

DUTY STATEMENT

EMPLOYEE NAME: _____ CURRENT DATE: _____
CLASSIFICATION: Air Resources Engineer POSITION #: 673-310-3735-006
DIVISION/OFFICE: Research CBID: R09
SECTION: Atmospheric Processes Research
SUPERVISOR'S NAME: Toshihiro Kuwayama
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)

- Duties require use of hearing protection and annual hearing examinations.

SUPERVISION EXERCISED: (CHECK ONE):

- None
- Lead Person
- Supervisor
- Team Leader

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 of the California Air Resources Board (CARB) guides actions to protect the public health and the environment using robust science. The mission of the Atmospheric Processes Research Section (APRS) is to direct atmospheric research needed to inform and support CARB's policy decisions, regulatory reforms, and air pollution mitigation strategies that are necessary to efficiently meet ambient air quality standards and California's climate change mitigation goals. APRS supports the Board's mission by designing and coordinating internal and external research projects to advance our understanding of atmospheric processes that affect air quality and climate. The section manages large-scale research contracts, and utilizes its technical expertise in air pollution measurements, large data analysis, and advanced air modeling to couple physics, chemistry, and atmospheric sciences to provide technically and scientifically robust information that aides in the development and the evaluation of effective air pollution control programs in California.

CONCEPT OF POSITION:

Under the direction of the Section Manger, the incumbent will design and coordinate agricultural air pollution research to address California's immediate and emerging air quality and climate change mitigation objectives. The incumbent will work closely with internal and external stakeholders to develop progressive and scientifically robust understanding of air pollution emissions, air pollution transport, and atmospheric chemistry that impacts California's air. The incumbent will use CARB's advanced mobile measurement platform and state-of-the-science air analyzers to lead and conduct in-house research projects to aid the development and the evaluation of NAAQS attainment strategies and climate change mitigation programs. The incumbent will interconnect internal and external research efforts with existing regulations and policies, and will utilize advanced data analysis capabilities and extensive knowledge in atmospheric sciences to distill complex research findings into policy and program relevant presentations, reports, and documents that clearly and effectively communicate their importance to both technical and non-technical stakeholders. The incumbent is expected to manage extramural research contracts and disseminate important research findings through peer-review publications.

% Of TIME RESPONSIBILITIES OF POSITION

- | | |
|-----|---|
| 25% | Design and coordinate agricultural air pollution research (e.g., in-house, partnerships, contracts) to address California's immediate and emerging air quality and climate change mitigation objectives. The incumbent will work closely with CARB staff, external researchers, and other stakeholders to effectively and efficiently develop, execute, and complete research studies that bridge California's air quality and climate change mitigation goals while refining our fundamental understanding of air pollution emissions, air pollution transport, and atmospheric chemistry. |
| 25% | Decipher large and complex air quality and atmospheric data to propagate policy and program relevant discussions. The incumbent will analyze complex air measurement data to extract comprehensive and scientifically robust research results for both technical and non-technical |

audiences. The incumbent will continue to develop strong communication skills (verbal and written) that emphasizes on the ability to create effective and visually appealing scientific figures and tables. The incumbent is also expected to frequently present the research findings to the Section/Division/Agency.

- 15% Manage and direct contracts. The incumbent will use expert knowledge in agricultural air pollution research to manage and direct program relevant research contracts with responsibilities that include: initiating interagency research proposals; RFPs and unsolicited proposals; recommending proposals for funding; preparing and presenting reports to the Research Screening Committee; reviewing, evaluating, and recommending action with respect to final reports; reviewing, evaluating, and redirecting contract progress; and other various administrative duties involving research contract management to ensure contract fulfillment.
- 15% Prepare reports, manuscripts, and presentations. The incumbent will publish research findings in peer-reviewed journals. The incumbent will also develop reports, manuscripts, presentations, and posters for meetings, workshops, and conferences to disseminate research findings both within and outside the Board.
- 10% Develop and maintain technical summaries of agricultural air pollution research in California. The incumbent will continuously archive pertinent agricultural air pollution research findings and information to establish a living document that encompasses most up-to-date information on the state of agricultural air pollution emissions, air quality impacts, and other environmental effects.
- 5% Meet with agencies, technical experts, and industrial groups to establish strong interconnected working relationships. The incumbent will work with internal and external stakeholders to promote progressive discussions needed to construct effective research studies that will address policy and program relevant air quality and climate change mitigation objectives in California.
- 5% Provide staff support. The incumbent will provide support for other projects that are on-going in the Section and in the Division. The incumbent will work closely with the Section staff to promote a positive and effective environment to complete necessary tasks and projects in a timely manner.