

DUTY STATEMENT

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Employee Name: Vacant	Current Date: March,2024
Classification: Staff Air Pollution Specialist	Position #: 673-150-3875-006
Division/Office: Office of Community Air Protection	CBID: R09
Section: Incentives Programs Section	
Supervisor Name: Dianne Sanchez	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 type="checkbox"/> None	<input checked="" 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: 4 Air Pollution Specialists

MISSION OF SECTION:

The Incentive Programs Section of the Office of Community Air Protection (OCAP) is responsible for the development and implementation of Community Air Protection Incentives, which fund projects in support of the Community Air Protection Program. Activities include developing guidelines and policy recommendations for a variety of sources including mobile and stationary incentive projects and monitoring district use of funds to ensure compliance. The section also coordinates with other incentive funding programs, which involves working on policy-sensitive topics with a wide range of stakeholders, including staff in various programs across the agency as well as with academic and technical experts, district staff, residents, community-based and environmental justice organizations, business and industry, and other local, state, federal, or international government agencies.

CONCEPT OF POSITION:

Under direction of the Air Resources Supervisor I (Incentives Programs Supervisor), the Staff Air Pollution Specialist (SAPS) will serve as the foremost technical expert for Assembly Bill (AB 617) funding incentive programs related to stationary and on-road sources. Responsibilities include monitoring incentive program data for compliance with guidelines and legislation, providing accurate and comprehensible program information, and reporting on data-driven program trends to staff and management. Additionally, the role entails coordinating with other funding programs within California Air Resources Board (CARB) and relevant agencies to explore collaboration opportunities, establishing and enforcing internal policies and procedures for Community Air Protection (CAP) Incentives Guidelines, leading staff training on program aspects, and assisting the Incentives Programs Manager in planning and executing the CAP Incentives Program.

This position may also involve special projects and occasional travel within California. Specific responsibilities include:

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
35% - E	Serve as the lead technical expert over incentive programs for AB 617 funding of stationary sources and on-road sources. Track incentive program data, ensure alignment with incentive program guidelines and legislation, and report to California Climate Investments (CCI). Ensure program information and data are accurate and easily understood and regularly update staff and management on program trends derived from this data.

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20% - E	Coordinate and foster collaboration between the CAP incentives program and various funding opportunities or incentives programs within CARB (e.g., FARMER, Carl Moyer, etc.) and relevant external agencies. Explore synergies between incentives programs, identifying potential partnerships, and uncovering opportunities to collaborate on actions identified in community emission reduction programs.
20% - E	Serve as the in-house expert on CAP Incentives Guidelines. Establish and implement execute policies, procedures, and tools aimed at enhancing the efficiency of staff oversight over the CAP incentive program. Guide and direct staff through the process of revising CAP Incentives Guidelines.
15% - E	Lead training for staff members on CAP incentives program, including but not limited to, data analysis, data reporting, internal policies and procedures, and compliance with CAP Incentives Guidelines and statutory requirements.
10% - M	Collaborate closely with the Incentives Programs Manager to strategize, coordinate, and execute the CAP Incentives Program. Undertake specific special projects as delegated by the Section, Branch, or Division to contribute to the successful implementation of AB 617 and other relevant State initiatives. May entail additional duties as necessary, including travel within California when required.