

DUTY STATEMENT

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Employee Name: Vacant	Current Date: August 6, 2025
Classification: Air Pollution Specialist	Position #: 673-450-3887-XXX
Division/Office: Industrial Strategies Division/ Climate Data & Risk Reporting Branch	CBID: S09
Section: Climate Related Financial Risk Section	
Supervisor Name: Vacant	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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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: 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 Related Financial Risk Section within the Climate Data & Risk Reporting Branch (CDRRB) leads the implementation of Senate Bill (SB) 261 (Stern, 2023), which requires large companies doing business in California to disclose their climate-related financial risks and the measures they are taking to reduce and manage these risks. The section works closely with corporations, investors, consultants, climate reporting organizations, and other stakeholders to establish standardized reporting processes that align with internationally recognized frameworks. This section ensures transparency in corporate risk exposure, informs financial markets, and helps mitigate economic vulnerabilities related to climate change. The team supports public reporting of climate-related financial risks, develops strategies for enforcement and compliance, administers program fees, and engages in outreach and technical assistance. Staff in this section collaborate with other CARB divisions, state and federal agencies, and external stakeholders to ensure a robust and effective reporting program.

CONCEPT OF POSITION:

Under the general direction of the Air Resources Supervisor I, the Air Pollution Specialist (APS) serves as a technical expert in support of the Climate Related Financial Risk Section's implementation of Senate Bill 261. The incumbent contributes to the development and execution of a statewide climate risk disclosure program by conducting research, informing policy and guidance development, and supporting implementation strategies. The APS collaborates with internal and external stakeholders to help ensure the program is technically sound, transparent, and aligned with legislative intent. This position requires strong analytical and problem-solving skills, a high level of independence, and the ability to evaluate complex information to support the section's regulatory, compliance, and reporting efforts.

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
30% - E	Researches and evaluates climate-related financial risk disclosure frameworks, including international standards. Supports the development of standardized reporting requirements under SB 261 by analyzing best practices, technical guidance, and implementation strategies from domestic and global disclosure programs.

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25% - E	Assists in drafting regulatory and non-regulatory guidance for SB 261 implementation, including reporting templates, technical instructions, and compliance tools. Coordinates with legal, economic, and subject-matter experts to ensure guidance aligns with statutory mandates and stakeholder needs.
20% - E	Conducts technical analysis of submitted climate-related financial risk disclosures to assess quality, completeness, and consistency with regulatory requirements. Supports development of compliance protocols and enforcement strategies, including evaluation criteria and data quality benchmarks.
15% - E	Collaborates with regulated entities, third-party service providers, and internal teams to identify implementation challenges and recommend technical solutions. Participates in interagency working groups and contributes to policy discussions aimed at harmonizing California's disclosure framework with national and international initiatives.
10% - M	Supports program operations, including internal tracking of implementation milestones, contract coordination, and preparation of materials for executive briefings and public reporting. Performs other duties as assigned to advance successful SB 261 implementation.