEPA Law Library.

CONCEPT OF POSITION: Under the general supervision of the Manager of the Climate and Health Analysis and Library Services Section, the incumbent serves as a subject matter expert, integrating knowledge of the public health and equity effects from air pollution exposure and climate outcomes, including wildfire smoke events. The position will assist the Branch to support CARB priorities and regulations through providing sound science and by developing and overseeing research as well as outreach on research findings to inform the public. Greater details can be found in the list of duties for the position.

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
30% - E	Serves as a subject matter expert to the section responsible for understanding and analyzing epidemiological and other approaches to investigate public health impacts from both air pollution and climate change including smoke from wildland and wildland urban interface (WUI) fires. Understands techniques used to determine the co-benefits of CARB programs, including methods to increase equity and resiliency for communities. Applies knowledge and expertise on the latest tools and techniques in public health analysis, including health and exposure assessment, to analyze the co-benefits of climate actions to reduce greenhouse gas emissions such as the areas reviewed in the public health appendix of the scoping plan. Interacts with and develops contacts with other researchers in academic institutions and staff in other agencies to remain informed on activities related to research on the health effects of air pollution and climate change, including vulnerable groups. Provides understanding and comparisons of the studies, tools, and techniques used

DUTY STATEMENT

ASD/HRB-12 (REV. 03/2020) PAGE 3 OF 3

	by other groups and how these efforts compliment the work of CARB in these areas.
30% - E	Assists in the scientific and administrative oversight of research contracts developed to study the health impacts of air pollution exposure and climate change and the co-benefits of adaptation strategies. Understands and evaluates the techniques used in research contracts to conduct analyses of health impacts of air pollution exposures on the communities of California, including vulnerable subgroups, as well as co-benefits of actions to reduce emissions. Reviews and develops research ideas and proposals for studies by contractors and collaborators as well as possible internal studies. Provides suggestions for the next line of research needed.
30% - E	Assists the section and health branch with providing plain language information on the health impacts of air pollution, climate change, and the impacts of health inequities. Distributes information using effective communication methods to a wide range of audiences including staff and management of CARB, other state agencies, and the public. Provides information in presentations, written documents, and other outreach media.
10% - M	Maintains up to date knowledge on the latest techniques and findings on air pollution and climate change related effects and health disparities by review and study of the latest published literature. May perform other duties as assigned within the scope of the classification.