

DUTY STATEMENT

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DUTY STATEMENT

Employee Name: VACANT	Current Date: January 2026
Classification: Air Resources Technician II	Position #: 673-400-3873-965
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

<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: N/A

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

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 from freight related projects; performing other types of health and exposure analyses to support freight regulatory and non-regulatory actions; and working collaboratively with agencies and impacted communities to identify, understand, and reduce pollutant exposure from freight facilities.

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. The ART II may also assist in the review of CEQA-related documents, and in the preparation of commentary documents to promote the use of the cleanest commercially-available technologies in development and other construction projects.

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
30%-E	Collaborate with engineers and specialists in the collection, entry, analysis, and presentation of data and other information on emissions, health risk, health analyses, and the California Environmental Quality Act (CEQA). Team with engineers and specialists in the preparation of health risk assessments (HRA) and other health analyses for freight and other sources of air pollution. Participate with engineers and specialists in brainstorming, problem solving, and meetings with CARB staff and stakeholders as necessary.
25%-E	Conduct research and analyses related to the design of a comprehensive system that considers innovative equipment, infrastructure, and logistics. Work to quantify the effectiveness of CARB, local, State, national, and international regulations, including those related to freight. Communicate effectively with CARB staff and other stakeholders, particularly using visual data storytelling tools

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20%-E	Coordinate in the development and implementation of airborne toxics control measures, including, but not limited to, the chrome plating, transport refrigerator, dry cleaning, and asbestos 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 assigned by Branch and Division management to support HRA and CEQA related programs and activities, and the development and implementation of toxics related programs.