

DUTY STATEMENT

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Employee Name: VACANT	Current Date: February, 2025
Classification: Staff Air Pollution Specialist	Position #: 673-450-3875-023
Division/Office: Industrial Strategies Division / Climate Data & Risk Reporting Branch	CBID: R09
Section: Fee and Enforcement Support Section	
Supervisor Name: Bob Languell	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:

4 - Air Pollution Specialist

MISSION OF SECTION:

The Climate Data & Risk Reporting Branch (CDRRB) in the Industrial Strategies Division of CARB is responsible for the implementation of Senate Bill 253 (SB 253), the Climate Corporate Data Accountability Act and SB 261 referred to as the Climate Related Financial Risk Act. SB 253 requires U.S. based companies with total annual revenues in excess of one billion dollars (\$1,000,000,000) that do business in California to annually disclose their greenhouse gas emissions for the prior fiscal year. SB 261 also applies to both public and private U.S. companies that do business in California with annual revenues of \$500 million and requires companies to biennial publish climate-related financial risk reports. Both laws also authorized the collection of fees to cover the administrative costs of implementation.

The functions of the Fee and Enforcement Support Section (FESS) within the CDRRB include: the development and implementation of regulations, identifying and providing assistance to businesses subject to program requirements, leading procurement and contract management activities, coordinating with other CARB teams and divisions as well as state, federal and international government agencies, and supporting the CARB Enforcement Division as needed. This section and the branch as a whole will coordinate activities with other state and federal agencies and programs, build relationships with other existing reporting programs and organizations, and explore related reporting protocols, requirements, and systems.

CONCEPT OF POSITION:

This Staff Air Pollution Specialist provides senior staff level work, project management, and team leadership for staff responsible for drafting and implementing regulations for fee assessment and program participation requirements. The SAPS will represent the program with stakeholders and contribute to and lead workshops and other program communications and will also provide guidance to staff in identifying and communicating with businesses subject to the regulations.

Specific duties of this SAPS position include but are not limited to, providing team leadership and project management for the development of regulations, writing and editing regulation documents, coordinating activities with other CARB teams that contribute to regulation development, organizing and leading workshops and preparing and delivering briefings and Board item presentations. The SAPS will provide senior level staff work and assist other staff in identifying and communicating with businesses subject to the regulations, program partners, existing climate data reporting organizations and other program stakeholders. Additional duties will include the implementation of regulations, and this individual will coordinate efforts with the Enforcement Division and Legal Office to ensure compliance with program requirements.

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The individual in this position applies technical knowledge and experience with regulatory development as well as strong interpersonal and leadership abilities to bring together staff working on related and parallel assignments. Occasional travel may be required.

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
30% - E	Acts as lead staff for a team developing and implementing regulations for GHG reporting and climate financial risk programs. Provides direction, planning and project management for staff activities. Identifies activities required for rulemaking and establishes and maintains schedules and project plans.
25% - E	Acts as a subject matter expert on one or more program areas. Drafts, reviews and edits proposed regulations and other required documents and leads efforts to solicit feedback on draft materials internally in CARB and with stakeholders. Leads and represents the section in workshops, briefings, intra- and Inter-agency work and prepares and delivers briefings and Board items.
20% - E	Individually completes activities and supports other staff identifying and communicating with parties subject to regulations and program partners assisting in program implementation. Identifies data sources and program partners and assists in the development of contracts and relationships to support program development and implementation.
15% - E	Independently and as part of a team, tracks compliance with adopted regulations. Coordinates with the Legal Office and Enforcement Division in any compliance or enforcement actions that may be needed.
10% - M	Other duties as assigned and needed to ensure timely development and implementation of the regulations or assignments to support related regulatory activities within the branch.