

DUTY STATEMENT

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Employee Name: Vacant	Current Date: 6/27/2024
Classification: Air Pollution Specialist	Position #: 673-450-3887-020
Division/Office: Industrial Strategies Division/ Climate Change Program Evaluation Branch	CBID: R09
Section: Program Development Section	
Supervisor Name: Rachel Gold	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 purpose of the Program Development Section within the Climate Change Program Evaluation Branch is to provide policy and technical analysis of greenhouse gas emissions reduction measures, including assessing existing and new low-emissions industrial and energy generation technologies and implementing allowance allocation methodologies, to support the development of programs to achieve California's climate goals. The section is also tasked with ensuring successful implementation of the Cap-and-Trade Program, and to provide ongoing evaluations for associated strategies, regulations, and programs, including strategies to decarbonize cement use in California and to support the production and use of low-carbon hydrogen.

CONCEPT OF POSITION:

Under the supervision of an Air Resources Supervisor I, the Air Pollution Specialist (APS) in the Program Development Section applies economic and social science principles and scientific methods to develop, implement, and update allowance allocation and industrial sector assessment activities within California's Cap-and-Trade Program. The APS also applies scientific methods and principles to evaluate, develop, and implement recommendations for low-carbon fuels in California's climate programs. The APS cultivates and applies sector-specific expertise to develop and evaluate allowance allocation methodologies for the industrial sector, including the petroleum refining sector, and other sectors, to assess approaches for reducing GHG emissions, and to provide Cap-and-Trade Regulation compliance oversight. Under supervision, the APS assesses sources of GHG and air pollution emissions and evaluates approaches to their regulation and control; confirms the integrity of GHG emissions data and other program information and ensures its consistent use among California Air Resources Board (CARB) programs; performs assessments and evaluations to support the production and use of low-carbon fuels; and conducts investigations and studies to support the Cap-and-Trade Program and its coordination among other CARB divisions, other State agencies, and other external organizations and jurisdictions. The APS provides science-based policy interpretations and recommendations; advises and consults with Federal, State, and local agencies; represents CARB in various joint operations; speaks before groups; and responds to external inquiries. The APS prepares briefing documents, reports, presentations, web pages, correspondence, and other materials to assess potential regulatory amendments, to support regulatory implementation and coordination among CARB programs, and to assist with public outreach and communication to all stakeholders, in particular with respect to Cap-and-Trade Program allowance allocation.

The APS establishes and maintains cooperative working relationships, adheres to CARB policies and procedures, and communicates effectively with management. This position may be subjected to a background check, for felonies and credit, to ensure the integrity of the carbon market program due to the position's access to market sensitive information.

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<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
35% (E)	Serves as a representative of the Climate Change Program Evaluation Branch, participating individually and as a member of high-level technical teams to develop and implement provisions of the Cap-and-Trade Regulation related to allowance allocation and to support programs to achieve California’s climate goals. Applies policy evaluation, program assessment, and sector-specific skills and expertise to develop and evaluate approaches to reducing GHGs and to interpret and apply regulations. Designs and creates tools to compare technical and policy alternatives and to provide science-based critiques of measurement and accounting methods, regulatory interpretations, and other proposals and input from a broad range of industrial, utility, environmental, and governmental stakeholders. Confirms the integrity of reported data and information for the Cap-and-Trade Program, ensures consistent use of data among CARB programs, conducts technical investigations and studies to support coordination among CARB climate programs, other State agencies, and other external organizations, and to identify and recommend policy decisions to senior management. Reviews submitted data and information for regulatory compliance, soliciting stakeholder input, and engaging in associated communications with stakeholders.
25% (E)	Develops policy proposals; evaluate policy and legislative proposals that impact California’s climate change programs; and recommends creative implementation solutions. Prepares technical reports, briefing papers, speeches, presentations, correspondence, web pages, and other informational materials to communicate results of technical and policy evaluations and other aspects of CARB’s climate change programs. Responds to external inquiries from regulators, academics, regulated entities, and other stakeholders. Develops and manages contracts related to the Cap-and-Trade Program. Works with management to obtain needed decisions; to identify challenges to success; and to develop creative policy, technical, and administrative solutions to address these challenges.
25% (E)	Investigates methods used in other organizations worldwide to mitigate the impacts of climate change and to integrate climate change and criteria pollutant control efforts; supports efforts to engage with other State agencies and jurisdictions on the development of climate change programs; identifies opportunities within CARB to apply lessons learned to integrate climate change considerations into Industrial Strategies Division activities; and works with other divisions to implement suggested approaches. Reviews current technical and policy publications and reports to provide and enhance needed background and sector-specific expertise. Participates in mandatory training sessions and approved job-related training sessions for professional development.
10% (E)	Leads, organizes, and participates in meetings, workshops, and outreach events with industry and utility representatives, environmental groups, other organizations and the public. Forms and maintains effective working relationships with CARB divisions, other State agencies, local air districts,

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	other jurisdictions, and other stakeholders. Negotiates with these groups as needed.
5% (M)	Prepares correspondence, web pages, and other informational materials and performs other personnel tasks as required within the scope of the classification. Travel as needed to attend off-site meetings, training, conferences, and other events.