

DUTY STATEMENT

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Employee Name: Vacant	Current Date: May 2024
Classification: Staff Air Pollution Specialist	Position #:673-920-3875-XXX
Division/Office: Sustainable Transportation & Communities Division (STCD)	CBID: R09
Section: Local Planning Section	
Supervisor Name: Pedro Peterson	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 State's ability to meet increasingly stringent air quality standards and carbon neutrality depends to a large extent on accelerating the transition to zero-emission transportation and buildings; shaping the emergence of new mobility options to meet community needs; and integrating land use, housing and transportation to reduce the number and length of automobile trips. How we build communities, including the mobility options people use to get around, drives emissions, health outcomes, access to opportunity, and ultimately quality of life.

While the State has taken on a number of strategies to reduce emissions and build sustainable communities, State action alone will not be sufficient to achieve the magnitude and pace of transformation needed to meet the State's air quality and climate goals. The 2022 Scoping Plan Update discusses the relationship between local government actions and achievement of the State's long-term greenhouse gas (GHG) emission reduction goals. Specifically, Appendix D (Local Actions) of the 2022 Scoping Plan Update recommends actions that local governments can take in three priority areas—reductions in vehicle miles traveled (VMT), transportation electrification, and building decarbonization—that are critical for California's carbon neutrality commitments. The California Supreme Court has also signaled that local and regional agencies must keep up with the evolving climate change law and science. The California Air Resources Board (CARB) plays an important role in providing communities with guidance and support in this endeavor.

Within this context, the Local Planning Section (LPS) in the Sustainable Transportation and Communities Division (STCD) is responsible for the following:

- Developing and implementing initiatives to identify and address barriers to zero-emission mobility in local communities, with a strong focus on low-income and disadvantaged communities.
- Overseeing investments to expand mobility choices in disadvantaged communities to ensure they meet programmatic and statutory requirements, including those from the Sustainable Transportation Equity Project (STEP).
- Assessing transportation and land use development projects to ensure they meet applicable statutory requirements, are consistent with sustainable community strategies and the State's air quality and climate goals, and promote environmental leadership;
- Providing guidance to local agencies on best practices for mitigating GHG and VMT impacts of land use development projects under CEQA, including the development of mitigation banks and exchanges that can provide sustainable sources of funding for community mobility projects;

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- Working with CARB staff and other local and State agencies to provide guidance in implementing the California Environmental Quality Act and related statutes to ensure projects further the State’s air quality and climate goals;
- Staying up to date on local and regional actions related to transportation and land use development; and
- Assisting with community-focused transportation initiatives as necessary.

CONCEPT OF POSITION: Working under the supervision of the Air Resources Supervisor I (ARS I), the incumbent will serve as the Division’s lead sustainable transportation and communities research expert. In this role, this staff person will lead the research planning efforts for the Sustainable Transportation and Communities Division; initiate, conduct, and oversee related cutting-edge technical analysis and scientific research; serve as a liaison with other government agencies, academic researchers, and interested parties with respect to research; and lead efforts to integrate equity into the Division’s research and contracting efforts. Their role will be to improve CARB’s understanding of the effects and efficacy of current programs, provide the scientific, technical, economic, and equity underpinnings of new and ongoing programs, and support the Board’s decision-making related to sustainable transportation and communities. This staff person will also lead cross-branch assignments and other Division-wide activities and special projects that span multiple branches. Some travel may be required, including travel overnight and on weekends.

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
40% - E	Lead the planning and coordination of the Division’s research efforts. Identify priorities for external research, data, and analysis to support CARB’s sustainable transportation and communities regulatory, planning, and incentive programs, and other related priority areas. Lead the Division’s contract solicitation process. Identify and pursue opportunities to advance STCD’s research priorities through external partners. Lead efforts to integrate equity into the Division’s research and contracting efforts including use of racial equity tools and community compensation.
20% - E	Serve as STCD’s research liaison within the division, with other divisions at CARB, and with other State agencies and external partners. Build and strengthen collaborative relationships with staff across STCD and across CARB, government agencies, research institutions, and other interested parties to advance research related to land use, housing, and transportation planning. Strengthen knowledge and effectiveness within the Division and CARB by participating in regular meetings and events. Represent CARB externally at meetings, conferences, and workshops related to assigned topics. Advocate for STCD’s research priorities in meetings with interested parties and, where possible, build consensus positions.

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20% - E	Lead a range of cross-branch, multidisciplinary assignments for the Division, including development and delivery of written and oral reports, briefings, presentations, issue papers, and other technical and policy documents related to assigned topics. Lead planning for division-wide meetings, assignments, events. Lead coordination with other SAPS across the Division. Perform special projects as assigned by section, branch, or division management.
15% - E	Lead the development and oversight of contracts and research that support STCD's policies and programs. Perform scientific and administrative oversight of extramural contracts related to sustainable communities and related research planning, including the development of relevant scopes of work, the review of proposals, and management of the contracts (e.g., tracking contract progress, review progress reports, invoices, and final report, and host seminars). Some travel may be required, including travel overnight and on weekends.
5% - M	Complete assigned trainings. Pursue career development opportunities through completion of Individual Development Plans. Work on special projects and perform other duties within the scope of the classification, as required.