

DUTY STATEMENT

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Employee Name: Vacant	Current Date: August,2024
Classification: Staff Air Pollution Specialist	Position #: 673-450-3875-001
Division/Office: Industrial Strategies Division/ Climate Change Program Evaluation Branch	CBID: R09
Section: Climate Change Planning Section	
Supervisor Name: Rajmir Rai	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

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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**: 0-4

MISSION OF SECTION:

The purpose of the Climate Change Planning Section within the Climate Change Program Evaluation Branch is to provide policy and technical analysis of greenhouse gas (GHG) emissions reduction measures to support the development of programs to achieve California’s climate goals, including by assessing existing and new technical infrastructure required to implement the Cap-and-Trade Program, and to provide ongoing evaluation of the success of associated strategies, regulations, and programs.

CONCEPT OF POSITION:

This Staff Air Pollution Specialist (SAPS) position in the Climate Change Planning Section of the Climate Change Program Evaluation Branch (CCPEB) efforts to develop, implement and maintain the operational infrastructure required to implement the California Cap-and-Trade Program. The SAPS leads multijurisdictional technical teams, Conducts and leads groups conducting assessments of existing technical, policy and operational requirements of the Cap-and-Trade Regulation and proposes and develops necessary enhancements to systems, policies and procedures. The SAPS independently contributes and leads teams conducting technical modeling efforts on broader climate topics and supports broad climate program planning. The SAPS coordinates activities within CCPEB, the division, and other divisions with CARB, as well as leading external coordination with other State, Federal and local agencies, contractors, program stakeholders and the public.

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.

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
30% - E	Leads teams and independently conducts technical assessments and modeling efforts on broad climate activities, investigates methods and tools used in other organizations nationwide and worldwide to implement sector-specific and economy-wide GHG reduction efforts and identifies opportunities within CARB to apply this knowledge. Coordinates activities with Western Climate Initiative (WCI), Inc, the administrative services provider for California’s Cap and Trade Program.
25% - E	Ensures California’s Cap and Trade Program operations are consistent with California’s Cap and Trade Regulation and also meet the requirements of partner jurisdictions. Leads multijurisdictional teams conducting assessments of existing technical and policy requirements of current and developing carbon market programs as well as emerging tools that support market programs. Identifies and develops strategies for implementing

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	necessary enhancements to the infrastructure required to implement the California Cap-and-Trade Program. Provides an in-depth understanding of regulatory requirements and Program operations and the relationship with related efforts such as emissions reporting, offset crediting and GHG inventory efforts.
15% - E	Prepares correspondence, briefing papers, scientific reports, issue papers, speeches, presentations and other informational materials; evaluates policy and legislative proposals that impact California's climate change programs; and prepares and presents technical briefings to management. Works with management to obtain decisions needed; identifies challenges and risks; and develops creative technical and administrative solutions to address these challenges.
15% - E	Leads, organizes, and participates in meetings, workshops, and outreach events with industry representatives, environmental groups, other organizations, and the public. Represents the section in negotiations with these groups as needed.
10% - E	Develops and manages contracts with external parties as necessary. Forms and maintains effective working relationships with CARB divisions, other State, Federal and International partner agencies, WCI, Inc. staff, and other stakeholders.
5% - M	Completes other duties within the scope of the classification as assigned.