

State of California  
AIR RESOURCES BOARD  
**DUTY STATEMENT**

EMPLOYEE NAME: Vacant

CURRENT DATE: 4/30/2018

CLASSIFICATION: Air Resources  
Engineer

POSITION #: 673-150-3735-  
003/004

DIVISION/OFFICE: OCAP – Community  
Assessment Branch

CBID: R09

SECTION: Community Assessment  
Section

SUPERVISOR'S NAME: Chandan Misra

SUPERVISOR'S CLASS: Air Resources Supervisor I

.....  
**I certify that this duty statement represents  
an accurate description of the essential  
functions of this position.**

**I have read this duty statement and agree  
that it represents the duties I am assigned.**

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

.....  
**SPECIAL REQUIREMENTS OF POSITION (IF ANY):**

- Designated under Conflict of Interest Code.
- Duties performed may require annual 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)

.....  
**SUPERVISION EXERCISED (check one):**

- None
- Supervisor

- Lead Person
- Team Leader

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FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises:

Total number of positions in Section/Branch/Office for which this position is responsible:

FOR LEADPERSONS OR TEAM LEADERS ONLY: Indicate the number of positions by classification that this position LEADS: N/A

**MISSION OF SECTION:** The Community Assessment Section in the Office of Community Air Protection (OCAP) is responsible for informing community-scale air pollution control efforts under AB 617 based on assessments of and integrated findings from air quality monitoring, emissions inventory, air quality modeling, and other sources of information linked to community-scale pollution burdens. Section staff works collaboratively with staff across CARB divisions and with a wide range of stakeholders, including district staff, community groups, industry, and other technical experts in local, state, federal, or international government agencies to address multiple AB 617 requirements. Some of these requirements include: the selection of communities for air quality monitoring and development of emission reduction programs; informing CARB's statewide strategy to reduce community-scale air pollution; and working with air districts on assessing community air pollution and emission reduction plans.

**CONCEPT OF POSITION:** Air Resources Engineers develop or review criteria and apply methodologies to identify communities for AB 617 monitoring or emissions reduction plan development. They identify, gather, consolidate and analyze air quality data to support these efforts. They develop criteria to identify emission sources for communities developing the reduction plans. Occasionally they perform this technical analysis for stakeholders as needed. They coordinate technical review of the reduction plans submitted by air districts. They evaluate progress of communities implementing the reduction plans by analyzing air quality data. They can be called upon as subject matter experts and to disseminate technical, policy-relevant findings to management and stakeholders in public or internal meetings.

Adheres to CARB Office of Information Services (OIS) software development compliance practices that includes planning and project approval steps for all proposed systems. On regular intervals and at significant development

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**DUTY STATEMENT**

milestones, submit programming code and associated documentation to OIS for review by assigned security and development staff.

% Of TIME    RESPONSIBILITIES OF POSITION

- |       |   |
|-------|---|
| 15%-E | Develops custom computer programs in a variety of applications including SQL, Python, Visual Basic or other platforms to perform technical analysis as outlined below for community assessment, emissions reduction plan development and review.  |
| 25%-E | Based on engineering background and experience, develops new or modifies existing tools, methodologies or data streams for community assessment, identification and selection per the requirements of AB 617. Coordinates with technical staff in air districts and other divisions to identify, gather, consolidate and analyze air quality data to assist community assessment. Presents results to management as and when needed. Performs literature survey to stay abreast of novel or next generation methodologies for identify exposure burden.   |
| 25%-E | Based on engineering background and experience, works independently or coordinates teams, including air districts and/or other CARB divisions, develops and modifies guidance to identify sources and their burden on selected communities. Occasionally, performs source apportionment for communities selected for emissions reduction plan development. Identifies data gaps and provides guidance on filling data gaps. Communicates source apportionment results to CARB staff, management and external stakeholders. Coordinates review of technical analysis contained within the emissions reduction plan with other divisions at CARB. |
| 25%-E | Collects and analyzes monitoring data-that includes both air quality as well as vehicle characteristics (activity, fleet mix) to track progress of communities implementing emissions reduction plan. Identifies new sources of emissions based on this data. Provides support on changes/modifications to emissions reduction plan as and when needed based on the results of data analysis.   |
| 10%-E | Participates in workshops and provides technical guidance on community assessment, identification and selection process for AB 617 as well as methodologies to identify sources and their impact on selected communities. Travels to various community meetings in across the State as needed. Provides feedback to management on current tasks on a regular basis and actively tracks progress on assignments to ensure timely completion of assigned tasks.   |

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AIR RESOURCES BOARD  
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EMPLOYEE NAME: Vacant

CURRENT DATE: 2/20/2018

CLASSIFICATION: Air Resources  
Engineer

POSITION #: 673-150-3735-002

DIVISION/OFFICE: OCAP – Community  
Assessment Branch

CBID: R09

SECTION: Community Assessment  
Section

SUPERVISOR'S NAME: Chandan Misra

SUPERVISOR'S CLASS: Air Resources Supervisor I

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CONCEPT OF POSITION: Air Resources Engineers develop or review criteria and apply methodologies to identify communities for AB 617 monitoring or emissions reduction plan development. They evaluate technical results and progress on plans being conducted in identified communities. They utilize, produce inputs to, and evaluate results from air quality models or source apportionment methodologies. They can be called upon as subject matter experts and to disseminate technical, policy-relevant findings to management and stakeholders in public or internal meetings.

Adheres to CARB Office of Information Services (OIS) software development compliance practices that includes planning and project approval steps for all proposed systems. On regular intervals and at significant development milestones, submit programming code and associated documentation to OIS for review by assigned security and development staff.

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<u>% Of TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
35%-E	Based on engineering background and experience, develops new or modifies existing tools, methodologies or data streams for community assessment, identification and selection per the requirements of AB 617. Coordinates with technical staff in other divisions on the selection or use of technical tools and methodologies as well as reviewing the results from implemented tools. Identifies data gaps and needs and works with pertinent divisions to develop a strategy to fill those data gaps. Presents results to management as and when needed.
35%-E	Based on engineering background and experience, works independently or coordinates teams, including air districts and/or other CARB divisions, to conduct community-level source apportionment work in support of AB 617 requirements. Identifies data gaps and methodologies to perform source apportionment work. Applies appropriate source apportionment tools ranging from emissions inventory ratios, pollution roses, quadrant analysis, CMB or PMF etc. for communities selected for action plan development. Coordinates the review or dissemination of results, including air quality modeling results, with other divisions at CARB as well as external stakeholders including air districts as needed. Communicates source apportionment results to CARB staff and management.
20%-E	Drafts work plans, presentations, supporting documents to support the AB 617 program. Based on engineering background and experience, mines and processes data for use in technical analyses, including writing custom computer programming code in a variety of applications including SQL, Python, Visual Basic or other platforms. Participates in workshops and provides technical guidance on community assessment, identification and selection process for AB 617 as well as methodologies to identify sources and their impact on selected communities. Formulates and leads various inter-divisional coordination groups within CARB and with stakeholders (as needed) to fulfill job requirements as noted above.
10%-M	Organizes and participates in meetings with districts, stakeholders and community members as and when required. Travels to various community meetings in across the State as needed. Provides feedback to management on current tasks on a regular basis and actively tracks progress on assignments to ensure timely completion of assigned tasks.