

**DUTY STATEMENT**

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Employee Name: Vacant	Current Date: April 3, 2025
Classification: Air Pollution Specialist	Position #: 673-450-3887-094
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 checked="" type="checkbox"/> None	<input type="checkbox"/> Lead Person
<input type="checkbox"/> Supervisor	<input type="checkbox"/> Team Leader

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ASD/HRB-12 (REV. 03/2020) PAGE 2 OF 3

**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 Climate Data & Risk Reporting Branch (CDRRB) in the Industrial Strategies Division of CARB is responsible for 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 more than 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 biennially publish climate-related financial risk reports. Both laws also authorize 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 developing and implementing 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 agencies, and supporting the CARB Enforcement Division as needed. This section and the branch will coordinate activities with other state and federal programs, build relationships with other existing reporting programs and organizations, and explore related reporting protocols, requirements, and systems.

**CONCEPT OF POSITION:**

This Air Pollution Specialist position conducts data research related to businesses subject to the requirements of the Climate Corporate Data Accountability Act and the Climate Related Financial Risk Act. The APS in this position is a member of a team that identifies and keeps current information on businesses subject to the requirements of the noted laws and supports communication with these business entities. The individual will contribute to a team developing and implementing regulations for program fees and reporting/disclosure requirements. The individual will also conduct research into existing reporting protocols, reporting programs and disclosure requirements of other similar programs.

CARB's regulatory programs have potentially broad applicability to a large number of entities that do business in California. Any applicant should carefully evaluate whether their financial interests, including their immediate family's (spouse and dependent children) financial interests, would disqualify them from participating in decision-making for such programs. Please refer to the California Government Code section 19990 and the Fair Political Practices Commission resources for information on [Conflicts of Interest Rules](#).

Occasional travel may be required.

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<u><b>% OF TIME</b></u>	<u><b>RESPONSIBILITIES OF POSITION</b></u>
30% - E	Research, identify and maintain communications with businesses subject to the reporting and disclosure requirements of the Climate Corporate Data Accountability Act and the Climate Related Financial Risk Act. Develop and maintain datasets of business entities. Provide support for fee related projects, which may include database development, and web design. Analyze and interpret GHG emissions data and emissions estimation methodologies from government and private sources and organizations.
30% - E	Contribute to the development and implementation of fee and program regulations using scientific principles, especially for mandatory reporting of GHG emissions, through development of regulatory language and supporting materials. Conduct research into existing reporting and disclosure programs and integrate these findings into regulatory proposals. Contribute to economic and environmental analyses and work with other CARB staff to complete all rulemaking requirements.
20% - E	Organize and participate in meetings, workshops, and outreach events with industry representatives, environmental groups, other organizations, and the public. Prepare and deliver workshop presentations, facilitate workgroup discussions, prepare meeting announcements, agendas and minutes, respond to public comment, and recommend actions to CARB management. Work cooperatively with public and private organizations through technical committees focused on development of the statewide reporting and disclosure programs.
10% - E	Using scientific concepts, evaluate, develop, and update guidance documents in support of mandatory GHG emissions reporting and disclosure programs. Apply scientific principles to the collection, analysis and interpretation of data and studies, and contact representatives of public agencies and private organizations at the State, national, and international level.
10% - M	Develop and manage contracts with program partners as needed for the development and implementation of GHG reporting and disclosure programs. Complete other duties as assigned.

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