

DUTY STATEMENT

DUTY STATEMENT

Employee Name: Vacant	Current Date: June 2023
Classification: Air Pollution Specialist	Position #: 673-920-3887-019
Division/Office: STCD/CIB	CBID: R09
Section: Climate Investments Policy Section	
Supervisor Name: Alex Stockton	Supervisor Classification: ARS 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

DUTY STATEMENT

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 Climate Investments Policy Section (Section) is part of the Climate Investments Branch (CIB), which works to advance policies and investments that address climate change, advance equity, and support quality of life for all people in California with a primary focus on the implementation of California Climate Investments. In carrying out this mission, CIB develops tools and resources to inform climate-related policies and investments, as well as collaborates broadly with a diverse set of partners to combat climate change.

The Section is responsible for developing scientifically informed policy direction for program development and implementation to help ensure California Climate Investments supports the State's broader goals for reducing greenhouse gas emissions, prioritizing funding for disadvantaged and low-income communities, and providing transparency on funding outcomes. The Section plays a key role in providing analysis and recommendations on proposed legislation, development and implementation of funding guidelines, communicating programmatic outcomes, and completion of comprehensive annual reports on investment status and outcomes. The Section also has a lead role in responding to information requests by the Administration and Legislature.

CONCEPT OF POSITION:

Under supervision of the Section manager, the Air Pollution Specialist (APS) will serve as the legislative analyst for the Climate Investments Branch. The APS will also apply analytical methods to help identify, study, and address greenhouse gas emissions, air pollution, equity and other relevant State goals and priorities under California Climate Investments. This APS will work to evaluate existing, and develop new, policy recommendations for the California Climate Investments program, support implementation activities, perform legislative and budgetary analysis and tracking, prepare legislative- and budget-related documents, and report on the outcomes and benefits of California Climate Investments to a variety of audiences. The APS is responsible for analyzing climate policies, legislation, and data, developing policy recommendations and responses to inquiries, communicating the benefits of investments, and working collaboratively with internal and external stakeholders. The APS may participate in high-profile and sensitive meetings with Administration officials, legislative staff, and local governments, and represent the California Air Resources Board (CARB) at forums and workshops. Travel may be required up to 10% of the time.

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
40% E	Perform legislative tracking, and prepare legislative- and budget-related documents, presentations, and analyses. Support policy development, updates, and implementation with a focus on transparency, greenhouse gas emissions reductions, and equity into key policy documents and

DUTY STATEMENT

	<p>related resources to support program implementation. Support related activities, including developing and delivering trainings, portfolio-wide investment analyses, and program-specific examination and guidance. Conduct analyses, modeling, and research using scientific principles and practices to address issues associated with the design, implementation, and reporting of California Climate Investments and other climate programs. Respond to policy or data inquiries originating with the public, Administration, or Legislature. Work with management to obtain needed decisions; identify challenges to success; and develop creative policy, technical, regulatory, and administrative solutions to address these challenges.</p>
25% E	<p>Report on the outcomes and benefits to a variety of audiences through the development of several different media, including annual reports, infographics, interactive data visualization platforms, and project narratives. Work internally and with State agency partners to effectively communicate how California Climate Investments and other climate programs fit into other CARB, legislative, and State priorities.</p>
25% E	<p>Use written and verbal communication skills to conduct outreach clearly, concisely, and effectively, present on policy guidance and recommendations, respond to inquiries, convene and facilitate large workgroups or discussions, and represent CARB at conferences and meetings with various audiences. Audiences include legislative staff, internal and external agency partners, potential grantees, community-based organizations, technical experts, industry groups, environmental groups, and the public, as well as other CARB divisions, the Executive Office, the Chair's Office, the Board, and CalEPA. Build a productive working relationship with key partners, including CARB's Office of Legislative Affairs, and coordinate internally and externally to develop and implement new and existing program guidelines and requirements for agencies administering California Climate Investments programs. Propose creative solutions that meet parties' needs and align with existing resources and statutory requirements. Be flexible and adaptable to communications strategies that span technical and non-technical audiences. Develop and use graphics, charts, and presentations as appropriate. Travel as necessary.</p>
10% M	<p>Strengthen relationships, knowledge, and effectiveness across sections and branches by participation in regular meetings and events. Assist the section manager in planning, organizing, and implementing section efforts and other special projects as assigned by the section, branch, division, or Executive Office. Maintain courteous, professional relationships with coworkers, management, and all external stakeholders. Pursue career development opportunities through completion of Individual Development Plans; associated participation at conferences, webinars, and trainings; and implementation and sharing of lessons learned. Carry out</p>

DUTY STATEMENT

	special projects as assigned by the section, branch, and division management to support implementation of AB 32 and other CARB programs.
--	--