

DUTY STATEMENT

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Employee Name:	Current Date: 5/24/2024
Classification: Staff Air Pollution Specialist	Position #: 673-450-3875-009
Division/Office: Industrial Strategies Division/ Oil and Gas and GHG Mitigation Branch	CBID: R09
Section: Emerging Fuels Section	
Supervisor Name: Vacant	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 type="checkbox"/> None	<input checked="" type="checkbox"/> Lead Person
<input type="checkbox"/> Supervisor	<input type="checkbox"/> Team Leader

DUTY STATEMENT

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: 6 Air Resources Engineers and Air Pollution Specialists

MISSION OF SECTION:

The Emerging Fuels Section (EFS) within the Oil and Gas and GHG Mitigation Branch (OGGMB) develops and implements regulations for fuels, including gasoline, diesel, alternative diesel fuels, and alternative fuels. EFS participates in the development of consensus-based fuel standards (e.g. ASTM) and conducts multimedia evaluations pursuant to Health and Safety Code §43830.8. The section provides support for other projects in OGGMB and other fuel and fuel additive related programs across all California Air Resources Board (CARB) divisions.

CONCEPT OF POSITION:

The primary responsibilities of the Staff Air Pollution Specialist (SAPS) in EFS are to independently act as a team lead for developing complex and highly technical programs and regulations. Under direction of an Air Resources Supervisor I, the SAPS is responsible for leading teams of Air Resources Engineers and Air Pollution Specialists in the development of new regulations to reduce criteria pollutants from the combustion and production of fuels, implementing CARB's existing fuels regulations, and providing support for environmental analysis of effects of other programs and regulations at CARB, and externally, that have an impact on the makeup and use of fuels in California. As a developing subject matter expert in these areas, the SAPS will also work on other oil and gas related projects. The incumbent is the point person for fuel and fuel production emissions within CARB, coordinating a team of multidisciplinary staff, collaborating closely with other relevant agencies, developing new policies with agreement from pertinent stakeholders, and providing environmental analysis to fulfill the goals of multiple programs. The SAPS is tasked with addressing high-profile complex issues. The incumbent coordinates with program staff and develops expertise in CARB's fuels regulations. The SAPS also coordinates with and develops expertise in CARB's mobile source control programs. The incumbent works with various CARB divisions, CalEPA and other State agencies, and external organizations in the process of developing complex programs and regulations to support CARB's clean air goals.

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
40% - E	Lead the development and recommendation of policy options, regulations, control measures, protocols, and technical support documents; conduct workshops and consultation meetings with industry, other governmental agencies, and the public to solicit information required to develop stationary source control measures and technical reports. Act as an expert and point person for fuel combustion and production emissions within CARB. Lead the development of fuels testing and analysis. Conduct complex

DUTY STATEMENT

	environmental analysis to determine emissions impacts from new and existing fuels regulations and policies. Coordinate across the agency and with other State agencies and prepare correspondence, briefing materials, presentations, issue papers, and fact sheets related to regulations, control measures, protocols, and other policies, and act as expert on these materials to external entities, upper management, and the Board.
25% - E	Independently analyze and synthesize emissions data and other information from peer-reviewed research papers. Independently develop and perform technical engineering evaluations on the formation and type of emissions from sources and their impact on air quality; plan and organize technical research studies to develop technical data to support emissions analyses on various projects.
20% - E	Lead, coordinate, and conduct research and independently develop technical engineering evaluations and studies to determine the feasibility, cost-effectiveness, environmental impacts, and socio-economic impacts of strategies for emissions reductions and policies related to fuels; conduct engineering evaluations of emission control technologies and process modifications to reduce emissions through the development of policies and regulations.
10% - M	Independently represent CARB in meetings, workshops, and hearings. This may include making presentations or providing other program related information.
5% - M	Communicate with stakeholders; answer general inquiries; provide assistance to other sections, branches, or divisions, travel as needed. May perform other duties within the scope of the classification as required.