

DUTY STATEMENT

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Employee Name: Vacant	Current Date: 8/14/2023
Classification: Air Pollution Specialist	Position #: 673-450-3887-084
Division/Office: Industrial Strategies Division/ Project Assessment Branch	CBID: R09
Section: Energy Section	
Supervisor Name: Carey Bylin	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 Energy Section of the Industrial Strategies Division is responsible for rule development and policy and technical assistance pertaining to the reduction principally of greenhouse gas (GHG) and, to a lesser degree, other emissions from the energy sector, with a focus on the electricity grid, renewable fuels, and other alternatives to fossil natural gas. Key activities of the section include developing regulations for adoption by the California Air Resources Board (CARB), contributing to statewide policy efforts having to do with the electricity grid and renewable fuels, and providing technical input on emission-control and energy-generating technologies. As such, our stakeholders include technology manufacturers, electrical generating facility operators, electric utilities, environmental groups, local air districts, the California Energy Commission, the California Public Utility Commission, and other governmental agencies.

CONCEPT OF POSITION:

Under direction of the Air Resources Supervisor I, the Air Pollution Specialist (APS) applies scientific methods and principles in the identification, study, and solution of air pollution problems, including those related to GHG emissions. The APS designs, conducts, and evaluates programs and approaches to minimizing emissions; and collects, analyzes, and evaluates data on air pollutants levels and trends to assess emission impacts on various aspects of human health and the environment. The APS collects and analyzes energy sector data to evaluate policy, technical, and regulatory needs and determine compliance with current regulations, and develops and evaluates data collection programs, designs formats for data output, and designs and executes data quality programs for emissions data. The incumbent tracks and coordinates air pollution control and other energy-sector programs with other public agencies, and develops regulatory measures and implementation plans and procedures for activities that control air pollution, GHG emissions, and fuels use in the energy sector. The APS enforces compliance with CARB regulations, prepares feasibility studies and computes the cost effectiveness of proposed standards and control measures, and develops trend data related to GHG emissions and fuel use in the energy sector.

The incumbent may also represent CARB in various joint operations, speak before groups, answer inquires, and prepare reports and correspondence. The APS is expected to establish and maintain cooperative working relationships with colleagues and other stakeholders, communicate effectively, analyze situations accurately, and adopt effective courses of action.

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<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
45% - E	Utilizes scientific knowledge and skills to work as part of a team to develop and propose measures for adoption by CARB and implement measures to reduce GHG and other emissions from the energy sector. This work includes creating, adhering to, and otherwise managing timelines for deliverables; writing, reviewing, and editing regulatory documents in conformance with CARB requirements; conducting public consultation workshops; analyzing and evaluating reported emissions and other energy sector data; engaging with regulated entities and other stakeholders; creating internal and external informational materials, including websites, Q&A documents, and procedures; and delivering high-quality work products targeted to the appropriate audience.
25% - E	Works individually or as part of a team to develop a strategy for, implement, and/or track CARB and State policies to reduce GHG emissions from the energy sector. This work includes collecting and analyzing emission and other energy sector data; reviewing and analyzing technical literature and policy documents; participating in meetings, working groups, and proceedings led by CARB or other entities; and preparing clear and accurate documents, spreadsheets, and other materials to summarize, explain, and document needed information.
15% - E	Prepares correspondence, briefings and issue papers, technical and policy reports, speeches, presentations, and other informational materials; evaluates policy and legislative proposals that impact GHG emissions in California's energy sector and recommends creative solutions; and prepares and presents technical and policy briefings to management. Works with management to obtain decisions needed; identifies challenges to success; and develops creative policy scientific, technical, economic, and administrative solutions to address these challenges.
10% - E	Leads, organizes, and participates in meetings, workshops, telephone conferences, and other public events with CARB stakeholders and stakeholders of State agencies with whom CARB is collaborating.
5% - M	Performs other duties as required consistent with the specifications of this classification.