

**DUTY STATEMENT**

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| Employee Name: Vacant  | Current Date:   |
| Classification: Air Resources Engineer   | Position #: 673-450-3735-031                          |
| Division/Office: Industrial Strategies Division/Oil & Gas and Greenhouse Gas Mitigation Branch | CBID: R09   |
| Section: Greenhouse Gas Measures   |   |
| Supervisor Name: Gavin Hoch  | Supervisor Classification: Air Resources Supervisor I |

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| I certify that this duty statement represents an accurate description of the essential functions of this position. |       |
| Supervisor:  | Date: |

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| 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):  
 Must be able to lift, pull, or push equipment over 50 lbs. Position may require use of personal protective equipment such as safety boots, high visibility vest, hard hat and/or other protective gear.
- 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 Greenhouse Gas Measures Section (GGMS) is responsible for developing regulations, rulemakings, and risk-reduction strategies to reduce greenhouse gas (GHG) emissions and criteria pollutants from stationary sources and motor vehicle fuels. The GGMS develops and implements regulations and protocols for carbon capture and sequestration (CCS).

CONCEPT OF POSITION: The primary responsibility of the Air Resources Engineer (ARE) is to use their engineering and scientific knowledge and skills to support development of complex and highly technical programs and regulations related to CCS. Under the supervision of an Air Resources Supervisor I, the ARE is responsible for implementing CARB's existing CCS Protocol, reviewing proposed CCS project applications for alignment with CCS Protocol requirements, and providing support for environmental analysis of effects of CCS projects and regulations on other programs and regulations at CARB, and externally. The ARE also participates in technical group meetings and webinars, attends public stakeholder meetings, and will present information at public workshops and in internal meetings. The ARE is part of a team of multidisciplinary staff collaborating closely with federal, state and local agencies; developing policies in collaboration with CARB management and stakeholders; and providing environmental analysis to fulfill the goals of multiple programs. The ARE coordinates with program staff and develops expertise in CARB greenhouse gas reduction programs and regulations, including the Cap and Trade, Low Carbon Fuel Standard, and Senate Bill 905 programs and regulations. The ARE will also work on projects related to the oil and gas sector. The ARE 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. The ARE may travel up to 5% of the time for in-state field and site visits, meetings, conferences, and stakeholder outreach.

| <u>% OF TIME</u> | <u>RESPONSIBILITIES OF POSITION</u>   |
|------------------|---|
| 45%-E            | Using engineering skills and principles, provides analyses and input on applications submitted for Sequestration Site Certification and CCS Project Certification pursuant to CARB's CCS Protocol. Works as part of a team to collect data and support development of CCS regulations, protocols, and technical support documents; conducts workshops and consultation meetings with industry, other governmental agencies, and the public to solicit information required to develop CCS regulations, protocols, and technical support documents. Prepares clear and accurate technical documents, correspondence, briefing materials, presentations, issue papers, and fact sheets related to CCS regulations, protocols, and other |

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|       | polices, which may be used for Board decisions. Evaluates the feasibility, cost effectiveness, and/or environmental and social economic impacts of CCS projects, programs, and regulations.   |
| 30%-E | Using engineering skills and knowledge, reviews technical literature and analyzes and synthesizes data and information from peer-reviewed research papers and other sources of information to support tasks described above. Independently develops and performs technical evaluations as they relate to CCS and other climate programs. Manages contracts, including preparation of contract documents, tracking work/tasks, and processing invoices. Analyzes and synthesizes data and information developed from contract activities to support the tasks described above. |
| 10%-E | Communicates with stakeholders; answers general inquiries. Coordinates and participates in meetings, workshops, telephone conferences with other governmental agencies, industry representatives, environmental groups and other interested parties related to GHG emission reduction programs.   |
| 10%-E | Reviews correspondence, technical reports, and other documentation, including, but not limited to regulations, presentations, surveys, memorandums, letters, meeting minutes, and data files, to support the tasks described above.   |
| 5%-M  | Provides assistance to other sections, branches, or divisions. Travels as necessary for field and site visits. May perform other duties within the scope of the classification as required.   |