

**DUTY STATEMENT**

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Employee Name: TBD	Current Date: 3/7/2025
Classification: Staff Air Pollution Specialist (SAPS)	Position #: 673-920-3875-005
Division/Office: CalEPA / CARB / STCD	CBID: R09
Section: Climate Investments Implementation Section	
Supervisor Name: Nicole Enright	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

**DUTY STATEMENT**

ASD/HRB-12 (REV. 03/2020) PAGE 2 OF 4

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

Total number of positions in Section/Branch/Office for which this position is responsible:

FOR LEADPERSONS OR TEAM LEADERS ONLY:

Indicate the number of positions by classification that this position LEADS:

MISSION OF SECTION:

The Climate Investments Implementation Section within the Climate Investments Branch is responsible for collaborating with other California Air Resources Board (CARB) divisions and other State agencies to ensure California Climate Investment programs related to housing and sustainable communities, urban greening, community development, and safe drinking water are reducing greenhouse gas (GHG) emissions; prioritizing funding for disadvantaged and low-income communities; engaging communities; quantifying environmental, economic, and public health benefits; and providing transparency on funding outcomes and status. As part of the Sustainable Transportation and Communities Division (STCD), it works in close collaboration with the Transportation and Land Use Planning Branch, which supports CARB's engagement on state-, regional- and local-level actions that tackle GHG emissions and air pollution by advancing land use and transportation policy. It helps to implement California's landmark Senate Bill 375 (SB 375) law, the Regional Early Action Planning (REAP) 2.0 planning grants, and actions under Executive Order N-2-24 such as to develop and propose metrics to assess the climate and environmental benefits of infill housing.

CONCEPT OF POSITION:

This is the fully qualified independent specialist level for Air Pollution Specialist program and policy development work. The incumbent will develop and implement new housing- and land use-related program efforts within the Sustainable Transportation & Communities Division that are aimed at reducing the GHG and criteria air pollutant emissions from transportation. The position requires both planning and policy skills and the ability to work well with technical staff in evaluating land use, housing, transportation, and emissions data.

Under the direction of the Air Resources Supervisor I in close collaboration with the chief of the Transportation and Land Use Planning Branch, the incumbent will lead internal and external teams in efforts to reduce greenhouse gas emissions and air pollution via efforts to address the State's housing crisis, advance sustainable communities, and conserve natural and working lands. With these teams, the incumbent will analyze and propose policy, technical, and legislative recommendations with immediate and long-range impact to reduce greenhouse gas emissions and air pollution while building sustainable, resilient communities with homes that people of all incomes can afford, particularly by aligning investment programs with State-level policies and goals. The incumbent will coordinate Sustainable Transportation and Communities Division staff as they engage with State and local housing, infrastructure, and land use-related agencies and with important non-governmental actors such as builders, academic experts in land use and transportation, and community leaders. The incumbent will serve as a resource to staff, particularly on housing-related topics, as well as lead significant efforts of their own. As needed, the incumbent will develop or analyze data on population and housing, vehicle miles traveled, economic activity, the needs and burdens of disadvantaged communities, and other variables related to air pollution, climate change,

**DUTY STATEMENT**

housing, and sustainable communities. The incumbent will also represent CARB in public and private forums, write correspondence, and prepare and present comprehensive reports on housing, land use, transportation, and sustainable communities.

<b><u>% OF TIME</u></b>	<b><u>RESPONSIBILITIES OF POSITION</u></b>
40%-E	<p>Lead the development and implementation of new housing- and land use-related program efforts within the Sustainable Transportation &amp; Communities Division that are aimed at reducing the GHG and criteria air pollutant emissions from transportation. Develop and update internal documents that outline strategic priorities, inventory work underway, identify near-term objectives, and identify gaps. Provide guidance and support to Division staff on housing-related issues as they engage with State housing, infrastructure, and land use-related agencies on matters such as SB 375, EO N-2-24, and the mitigation of vehicle miles traveled via housing strategies. Provide policy, technical, and legislative recommendations that align CARB programs with State-level policies and goals to reduce greenhouse gas emissions and improve air quality while addressing the state’s housing shortage and building sustainable, resilient communities, particularly for the state’s most disadvantaged residents.</p> <p>Review existing and upcoming State and Federal policy and regulatory documents, legislation, research, and the supporting literature or technical analysis, to form recommendations of future investments and policies (e.g., infrastructure, economic incentives, or land use strategies) that could be used to meet CARB’s climate, air quality, and equity goals. Proactively establish and maintain relationships with other CARB divisions. Work within the Division to incorporate the State’s long-term climate and air quality priorities for the housing and land use sector into policy and guidance documents developed or implemented within the Division or elsewhere within CARB. Maintain courteous, professional relationships with internal coworkers and management, and all external stakeholders.</p>
20%-E	<p>Compile and assess completed research on topics such as accelerating equitable housing production in climate friendly, high-opportunity locations; and on strategies to quantify the benefits of infill housing. Identify additional research needs, then develop and manage a portfolio of technical research contracts with external experts. Support Division staff in developing methods to quantify, evaluate, update, or maximize the environmental, economic, and social benefits from housing and land use-related investments (such as job creation, travel cost savings, climate adaptation, heart and lung health from investments in transportation, sustainable communities, energy efficiency and renewable energy, and natural</p>

**DUTY STATEMENT**

	<p>resources and waste). Provide the Division with in-depth expertise on existing or emerging State, Federal, and regional/local policies, research, plans, and programs targeted at the adoption of land use, affordable housing, infill development, compact growth and other strategies that reduce emissions of climate, criteria, and toxic pollutants.</p>
15%-E	<p>Serve as a resource to other State agencies implementing State housing and land use-related programs, with a specific focus on programs that are targeted at reducing emissions and advancing sustainable, equitable communities in line with State goals, providing technical and policy support to other State agencies where appropriate. Develop constructive and mutually-supportive relationships with staff at other local, regional, and State agencies to collaboratively advance shared goals. Seek to resolve difference in scientific approaches or policy guidance (often driven by each agency's primary mission) in mutually beneficial ways, while also considering the input of affected governments, the private sector, and non-governmental advocates as well as academics.</p>
15%-E	<p>Prepare and deliver correspondence, briefing papers, surveys, engineering reports, issue papers, speeches, presentations, budget change proposals, and other documents appropriate for use by the Branch, the Division, other CARB divisions, the Executive Office, the Chair's Office, the Board, Agency, the Governor's Office, and Legislature. Represent CARB at conferences and meetings with other CARB branches and divisions, the Executive Office, Chair's Office, the Board, CalEPA, other State agencies, the Administration, Legislature, local governments, businesses, communities, and advocacy groups and the public. Travel as necessary.</p>
10%-M	<p>Assist the section manager and other managers as assigned in planning, organizing and implementing work to support the Division's efforts to reduce the climate and air quality impacts of vehicle miles traveled, and other special projects as assigned by the Section, Branch, or Division. Support Division-wide efforts to advance CARB's racial equity goals.</p>