

DUTY STATEMENT

EMPLOYEE NAME: _____ CURRENT DATE: 12/5/18
CLASSIFICATION: Air Pollution Specialist POSITION #: 673-400-3887-004
DIVISION/OFFICE: Transportation and Toxics CBID: _____
SECTION: Climate Investments Assessment
SUPERVISOR'S NAME: Matthew Harrison
SUPERVISOR'S CLASS: Air Resources Supervisor I

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I certify that this duty statement represents an accurate description of the essential functions of this position.

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I have read this duty statement and agree that it represents the duties I am assigned.

Supervisor's Signature

Date

Employee's Signature

Date

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SPECIAL REQUIREMENTS OF POSITION (IF ANY):

- Designated under Conflict of Interest Code.
- Duties performed may require annual 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: (CHECK ONE):

- None
- Supervisor
- Lead Person
- Team Leader

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 Branch is responsible for the development and implementation of the Greenhouse Gas Reduction Fund (GGRF) Investment Program ("California Climate Investments"). This includes planning, implementation, and coordination of Statewide activities and guidance to administering agencies related to programs using Cap-and-Trade Auction Proceeds to further the purposes of Assembly Bill 32, the California Global Warming Solutions Act of 2006 (AB 32) and related statutes. The Climate Investments Assessment Section is responsible for providing policy and technical guidance to State agencies administering California Climate Investments to ensure that investments in natural resources, waste diversion, and climate adaptation facilitate greenhouse gas (GHG) emission reductions, provide benefits to disadvantaged and low-income communities, and appropriately evaluate environmental, economic, and public health benefits that result from these investments. Additionally, on behalf of the Administration, this Section coordinates reporting efforts for all agencies administering California Climate Investments (low-carbon transportation, affordable housing, energy efficiency, forestry, agriculture, and more), and maintains a publicly available online map and dataset of cumulative investments to provide transparency and accountability.

CONCEPT OF POSITION:

Air Pollution Specialists apply scientific methods and principles in the identification, study, and solution of air pollution problems. Incumbents design, conduct, and evaluate air monitoring, investigation and control programs, and motor vehicle test programs; develop and validate air quality simulation models; collect, analyze, and evaluate data on the effects of air pollutants on human health, vegetation, wildlife, water supplies, and other aspects of the environment; assess the impacts of new emission sources; collect and analyze vehicle test data to determine compliance with current regulations; conduct and evaluate air monitoring programs, design storage, and retrieval systems for emissions and aerometric data; coordinate air pollution control programs with other public agencies; develop regulatory measures and implementation plans and procedures for air pollution and vehicle emission control; enforce compliance with air quality standards; prepare feasibility studies and compute the cost effectiveness of proposed standards and control measures; and develop trend data of air pollution from mobile and stationary sources in relation to various factors. Incumbents may also represent the Air Resources Board in various joint operations, speak before groups, answer inquires, and prepare reports and correspondence.

% Of TIME RESPONSIBILITIES OF POSITION

30%-E Work independently and in teams to develop or update: methods to estimate GHG emissions reductions and to quantify environmental, economic, and public health benefits that result from these investments in natural and working lands, waste diversion, and climate adaptation; guidance to prioritize funding to disadvantaged and low-income communities; and requirements for tracking and reporting outcomes of investments. Review methodologies, guidance, and other products generated within the Section or Branch for consistency/conformance with existing work products and standards, including but not limited to: writing style, format, and technical depth and accuracy.

- 25%-E Use analytics and Geographic Information Systems (GIS) and Excel tools (formulas, data queries, pivot tables, etc.) to assist in data management and the development of processes and procedures for data accessibility, transparency, and accountability for reporting to CARB by agencies administering California Climate Investments programs and projects. Identify areas for improving transparency and reporting for public access to information. Analyze data reported by administering agencies through the online reporting system to ensure data consistency and accuracy. Work internally and with other agencies and stakeholders to understand program implementation and program evolution, particularly as it relates to data to be tracked, collected, and reported. Propose potential solutions to stakeholder concerns about data availability and ease of access. Communicate effectively with technical and non-technical users in explaining how data is collected and reported.
- 20%-E Coordinate with CARB staff and with other State agencies and stakeholders on policy and technical guidance and program design and implementation. Develop constructive relationships with staff and program managers within CARB and at other State agencies, and resolve differences in scientific approaches (often driven by each agency's primary mission), while also considering stakeholder input. Evaluate technical merits of proposed expenditures, project proposals, agency solicitation materials, and reported program and project outcomes. Identify data gaps or weaknesses and recommend potential solutions to ensure consistency with implementing legislation, CARB's guidance, and other guidance materials.
- 20%-E Prepare and deliver correspondence, briefing papers, issue papers, speeches, presentations, and other informational materials; evaluate technical merits of policy and legislative proposals, and recommend creative solutions; prepare and present technical briefings to management. Work with management to obtain decisions needed; identify challenges to success; and develop creative policy, technical, regulatory, and administrative solutions to address these challenges. Represent CARB at conferences and meetings with government agencies, technical experts, industry groups, environmental groups, and the public, as well as other CARB divisions, the Executive Office, the Chair's Office, the Board, and Agency. Maintain courteous, professional relationships with coworkers, management, and external stakeholders. Travel as needed.
- 5%-M Carry out special projects as assigned by Section, Branch, and Division management.