

State of California
AIR RESOURCES BOARD
DUTY STATEMENT

EMPLOYEE NAME: CURRENT DATE: 06/29/18
CLASSIFICATION: Air Pollution Specialist POSITION #: 673-310-3887-015
DIVISION/OFFICE: Research CBID: R09
SECTION: Indoor Exposure Assessment
SUPERVISOR'S NAME: Peggy L. Jenkins
SUPERVISOR'S CLASS: Air Res. Supv. I

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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

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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)

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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: 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 Research Division's Health & Exposure Assessment Branch (HEAB) sponsors contracted research on the health effects of air pollutants and Californians' exposures to them, reviews and makes recommendations for state and national ambient air quality standards, and conducts other programs and projects.

The mission of the Indoor Exposure Assessment Section is to identify and assess exposures to indoor pollutants and to promote actions to reduce or prevent those exposures. The Section accomplishes this through research contract management, data analysis, monitoring and modeling, development of indoor exposure assessments and indoor air quality guidelines, regulatory work, and liaison with other agencies and organizations.

CONCEPT OF POSITION: Under the close supervision (Range A), supervision (Range B), or general supervision (Range C) of the Section Supervisor, manages research contracts and/or projects to obtain data needed on indoor air quality and personal exposure assessment; applies data obtained to estimate exposure and identify effective mitigation approaches; conducts regulatory work, especially to implement the indoor air cleaner regulation; conducts outreach to professional groups and the public; works closely with other organizations and agencies; and represents the ARB on committees and panels as appropriate.

% Of Time RESPONSIBILITIES OF POSITION

25 E	Manages research contracts and conducts research to assess Californians' personal exposures to indoor pollutants and identify effective mitigation actions. Specific topics may include: indoor concentrations of and personal exposures to criteria pollutants and toxic air contaminants (TAC); indoor sources of pollutants; monitoring methods for indoor and personal exposures; emissions test methods; and building factors and ventilation. Responsibilities include critically reviewing, evaluating, and directing progress of
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contractors; preparing requests for proposals; reviewing proposals; reviewing and recommending action on final reports; and preparing staff evaluations for the Research Screening Committee.

- 25% E Works to implement the air cleaner regulation: reviews certification applications and prepares certification letters; reviews laboratory applications for the Section 37 ozone test; assesses new air cleaner technologies for potential health impacts; prepares economic and environmental assessments for regulation amendments when needed; meets with stakeholders; prepares Board materials and staff reports when needed.
- 20% E Reviews and analyzes scientific information using SAS, R or other accepted statistical analysis programs, and estimates indoor and total exposures using various exposure models and tools. Assesses the effectiveness of different mitigation approaches to improve indoor air quality. Prepares and contributes to journal articles.
- 20% E Works collaboratively with state, local, and federal agencies and nongovernmental organizations to reduce and prevent exposures to indoor pollutants. Reviews and proposes revisions to green building standards and guidelines. Participates in the development of building, product, and test standards and guidelines through government and private-sector efforts.
- 10% M Conducts outreach and responds to public requests for information and technical assistance in resolving indoor pollution problems. Maintains current knowledge of indoor air pollution, and prepares literature summaries on current indoor air quality and exposure studies for dissemination within ARB.