

DUTY STATEMENT

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Employee Name: Vacant	Current Date: December 26, 2023
Classification: Staff Air Pollution Specialist	Position #: 673-450-3875-017
Division/Office: Industrial Strategies Division/ Carbon Management Branch	CBID: R09
Section: Nature-Based Strategies Section	
Supervisor Name: Adam Moreno	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: 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:

The Nature-Based Strategies Section (NBSS) works in close coordination with other California State agencies to support the natural-based carbon dioxide removal needed for California to achieve carbon neutrality. As part of this mission, the NBSS is responsible for supporting the development of nature-based carbon removal targets, tracking progress towards nature-based climate targets, evaluating the viability of various nature-based strategies, and supporting the development of requirements to ensure the environmental integrity of nature-based carbon removals as part of the agency's broader efforts to implement Assembly Bill (AB) 32, Senate Bill (SB) 32, AB 1279, AB 1757, and SB 901. The section is also responsible for supporting the deployment of nature-based climate solutions that support the State's water, biodiversity, adaptation/resiliency, air quality, and other environmental and economic goals and helps to advance national and international efforts on nature-based climate solutions.

CONCEPT OF POSITION:

Under direction of the Air Resources I, the Staff Air Pollution Specialist (SAPS) applies scientific methods and principles to lead in the identification, study, and solution of air pollution problems. The SAPS designs, conducts, and evaluates methods to reduce greenhouse gas (GHG) emissions from natural and working lands and improve carbon sequestration on natural and working lands. The SAPS will lead the California Air Resources Board's (CARB) Natural and Working Lands (NWL) statewide climate policy, coordination, and reporting efforts. The SAPS will be lead in coordinating information, reports, and data with local, state, and federal agencies, non-governmental organizations, and other public stakeholders. The SAPS will lead the section's policy development and reporting responsibilities including drafting the NWL inventory, Scoping Plan, policy documents, responses to the executive office and interagency requests, briefings, and workshops.

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
35% - E	Serve as the lead staff on policy development, coordination, communications, and reporting. Ensure successful buy-in of section derived information and delivery of section reports. This includes stakeholder engagement and coordination with other section/agency staff. Represent CARB in meetings internal to CARB and with other local, state, and federal government agencies, as well as with public stakeholder groups. Disseminate information obtained from these meetings throughout the section as well as communicate section information outward. Facilitate public workshops.

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20% - E	Lead in the drafting and publishing of reports on CARB's public facing website ensuring that the NWL inventory is consistent with Intergovernmental Panel on Climate Change (IPCC) protocols, and reports are Americans with Disability Act compliant. Coordinate reviews and requests made of section and other NWL CARB staff. Draft memos and briefings. Lead in drafting and negotiations on interagency agreements, memorandums of understanding, and contracts.
15% - E	Perform in-depth technical work for one or more land-types fulfilling the needs of the section. Perform technical work to ensure all section needs are met and/or to transform data from other staff into impactful and understandable forms. Serve as contract manager on external contracts.
15% - E	Stay current on all section work, scientific literature, and state policies related to NWL within California. Work with other states to ensure that the work of this section can be replicated outside of California. Work with local and federal government agencies to ensure that their needs are met through the work of this section.
10% - E	Be one of the lead staff to develop and execute a strategy to enhance the technical aspects of the section and their impact on policies, decisions, and programs.
5% - M	Mentor other section staff on analysis of scientific data and communication and other tasks as required within the scope of the classification