

## DUTY STATEMENT

EMPLOYEE NAME: Vacant CURRENT DATE: 9/1/23  
CLASSIFICATION: Air Pollution Specialist POSITION #:  
DIVISION/OFFICE: Chair's Office CBID: R 01  
SECTION: Legislative Affairs  
SUPERVISOR'S NAME: Andrew Tsiu  
SUPERVISOR'S CLASS: Air Resources Supervisor I

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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*

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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)

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SUPERVISION EXERCISED (check one):

- None
- Supervisor
- Lead Person
- 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:**

CARB serves as the principal resource on air quality and climate issues for the California Environmental Protection Agency (CalEPA), the Governor's Office, and the Legislature. CARB's Office of Legislative Affairs (OLA) provides technical expertise and policy advice to the Administration on legislative matters, and serves as a resource to legislative staff and members. OLA is responsible for developing legislative proposals, analyzing legislation, coordinating legislatively mandated reports, and making recommendations on legislation to the CARB Chair, the Secretary of CalEPA, and the Governor. In addition, OLA manages correspondence, both formal and informal, between CARB and the Legislature, as it relates to all program areas.

**CONCEPT OF POSITION:**

Under the general direction of the Legislative Director and Deputy Director, functions as a nonsupervisory staff specialist in a difficult and sensitive position that requires the evaluation and development of new legislative strategies to address air pollution and climate change issues. Generally, the position assists OLA management in an outward-facing role by representing CARB to the Legislature, other State and local agencies, and various corporate and grassroots advocacy groups relative legislative issues that affect CARB's programs. Under the direction of the Chair's Chief of Staff, assists with planning the public rollout of CARB activities of particular public interest.

**% Of Time      RESPONSIBILITIES OF POSITION**

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|-------|---|
| 20%-E | Identifies the need for and writes legislative concept papers and proposals, bill analyses, issue papers, and briefing materials that characterize emerging and continuing issues associated with CARB's air pollution and climate programs and the policy implications of controversial, sensitive, and high-profile State and federal legislation.  |
| 20%-E | Perform technical work related to State and Federal air quality and climate legislation. Technical work may include applying scientific methods and principles to complete analyses of emissions data and the evaluation of emission control technology strategies. This may be accomplished by reviewing current technical literature (such as regulations, supporting documentation for regulations, and research literature) and technical data provided by industry stakeholders, environmental groups, other State and federal agencies, and CARB staff in other sections and divisions. This analysis will provide the background and technical foundation for the tasks described below. |
| 20%-E | Assists the Chair's Chief of Staff in planning the public rollout of CARB actions of particular interest to the public. This includes, but is not limited to, attending planning meetings, identifying key stakeholders (administrative, legislative, and nongovernmental), developing internal deadlines and   |

ensuring they are met, working with CARB and other agency staff, and other general project management duties as needed.

- 20%-E Consults with and coordinates the involvement of staff at all levels of CARB, CalEPA, California Department of Transportation, California Energy Commission, California Department of Motor Vehicles, California Public Utilities Commission, California Highway Patrol, and other relevant public agencies to identify, coordinate, and resolve cross jurisdictional issues related to legislative initiatives that affect the State's air pollution and climate programs and policies. Exercises good judgement in responding on behalf of CARB to requests from Legislators, their staff, and their constituents for assistance (such as high level review of regulatory decisions, reconsideration of policy direction, or participation in informational forums), evaluates the nature of the inquiry for political sensitivity, and responds independently or obtains input from the Legislative Director, if warranted.
- 10%-E Independently represents CARB as an expert with respect to air pollution and climate program-related issues in briefings with Legislators, legislative staff, legislative committee staff, lobbyists, special interest groups, and other State and local government agencies regarding CARB positions, policies, and programs by arranging and participating in meetings and negotiations, attending and testifying at legislative hearings and events, and composing correspondence for the Legislature that appropriately reflects CARB's point of view on relevant State and federal legislation.
- 5%-M Analyzes ballot initiatives and legislative proposals by other State and federal agencies which affect CARB programs and makes recommendations for action. Coordinates and tracks reports, develops documents for outreach, develops presentations, and performs other duties as necessary.
- 5%-M Consults independently and authoritatively with CARB Chair's Office, CalEPA, and the Governor's Office on matters relating to legislation.