

DUTY STATEMENT

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Employee Name: Vacant	Current Date: 7/9/2024
Classification: Air Pollution Specialist	Position #: 673-920-3887-025
Division/Office: Sustainable Transportation and Communities Division	CBID: R09
Section: Climate Investment Assessments Section	
Supervisor Name: Bailey Smith	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:

Total number of positions in Section/Branch/Office for which this position is responsible:

FOR LEADPERSONS OR TEAM LEADERS ONLY:

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

May lead teams of 2-4 Air Pollution Specialists, Air Resources Engineers, Associate Governmental Program Analysts, or related classifications in multiple CARB divisions.

MISSION OF SECTION:

Within CARB's Sustainable Transportation and Communities Division (STCD), the Climate Investments Branch works towards a vision of a diverse California where all people live, work, and thrive in healthy, equitable, and climate-smart communities that are served by sustainable transportation choices and supported by resilient ecosystems. To advance policies and investments that address climate change and support quality of life for all people in California, the Climate Investments Branch:

- Guides, supports, coordinates, and promotes the California Climate Investments programs;
- Provides tools and resources for estimating, tracking, improving, and communicating the environmental, economic, equity, workforce, health, and other effects of climate-related policies and investments; and
- Collaborates broadly with a diverse set of partners, including local community members; State, Federal, local, and tribal governments; private and nonprofit sectors; and global partners on climate change.

The Climate Investments Assessments Section provides technical and policy support for these actions specific to investments in natural-based projects, waste diversion, and climate adaptation and resiliency.

CONCEPT OF POSITION:

Under the direction of the Air Resources Supervisor I, this Air Pollution Specialist (APS) will provide guidance and technical expertise to State agencies administering California Climate Investments programs to advance the State's climate, health, and equity goals. This APS will support the development of analytical methods to quantify or evaluate greenhouse emissions reductions, environmental, social, and public health co-benefits from incentive programs involving nature-based climate solutions. As a program liaison, the APS will be responsible for developing constructive relationships with program managers and staff within CARB and at other State agencies; collaborating with technical experts on program development and project proposal evaluations; developing requirements for disadvantaged and low-income community benefits; and establishing requirements for reporting and transparency. In addition, the APS will provide recommendations and conclusions on existing or emerging policies, research, plans, programs, and project types that rely on ecological systems to reduce climate pollutants, sequester carbon, and support resilient communities. Travel as necessary.

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<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
35% - E	Serve as a liaison to State agencies administering California Climate Investments designed to strengthen community resilience, improve ecological function, and/or mitigate climate change. Develop and implement technical tools and policy guidance for those specific programs, such as methods to quantify investments' benefits, guidance to prioritize funding to disadvantaged and low-income communities, and requirements about investment tracking and reporting. Provide peer review for other programs' guidance and calculations. Ensure that information and project data for those programs are robust, accurate, and easily understood.
25% - E	Develop or update quantification methodologies and benefit calculator tools to estimate the environmental, social, and public health benefits that result from California Climate Investments programs. Evaluate existing quantification methods in context with new scientific research or tools and develop and manage contracts to address gaps where appropriate. Review other products developed internally and externally for consistency/conformance with existing work products and standards, including but not limited to: writing style, format, and technical depth and accuracy. Work with administering agencies, research institutions, advocates, and other interested parties to identify opportunities to update and revise quantification methods.
20% - E	Support Section, Branch, Division, and Agency activities related to nature-based climate investments. Activities include: providing policy and technical recommendations that align California Climate Investments funding with climate mitigation, adaptation, and resiliency initiatives (e.g., Scoping Plan, Natural and Working Lands Climate Smart Strategy, 30x30, Climate Adaptation Strategy) happening across the State; reviewing existing and upcoming State and Federal policy and regulatory documents, and environmental and economic literature; providing the Section, Branch, and Division with recommendations and conclusions on existing or emerging policies, research, plans, and programs design to strengthen community resilience, improve ecological function, and/or mitigate climate change; forming recommendations on future investments, such as new technologies, strategies, or incentives that could be used to meet the State's climate and equity goals; building partnerships with various other State and regional agencies, as well as associations and public interest groups; and addressing issues and challenges in order to build consistency among various sectors.
15% - E	Strengthen relationships, knowledge, and effectiveness across Sections, Branches, Divisions, and other State agencies by participating in regular meetings and events. Maintain courteous, professional relationships with

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	coworkers, management, and all external entities. Participate as a representative of CARB and the Climate Investments Branch at conferences, webinars, trainings, external engagement events, and sharing of lessons learned. Travel as necessary.
5% - M	Lead and carry out special projects as assigned by the Branch and Division management to support the implementation of California Climate Investments and other State initiatives related to nature-based climate solutions.