

DUTY STATEMENT

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Employee Name: TBD	Current Date: TBD
Classification: Air Pollution Specialist (Limited Term)	Position #: 673-110-3887-XXX
Division/Office: Executive Office/ Environmental Justice and Equity Branch	CBID: R09
Section: Office of Racial Equity	
Supervisor Name: Liliana Nunez	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:
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I have read this duty statement and agree that it represents the duties I am assigned.

Employee:	Date:
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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 Office of Racial Equity (ORE) within the Environmental Justice and Equity Branch (EJEB) in the Executive Office operationalizes the California Air Resources Board’s (CARB) commitment to just social change by working at all levels within the organization and externally by addressing environmental injustices and advancing racial equity in the achievement of its mission. ORE serves as a catalyst and resource for CARB to become an anti-racist organization. ORE ensures CARB promotes equity in all forms, including racial equity, as a fundamental part of CARB’s development and implementation of programs and policies. ORE’s priorities are informed by the Board, executive leadership, and meaningful engagement with community members and community-based organizations, particularly those disproportionately impacted by poor air quality. To achieve its goals, ORE partners with other federal, state, and local agencies as well as ensures collaboration across CARB so the most disadvantaged communities benefit equitably from CARB programs.

CONCEPT OF POSITION: Under the supervision of the Manager of ORE, the limited term (LT) Air Pollution Specialist (APS) will assist in efforts to lead organizational change that will aid CARB in becoming an anti-racist organization. The LT APS will assist efforts internally and externally to build a shared understanding of what equity is, why CARB leads with race, and why equity is an integral part of CARB’s mission. The LT APS will be guided by CARB’s Vision for Racial Equity and documents such as CARB’s Framework for Racial Equity and will support operationalizing racial equity using tools such as the Racial Equity Lens.

<u>. % OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
35%-E	Serve as the subject matter expert in applying racial equity tools and data-driven approaches in regulatory and policy efforts aimed at reducing air quality disparities and working towards climate justice. Collaborate internally and externally with the Staff Air Pollution Specialist and other staff to ensure consistency in CARB’s efforts to operationalize racial equity within all the programs and policies. Provide support to CARB staff in developing the programs with racial equity protocols from the start. Coordinate CARB’s interdivisional external equity efforts for operationalizing racial equity; when requested, represent ORE in internal and external equity efforts. Work closely with CARB’s internal equity team to build CARB’s internal capacity and expand on lessons from the Train the trainer cohort. Collaborate with staff to prepare equity-related policy and technical assessments, reports, memos, letters, presentations, create outreach materials, and update public-

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	facing webpages. Lead or support grants and contracts for community technical assistance and capacity building to advance and operationalize racial equity and environmental justice.
25%-E	Help collect the data to inform and assess CARB's policies on racial equity. Assist the team in establishing and maintaining an equity data hub for the agency to track and monitor progress in racial equity efforts in CARB's programs, policies, and regulations. Collaborate with the EJEB team and other divisions to model how to use an equity-centered approach including the use of data that supports CARB's decision-making and addresses community needs. Build positive, lasting relationships of mutual respect with community, government, and industry representatives.
15%-E	Assist the ORE Manager and the Staff air Pollution Specialist and other CARB staff to develop and deliver training for the workforce as it relates to civil rights in the operation of external programs. Coordinate engagement efforts as it relates to civil rights with key stakeholders; raise awareness and collect input on CARB's complaint processes.
10%-E	Provide updates to CARB's Board, leadership, and staff on initiatives and best practices that promote racial equity. Attend the Board meetings, public meetings, public workshops as it relates to racial equity.
10%-E	Work with staff to provide support as needed to assist other divisions' efforts to advance racial equity.
5%-M	Other duties as requested by ORE Manager. Travel within California as needed.