

**DUTY STATEMENT**

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Employee Name: Vacant	Current Date: May 6, 2024
Classification: Staff Air Pollution Specialist	Position #: 673-450-3875-003
Division/Office: Industrial Strategies Division	CBID: R09
Section: Short-Lived Climate Pollutant Policy Section.	
Supervisor Name: Anthy Alexiades	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: up to 3

MISSION OF SECTION:

The Short-Lived Climate Pollutant (SLCP) Policy Section is primarily responsible for development and implementation of policies designed to reduce greenhouse gas (GHG) emissions from California's waste sector and natural and working lands. The Section is responsible for implementation of methane provisions of Senate Bill (SB) 1383 (Lara, Chapter 395, Statutes of 2016), oversees the Landfill Methane Regulation, coordinates with CalRecycle on the Organics Diversion Regulation, and supports development and implementation of division-wide initiatives including the Short-Lived Climate Pollutant Reduction Strategy and the Climate Change Scoping Plan. In developing and implementing effective policies, the Section maintains constructive and ongoing relationships within the California Air Resources Board (CARB) and across a wide range of stakeholders including State agencies, academia, industry groups, environmental justice advocates, and more.

CONCEPT OF POSITION:

The Staff Air Pollution Specialist (SAPS) position under direction of Air Resources Supervisor I, in the SLCP Policy Section of the Project Assessment Branch acts independently and as a team lead to address complex and highly technical regulatory and policy issues. The SAPS leads the development and implementation of feasible and effective strategies to reduce emissions from municipal solid waste landfills. In this role, the SAPS evaluates scientific literature to make policy recommendations and coordinates rulemaking efforts. The SAPS represents CARB in external-facing meetings and public workshops, plays a key role in coordinating within CARB and with partner agencies, and provides briefings to CARB leadership about issues relevant to methane emissions, organic waste resources, biomethane, hydrogen, and related programs and regulations in CARB's climate policy portfolio. The SAPS provides technical expertise in evaluating new technologies to recycle organic waste into useful bioproducts and advanced biofuels. Under minimal supervision, they develop or lead the development of data collection and management systems across programs, and track progress toward regulatory implementation and other policy objectives. Occasional travel may be required.

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<b><u>% OF TIME</u></b>	<b><u>RESPONSIBILITIES OF POSITION</u></b>
30% - E	Leads the development of policy, regulatory, or legislative proposals associated with the Short-Lived Climate Pollutant Reduction Strategy, the Climate Change Scoping Plan, and complementary CARB and State initiatives to reduce GHG, criteria pollutant, and toxic air contaminant emissions. Analyzes and synthesizes emissions data to support policy decisions, conducts and oversees modeling to determine the feasibility, cost-effectiveness, environmental impacts, sustainability, and socio-economic impacts of strategies for methane emissions reductions. Coordinates with other State, local, and federal agencies as needed in addressing these technical and policy issues, including as a CARB representative to CalRecycle and other agencies and stakeholder groups. Works with management to obtain decisions needed, identify challenges to success, and develop creative policy, engineering, technical, and administrative solutions to address these challenges.
30% - E	Works independently or leads teams to implement and support regulations, programs, and initiatives including but not limited to the Landfill Methane Regulation. Leads the development of data management tools and establishes policies and procedures to collect, analyze, and share program data. Leads, organizes, and participates in meetings and workshops across CARB divisions and with local air districts, State agencies, and regulated parties.
20% - E	Develops or leads staff in developing correspondence, briefing papers, technical reports, issue papers, presentations, and other informational materials. Ensures the team's final work products are professional, robust, accurate, and clear. Prepares and presents technical briefings to management. Coordinates internally and externally to ensure progress toward regulatory implementation and other policy objectives.
15% - E	Leads program responsibilities related to interagency coordination with CalRecycle in implementation of the Organic Waste Disposal Reduction regulations. Leads the evaluation of life cycle GHG emissions reductions for new technologies or process to recycle organic waste. Reviews technical information submitted by project developers and stakeholders, and provides technical expertise in the area of bioenergy, bioproducts, and climate change-related regulations. Represents CARB in CalRecycle meetings and workshops.
5% - M	Assists Section Manager and Branch Chief in planning, organizing, and implementing Section programs; handle special assignments as needed. Performs other tasks as required within the scope of the classification.