

**DUTY STATEMENT**

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Employee Name: TBD	Current Date: TBD
Classification: Air Pollution Specialist	Position #: 673-110-3887-011
Division/Office: Executive Office	CBID: R09
Section: Office of Environmental Justice, Tribal Affairs, and Border Relations	
Supervisor Name: Ashley Georgiou	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 Office of Environmental Justice, Tribal Affairs, and Border Relations (OEJTB) is committed to promoting environmental justice and equity, with the focus on racial equity, as a fundamental part of all that CARB does, including programs that reduce exposure to pollutants and improve the quality of life of California communities facing environmental and economic challenges. OEJTB’s mission is supported by engaging with community members, community-based organizations, and other community-based stakeholders from diverse backgrounds and communities to provide them with the best possible information about the air they breathe and working with them to improve air quality in their communities.

CONCEPT OF POSITION: Under the supervision of the Air Resources Supervisor I of OEJTB, the Air Pollution Specialist (APS) is a key member of OEJTB and will be CARB’s Tribal Liaison, providing strategic direction on coordination and consultations with tribes, tribal outreach, and coordinating all of CARB’s tribal activities. The APS will draft CARB’s Tribal Activities Report that is submitted to CalEPA annually, communicates directly with tribes and uses best efforts to address tribal concerns. The APS will also represent CARB during certain tribal meetings, including but not limited to the Tribal Advisory Committee meetings, tribal liaison meetings (CalEPA and GO), and Native American Day. The APS will also provide strategic direction and deliver capacity building training to institutionalize meaningful community engagement at CARB.

Travel required up to 10% (throughout the state of California) to attend meetings, workshops, and trainings.

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
40% - E	Tribal Liaison Duties, including coordinating and leading tribal consultations, including tracking; tribal outreach; maintenance of Tribal Relations website and listserv; agency training of staff; providing direction to CARB tribal coordinators; drafting reports, letters, speaking notes, and other tribal documents; answering tribal questions and connecting tribal members to the appropriate staff, draft the annual CalEPA Tribal Activities Report, coordinate with CARB’s Tribal Coordinators in each division, update the Tribal Consultation Policy as needed, and attend important tribal meetings (meetings with tribes, Tribal Advisory Committee, CalEPA Tribal Liaison, and Governor’s Office Tribal Liaison meetings, Native American Day, etc.).

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35% - E	Support CARB agency wide efforts to improve community engagement and outreach. Develop, maintain, and update community engagement curriculum. Work with divisions on programs, policies, and regulations to conduct early and more frequent engagement with pollution-burdened and underserved communities affected by agency rulemakings, permitting and enforcement decisions, and policies. Build CARB's internal capacity, through peer-peer partnering, and structured trainings. Collaborate with others in the Office of Environmental Justice, Tribal Affairs, and Border Relations to enhance CARB's divisions' efforts to increasing community engagement. Assist in the development and implementation of internal processes and procedures for OEJTB program implementation, including the AB 617 Community Air Grants program.
10% - E	Develop and maintain relationships with OEJTB stakeholders on OEJTB issues at CARB, including AB 617 Community Air Grants and other key programs; be a resource to external OEJTB stakeholders and help them navigate technical processes; create and strengthen communication between external OEJTB stakeholders and CARB program staff; communicate effectively with external OEJTB stakeholders; participate in priority meeting with OEJTB representatives and CARB staff on OEJTB priorities, programs, and other OEJTB-related issues.
10% - E	<p>Work with communities on listening sessions, environmental justice storytelling sessions, maintain environmental justice blog and monthly environmental justice newsletter and work with CARB divisions on guidance for community engagement.</p> <p>Travel as needed to attend or represent CARB at community meetings, public forums and workshops as it relates to environmental justice issues, community engagement and partnership building in-person or remotely.</p>
5% - M	As requested, prepare reports to the Board on the progress of the developments of policies on environmental programs. Carry out special projects as requested and assigned by the OEJTB manager and Deputy Executive Office for OEJTB. May perform other duties within the scope of the classification as required.