

DUTY STATEMENT

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Employee Name: Vacant	Current Date: January 2025
Classification: Air Pollution Specialist	Position #: 673-450-3887-052
Division/Office: Industrial Strategies Division/ Program Planning and Management Branch	CBID: R09
Section: Substance Evaluation Section	
Supervisor Name: Guihua Wang	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:
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I have read this duty statement and agree that it represents the duties I am assigned.

Employee:	Date:
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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

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises: N/A

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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 Program and Planning and Management Branch of the Industrial Strategies Division is responsible for the program planning and management aspects of implementing the California Global Warming Solution Act of 2006 (AB 32). The Substance Evaluation Section is responsible for implementing the verification requirements of the Low Carbon Fuel Standard (LCFS) Regulation. The Section is also responsible for collaborating on development and evaluation of measurement and calculation methods for motor vehicle fuels data and project-based crediting data that support the LCFS program; collaborating on data quality assurance; and providing relevant information to support enforcement. To implement these responsibilities, the Section develops and conducts verifier training, accredits verification bodies and individual third-party verifiers, reviews potential for verifier conflict of interest, conducts audits of verifier performance as part of oversight responsibilities, audits LCFS data reports, coordinates verification statement set asides and petitions, and collaborates on development of regulations, guidance, and web-based tools for reporting entities and verifiers.

CONCEPT OF POSITION:

Under the direction of the Air Resources Supervisor I, the Air Pollution Specialist (APS) utilizes technical skills and applies scientific concepts to perform APS duties that include review, evaluation, and development of greenhouse gas (GHG) emissions monitoring, reporting, and verification methods for use in a comprehensive lifecycle GHG emissions reporting and verification program. The APS closely interacts and coordinates with a broad range of internal and external experts, verifiers, and representatives from the industry, and communicates clearly and concisely through technical reports, memos, letters, summaries, and oral presentations for California Air Resources Board (CARB) management and the general public. The position includes performing field and office investigations, inspections, and reporting on feedstock and fuel production and monitoring systems.

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
35%-E	Develops and maintains expertise in particular LCFS reporting sectors as assigned. Recommends, plans, and conducts LCFS report audits and verification oversight audits in both leadership and support roles. Reviews reports, analyzes and interprets data, makes field observations on verifier conduct and production facility processes, evaluates verification documents for transparency and effectiveness, and writes internal reports for management. Observes verification site visits at industrial facilities, including but not limited to petroleum refineries, hydrogen plants, oil and gas production fields, alternative fuel production facilities and their feedstock supply chains, and must wear safety equipment as required. The following safety equipment may be required, based on the facility type: hard hat, safety glasses, hearing protection, fire resistant coveralls, and safety footwear. Awareness and prevention of dehydration and other heat-related illnesses must be practiced. Travels as necessary as verification oversight requires fieldwork. Required fieldwork includes airline travel and driving duties. Awareness and practice of defensive driving skills is required.

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35%-E	Works with verifiers and reporting entities to ensure a clear understanding of regulatory requirements for verification. Assists or leads in resolution of verifier questions, as assigned. Facilitates internal workgroup discussions and decision-making. Develops and presents verifier guidance and training materials and supports cooperation and coordination with the Transportation Fuels Branch, responsible for the LCFS, and with the Emissions Data Quality Assurance and Verification Section, responsible for implementing the verification requirements of the Regulation for the Mandatory Reporting of GHG Emissions (MRR). Coordinated work includes LCFS and MRR amendments, reporting entity guidance, reporting and verification tool updates, data QA/QC, verification statement set asides and petitions, credit and deficit adjustments, and enforcement.
20%-E	Assists Section Manager in planning, organizing, and implementing Section programs and special assignments as needed. Develops, implements, and recommends updates to Section procedures. Screens and recommends applicants for accreditation as verification bodies or individuals. Conducts performance reviews and recommends accreditation outcomes. Develops and grades accreditation exams. Conducts conflict of interest reviews, as needed. Writes technical reports, report summaries, letters, memos, and makes oral presentations for all levels of CARB staff and management, Board members, the general public, CARB-accredited verifiers, regulated entities, and other stakeholders including industry groups and environmental organizations. Makes presentations in workshops and Board hearings.
10%-M	Evaluates, develops, and updates LCFS data measurements and calculation methods in support of required reporting through literature review; application of scientific and engineering principles to the collection, analysis, and interpretation of data, studies, tests, and surveys; and contact with representatives of public agencies and private organizations at the state, national and international levels.