

**DUTY STATEMENT**

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Employee Name: Vacant	Current Date: June 24, 2024
Classification: Air Pollution Specialist	Position #: 673-210-3887-062
Division/Office: Enforcement	CBID: R09
Section: Short-Lived Climate Pollutant Enforcement Section	
Supervisor Name: Hurshbir Shahi	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):  
May use ladders to climb up to a rooftop to inspect equipment that is stationed there. This height of ascent on these ladders typically exceeds 30 feet and works at elevated heights depending on the building height. These duties are subject to BU 9 climbing pay differential and may require annual physical. Prescription Safety Glasses may be required out in the field when taking measurements reading.
- Duties require use of hearing protection and annual hearing examinations.

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**SUPERVISION EXERCISED**

<input checked="" type="checkbox"/> None	<input type="checkbox"/> Lead Person
<input type="checkbox"/> Supervisor	<input type="checkbox"/> 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: N/A

Indicate the number of positions by classification that this position LEADS: N/A

MISSION OF SECTION: The Short-Lived Climate Pollutant Enforcement Section (SLCPES) has primary responsibility for monitoring compliance and enforcing current climate change regulations, such as the Refrigeration Management Program and the Sulfur Hexafluoride Reduction Program, and other regulations that may be developed to reduce climate altering pollutants including short-lived climate pollutants, specifically methane, black carbon, and fluorinated gases.

CONCEPT OF POSITION: Under the supervision of the Air Resources Supervisor I, the incumbent is responsible for conducting inspections and investigations on greenhouse gas emission sources, such as landfills, and oil and gas facilities using scientific principles. Travel will be required.

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
25% - E	Conduct inspections and investigations of sources of greenhouse gas emissions, including landfills, oil and gas facilities, and refrigeration systems for federal, State and local air pollution control laws and regulations. Analyze collected data, test reports, emission inventories, and geography and other factors affecting compliance rates with greenhouse gas and short-lived climate pollutant regulations. Develop metrics to determine and track compliance rates. Prepare inspection and investigative reports that will ultimately lead to corrective action, settlement, or referral to counsel for prosecution. Properly maintain evidence, document inspections as well as investigation findings and case files. Review case files to determine accuracy and completeness. Brief management and legal staff on findings. Handle smaller cases and assist with case prosecution and settlement of larger cases.
25% - E	Building upon the investigations and reporting, assist CARB management and legal staff to prepare and conduct settlement discussions. Work through and with other agencies and divisions within CARB to obtain information necessary to address questions received from the public, air districts, and other government agencies. Refer cases to air districts or U.S. Environmental Protection Agency for resolution where appropriate. Work with CARB management and legal staff to negotiate settlements with

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<b><u>% OF TIME</u></b>	<b><u>RESPONSIBILITIES OF POSITION</u></b>
	alleged violators, in accordance with CARB's mutual settlement program, supplemental environment project policy, and other relevant policies.
20% - E	Serve as a resource of technical and policy information about greenhouse gas and short-lived climate pollutant regulations and enforcement policies to affected industries; CARB program staff, other government employees, and the public; prepare and deliver technical and informational presentations and review current regulations for enforceability, and other projects as assigned. Develop and monitor programs aimed at ensuring businesses' compliance with CARB's regulations. Develop and maintain relationships with local air pollution control districts and other agencies. Attend on-site and off-site training and meetings.
15% - E	Conduct inspections, either separately or in conjunction with local air pollution control districts, of refrigeration facilities, landfills, and other facilities subject to greenhouse gas and short-lived climate pollutant regulations. Properly maintain complete and accurate records of inspections and sample results.
10% - E	Prepare and complete staff work, which includes, but is not limited to maintaining case tracking, databases, developing surveys and compliance materials, and writing technical and status reports.
5% - M	Prepare other required reports, correspondence, and audio/visual presentations. Periodically assist with the enforcement of other regulations. May perform other duties within the scope of the classification as required.