

DUTY STATEMENT

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Employee Name: Vacant	Current Date: 12/9/20
Classification: Air Pollution Specialist	Position #: 673-920-3887-018
Division/Office: Sustainable Transportation and Communities / Climate Investments	CBID: R09
Section: Climate Investments Implementation Section	
Supervisor Name: Carey Knecht	Supervisor Classification: Air Resources Supervisor 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:

Within CARB's Sustainable Transportation and Communities Division (STCD), Climate Investments Branch (CIB) works towards a vision of a diverse California where all people live, work, and thrive in healthy, equitable, and climate-smart communities that are served by sustainable transportation choices and supported by resilient natural and working lands. To advance policies and investments that address climate change and support quality of life for all people in California, CIB:

- Guides, supports, coordinates, and promotes the California Climate Investments programs;
- Provides tools and resources for estimating, tracking, improving, and communicating the environmental, economic, equity, workforce, health, and other effects of climate-related policies and investments; and
- Collaborates broadly with a diverse set of partners, including local community members; State, Federal, local, and tribal governments; private and nonprofit sector actors; and global partners on climate change.

The Climate Investments Implementation Section provides technical and policy support for these actions specific to investments in community-scale programs such as those focused on housing, land use, and building energy efficiency; leads branch efforts for public outreach and to quantify co-benefits of investments; and leads the division's work related to addressing California's housing crisis as a strategy to reduce greenhouse gas (GHG) and air pollutant emissions.

CONCEPT OF POSITION: Under supervision of the Climate Investments Implementation Section manager, the Air Pollution Specialist applies analytical methods to help identify, study, and address the climate and air pollution impacts from private vehicle travel, as shaped by land use development patterns. The APS conducts technical and policy analysis, helps quantify the benefits of investments, supports public outreach and communications, and/or engages with State and local agencies and non-governmental actors on housing, infrastructure, workforce development, energy, and/or land use. In addition, the APS serves as a liaison to one or more community-focused investment programs such as Affordable Housing and Sustainable Communities, Transformative Climate Communities, and Low-Income Weatherization. The APS also supports broader efforts to (a) align investment programs with State-level policies and goals to reduce GHG emissions and improve air quality while addressing the state's housing shortage, building sustainable communities, and advancing equity, and (b) expand awareness of and address barriers to accessing investment programs, particularly for communities that have been historically under-served.

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<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
30% E	<p>Support the implementation of specific California Climate Investment programs related to affordable housing, land use, or other community-oriented efforts to reduce GHG and air pollutant emissions. Serve as a liaison to State agencies implementing identified programs. Develop and implement technical tools and policy guidance for those specific programs, such as methods to quantify investments' benefits, guidance to prioritize funding to disadvantaged and low-income communities, and requirements about investment tracking and reporting. Provide peer review for other programs' guidance and calculations. Ensure that information and project data for those programs are robust, accurate, and easily understood. Build a productive working relationship with the administering agencies, and consider the input of affected government agencies, the private sector, academic and non-governmental experts, and community members.</p>
30% E	<p>Support efforts to maximize the overall climate, air quality, environmental, equity, and economic benefits of State investments. Help to align multiple investment programs with State-level policies and goals related to building sustainable and resilient communities, particularly for California's most disadvantaged residents. Assist or lead branch-wide efforts that strengthen or report on the implementation of California Climate Investments, such as by building tools, developing guidance, analyzing data, or producing communications material. Develop constructive relationships with staff within CARB and at other State agencies, providing technical and policy support to other State agencies where appropriate, and coordinate with external experts, stakeholders, and the public.</p>
15% E	<p>Support the development and implementation of new housing- and land use-related program efforts within the Sustainable Transportation and Communities Division that are aimed at reducing the GHG and air pollutant emissions from transportation and buildings. Assist with efforts to address California's housing shortage, especially for low-income households, as a necessary strategy to meet climate, air quality, and equity objectives. Develop expertise on strategies to reduce GHG and air pollutant emissions through land use, affordable housing, equitable growth, transit-oriented or transit-ready development, and other strategies, as well as related State, Federal, regional, and local policies, research, plans, and programs. Synthesize existing research related to housing and land use, and provide policy, technical, and legislative recommendations.</p>

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15% E	<p>Support efforts to implement a combination of strategic outreach and targeted community engagement efforts that will raise awareness of the climate investment program and help address barriers to accessing investment programs, at times in direct partnership with community-based organizations. Use written and verbal communication skills to clearly, concisely, and effectively conduct outreach, present on policy guidance and recommendations, respond to inquiries, and represent CARB at conferences and meetings. Audiences may include legislators, 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. Prepare and/or deliver correspondence, briefing papers, surveys, issue papers, speeches, presentations, budget change proposals, and other documents.</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. Complete assigned training. Pursue career development opportunities through completion of Individual Development Plans; associated participation at conferences, webinars, and trainings; and implementation and sharing of lessons learned. Travel as necessary.</p>

HRB Approved
March 19, 2021
C&P Authority: G. Tanguileg