

DUTY STATEMENT

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Employee Name: Vacant	Current Date: December 16, 2025
Classification: Air Resources Engineer	Position: 673-710-3735-046
Division: Air Quality Planning and Science Division	Branch: Special Assessment Branch
Section: Community Air Quality Section	CBID: R09
Supervisor Name: Annemarie Flores	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: 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 Community Air Quality Section (CAQS) is responsible for compiling, analyzing, and disseminating air quality data to support communities across California. This includes a broad range of comprehensive analyses to better understand local air quality patterns and trends. To support this work, the team develops and maintains data tools and platforms. For example, in alignment with AB 617, CAQS leads the development and maintenance of CARB's Community Air Quality Viewer (AQview), a cloud-based platform that provides access to localized air quality data, to specifically address exposures to harmful pollutants in California's highly pollution-burdened environmental justice communities. The Section's responsibilities also include conducting community-scale data analyses, supporting air monitoring efforts, and tracking the progress of emissions reduction strategies. Additionally, CAQS is involved in information gathering, protocol development, data analysis, and cross-agency coordination related to toxic air contaminants. Finally, CAQS plays a key role in communicating findings in accessible ways and informing decision-making through data interpretation. Overall, CAQS leads efforts in data management, analysis, and visualization to enhance community-level understanding of air quality and advance environmental justice goals.

CONCEPT OF POSITION

Under direct supervision of the Air Resources Supervisor I (ARS I), the Air Resources Engineer (ARE) is one of the staff working on community-scale air quality data management and analysis. Using engineering skills and expertise, the ARE works with the ARS I, other staff, and contractors to sustain the development, operation, and enhancement of the Community Air Quality Viewer (AQview); performs complex community-scale analyses that directly inform disadvantaged communities, air districts, and CARB leadership; contributes to the information gathering, assessment, strategy development, and communication plans related to emerging toxic air contaminants. Specific duties include:

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% OF TIME	RESPONSIBILITIES OF POSITION
35%-E	<p>Conduct advanced analyses of community-scale air quality data, including source attribution, pollutant trends, temporal and spatial analyses, and comparisons across monitoring platforms. Apply engineering principles and scientific methods such as pollution roses, back trajectories, receptor-oriented approaches, and other source apportionment tools to help identify likely origins of emissions affecting disadvantaged communities. Create meaningful, interpretable and engaging visualizations of criteria pollutants, air toxics, and other monitoring data to support community understanding and decision-making. Develop information dashboards, analytical products, and integrated data displays that communicate complex information clearly and effectively to both technical and non-technical audiences. Explore and implement big data analytics approaches to reconcile measurement differences between regulatory-grade monitors, community monitors, and low-cost sensors. Support analysis for tracking progress and evaluating metrics of success for Community Emissions Reduction Plans (CERPs).</p>
25%-E	<p>Maintain and operate the Community Air Quality Viewer (AQview), with ongoing design and development of new features and enhancements to ensure a reliable, user-friendly, and technically robust platform that supports state-of-the-science community air monitoring. In close collaboration with OIS, perform front-end, back-end, and database development tasks to support continual improvements, including new features, improved visualizations, and system performance optimization. Provide operational support for AQview, including troubleshooting, bug resolution, data ingestion oversight, and coordination with key OIS staff, contractors, and air monitoring program partners. Assist in on-boarding new data providers and designing and implementing new data pipelines. Develop and maintain technical documentation, including data dictionaries, architectural diagrams, SOPs, and developer guidance to support system continuity, scalability, and cross-team understanding. Ensure AQview effectively serves as a common platform to view, store, analyze, and disseminate community-level and regional-level air quality data in a timely and accessible manner.</p>

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% OF TIME	RESPONSIBILITIES OF POSITION
25%-E	Gather and evaluate information on emerging and existing toxic air contaminants (TACs) of concern in disadvantaged and overburdened communities and across the State. Conduct data analysis to assess presence, trends, and potential exposures associated with TAC emissions from various sources. Develop and document protocols, analyses, and procedures for identifying TAC issues, evaluating data quality, recognizing knowledge gaps, and determining strategies for mitigating emissions and reducing exposures. Coordinate with other CARB programs, air districts, community groups, and technical partners on TAC-related assessments, monitoring, and response strategies. Contribute to cross-agency and multi-stakeholder efforts related to TAC evaluation, risk communication, and exposure reduction.
10%-E	Communicate community-scale air quality data, analyses, and findings to internal leadership, external stakeholders, and community members in a clear, accurate, and accessible manner. Prepare written materials, presentations, technical summaries, and web content that effectively convey complex air quality concepts and analytical results. Collaborate with other divisions, air districts, community-based organizations, researchers, contractors, and other partners to support data sharing, joint analyses, and coordinated decision-making. Respond to data requests, public inquiries, and stakeholder questions regarding community-scale air quality data, monitoring programs, TAC issues, and AQview content. Support outreach efforts that help communities understand air quality conditions, make informed daily activity choices, and engage meaningfully in AB 617 processes.
5%-M	Perform other duties as may be necessary to meet the needs of the Section. Assist Branch Chief and Section Manager in planning, organizing, training, and implementing programs, and conducting special assignments as needed. Occasional travel will be necessary.