

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

EMPLOYEE NAME: Vacant

CURRENT DATE: 8/14/2019

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

**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:** Community Assessment Section staff work collaboratively with staff across CARB and with a wide range of stakeholders, including air district staff, community groups, industry, and other technical experts in local, state, federal, or international government agencies to address AB 617 technical requirements. For example, the section integrates findings from air quality monitoring, emissions inventory, air quality modeling, and other sources to characterize air pollution burdens in disadvantaged communities. The section's work is used to select communities within which air districts must deploy air quality monitoring or implement community emission reduction programs, to support development of air quality monitoring and community emission reduction programs, and to track the progress of AB 617 implementation across communities.

**CONCEPT OF POSITION:** Air Resources Engineers utilizes air quality, emissions inventory and other publically available data sets to quantify emissions burden in California's disadvantaged communities. The results of this annual exercise informs community assessment, identification and selection process for AB 617 monitoring or emissions reduction plan development. The Air Resources Engineer plays a pivotal role in coordinating technical assessment of each selected community. They work closely with the communities, air districts and other CARB divisions to develop technical foundation that forms the basis to identify sources of concern within the community that can be targeted for reduction. They evaluate progress of communities implementing the reduction plans by analyzing air quality data. The Air Resource Engineer are required to be aware of policy relevant discussion in the Program and occasionally develop technical products that directly inform policy decisions. They also take responsibility to disseminate technical, policy-relevant findings to internal CARB management and at public or community meetings.

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% Of TIME    RESPONSIBILITIES OF POSITION

- 30%-E        Develop and compile Blueprint technical foundation material to support each selected community. Work closely with OCAP policy staff, other CARB divisions and the air districts to identify, consolidate and disseminate these materials. Evaluate data representativeness and provide guidance on filling data gaps. Keep abreast of programmatic deadlines to ensure all the technical products are delivered on time. Learn and conduct source apportionment tasks as directed. Communicate technical analysis results to CARB staff, management, community stakeholders, and air districts. Present technical foundation findings publicly (e.g., CARB Board hearings) as directed.
- 30%-E        Develop and guide technical discussions with other CARB divisions and air districts as a part of regularly scheduled meetings. Travel to meetings across the State as OCAP technical lead. Build professional relationships and engage in meaningful discussions with air district staff and community members at various meetings to understand their concerns and provide clarification as needed. Present findings of technical analysis at various public meetings as directed. Provide feedback to management on current tasks on a regular basis and actively track progress on assignments to ensure timely completion of assigned tasks.
- 20%-E        Develop and evaluate methodologies for AB 617 community assessment, identification and selection consistent with the Blueprint. This may include identifying new methods or data sources, updating existing data streams and developing novel technical tools such as GIS mapping tools to enhance community selection process. Perform data analysis of relevant data (air quality, emissions inventory etc.) to quantify cumulative exposure burden. Develop associated written work products for documentation or use in presentations.
- 20%-E        Participate in the collection or analyses of field study data, including air quality or vehicle characteristics data (e.g., to track progress of communities implementing emissions reduction plans). Identify or characterize sources of emissions based on these data. Advise and inform management of relevant, useful changes/modifications to emissions reduction plans as and when needed based on the results of data analyses or field study work.

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