

**DUTY STATEMENT**

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Employee Name: Vacant	Current Date: June 30, 2023
Classification: Air Pollution Specialist	Position #: 673-920-3887-XXX
Division/Office: Sustainable Transportation Communities Division	CBID: 09
Section: INTEGRATED SYSTEM ASSESSMENT SECTION	
Supervisor Name: Kathy Jaw	Supervisor Classification: Air Resources 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:

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**:

**MISSION OF SECTION:** The Integrated System Assessment Section in the Transportation System Planning Branch provides integrated and quantitative scenario assessment of CARB’s strategies to meet health-based air quality and climate goals. The section supports the California Air Resources Board’s (CARB) efforts to reduce criteria pollutants and greenhouse gas emissions through policies and programs that foster sustainable transportation and communities, with a particular focus on transportation system emissions analyses and building decarbonization.

**CONCEPT OF POSITION:** Working independently and under the supervision of the Air Resources Supervisor I, the Air Pollution Specialist (APS) in this position applies analytical methods to help develop and implement the zero-emission appliance standards and contribute towards related supportive building decarbonization policies. The APS conducts technical and policy analysis, quantifies the costs, benefits, and equity implications, and tracks, audits, and implements the zero-emission appliance standards. The staff will contribute to the development and implementation of new regulatory proposals. Up to five percent of travel may be required, including travel overnight and on weekends.

<b><u>% OF TIME</u></b>	<b><u>RESPONSIBILITIES OF POSITION</u></b>
35%-E	Support the development of regulatory proposals and amendments. Collect relevant data, make appropriate assumptions, and conduct and contribute to in-house analysis focused on costs, benefits, technical feasibility, and equity implications to support the development and implementation of the zero-emission appliance standards. Draft and prepare staff reports and related materials.
20%-E	Provide implementation support to regulated entities. Evaluate barriers regulated entities may be facing and propose solutions as appropriate. Contribute to the development of tracking tools and processes to monitor regulation implementation and compliance. Monitor progress and compliance with the regulation.
10%-E	Plan, host, and participate in engagement efforts, such as community events, meetings with interested parties, and public meetings, to support the development and implementation of the zero-emission appliance standards. Prepare presentations and other materials for these meetings and events. Build relationships with regulated entities and other impacted parties. Represent CARB externally at meetings, conferences, and workshops related to assigned topics. Advocate CARB’s views in meetings with interested parties and, where possible, build consensus positions.

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10%-E	Identify priorities for external research, data collection, and analysis to support zero-emission appliance standards and other related complementary policies. Perform scientific and administrative oversight of related extramural contracts, including the development of relevant scopes of work, the review of proposals, and management of the contracts (e.g., tracking contract progress; review progress reports, invoices, and final report; and host seminars).
10%-E	Coordinate and collaborate with other CARB groups, state agencies, air districts, and federal agencies regarding the development of zero-emission appliance standards and complementary policies, such as incentives, utility rate design, building standards, consumer awareness, and workforce development.
10%-E	Prepare and deliver written and oral reports, briefings, presentations, issue papers, and other technical and policy documents related to assigned topics. Perform special projects as assigned by section, branch, or division management.
5%-M	Complete assigned trainings. Pursue career development opportunities through completion of Individual Development Plans.