DUTY STATEMENT

Employee Name: Vacant	Current Date: 1/10/2024
Classification: Staff Air Pollution Specialist	Position #: 673-310-3875-011
Division/Office: Research Division	CBID: R09
Section: Integrated Measurements of Air Pollution Section	
Supervisor Name: Jason Schroeder	Supervisor Classification: ARS 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

☐ None	☐ Lead Person
☐ Supervisor	☐ Team Leader

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 Integrated Measurements of Air Pollution Section (IMAPS) in the Research Division conducts in-house research and develops extramural research contracts to support a variety of California Air Resources Board (CARB) programs and policies. IMAPS projects use atmospheric observations from multiple platforms to gain new perspectives in understanding emissions and distributions of greenhouse gases and criteria pollutants. Data sources used by IMAPS include orbital and sub-orbital remote sensing, ground-based in-situ measurements, mobile platforms, and computational modeling. A core project for IMAPS centers on CARB's Methane Research Program, including the use of methane plume mapping satellites. IMAPS focuses on operationalizing the use of plume mapping data to detect and support mitigation of methane emissions from individual sources, which supports California's goal of reducing methane emissions by 40% below 2013 levels by 2030. Additional research projects include designing and executing research projects aimed at quantifying total emissions and sectoral emissions at multiple scales as well as developing California-specific uses for satellite data (including ambient-monitoring satellites such as TROPOMI and TEMPO) that directly support mitigation.

CONCEPT OF POSITION:
Working independently and under general direction and supervision of the section manager, the incumbent's key duties will involve collaborating with stakeholders including internal stakeholders, other state agencies, air districts, communities, and subnational regulatory bodies affiliated with the Subnational Methane Action Coalition. This will require creating outreach plans unique to each entity, initiating and maintaining contact, and working in tandem with Research Division management, CARB's executive office, and CARB's international liaison. The incumbent will report on progress of utilizing satellite data as well as achievement in other jurisdictions and keep detailed records of all uses of data shared by CARB. The incumbent will summarize the results in an annual report. The incumbent will draw on their technical background to provide expertise and support to subnational entities implementing methane satellite projects and will perform additional technical analysis of data acquired from CARB's methane plume satellite data as necessary.

Candidates should have a strong record of project management and the ability to work collaboratively with stakeholders who have diverse interests and backgrounds. The ideal candidate will have demonstrated experience leading large environmental initiatives, with a focus on greenhouse gas reduction preferred. Candidates should have strong knowledge of methane-related policies and regulations, both in California and elsewhere. In addition, candidates should have technical data analysis skills and demonstrated experience synthesizing their work into presentations and reports for both technical and non-technical audiences.

% OF TIME	RESPONSIBILITIES OF POSITION
30% E	Prepare outreach materials, including written documents and oral presentations, demonstrating the value of methane plume data, and providing technical background about optimal use of the data. These outreach materials will be shared with other jurisdictions who are part of the Subnational Methane Action Coalition, and will help on-board new members. This will include standard sets of slides and written guide documents, as well as custom made materials for specific partners.
25% E	Lead preparation of an annual report summarizing findings and results from CARB's methane satellite projects. This report will include CARB's use of satellite data within California and outcomes of any collaboration between CARB and partner jurisdictions.
20% E	Organize and conduct meetings with key internal stakeholders, partner agencies, and subnational regulatory bodies. This position will be one of the agency's leading voices in the Subnational Methane Action Coalition and must ensure that external materials and presentations are in-line with the agency's views.
15% E	Assist with technical analysis of other methane data sets collected by the Section. This may include data collected from CARB's Greenhouse Gas Monitoring Network, other satellite data outside of the scope of the Subnational Methane Action Coalition, and data collected through contracts managed by IMAPS.
10% M	Manage external research contracts. Performs other personnel tasks as required within the scope of the classification.