

DUTY STATEMENT

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Employee Name: Vacant	Current Date: March 10, 2021
Classification: Air Pollution Specialist	Position #: 673-450-3887-070
Division/Office: Industrial Strategies / Climate Change Program Evaluation	CBID: R09
Section: Program Operations	
Supervisor Name: Shelby Livingston	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**: N/A

MISSION OF SECTION:

The purpose of the Program Operations Section within the Climate Change Program Evaluation Branch is to provide policy and technical analysis of programs, incentives and other measures, including implementation of existing compliance offset protocols and evaluation of other potential offset protocols, to ensure successful implementation of the Cap-and-Trade Program and to provide ongoing evaluation of the success of the associated strategies, regulations, and programs.

CONCEPT OF POSITION:

Under the supervision of the Air Resources Supervisor I, the Air Pollution Specialist (APS) applies scientific methods and principles in the identification, study, and solution of air pollution problems. The incumbent designs, conducts, and evaluates methods to reduce greenhouse gas (GHG) emissions; develops and validates GHG simulation models; collects, analyzes, and evaluates data on GHG emissions reductions and associated co-benefits; coordinates with Offset Project Operators (OPO), Authorized Project Designees (APD), Offset Project Registries (OPR), Verification Bodies (VB), and verifiers using Board adopted Compliance Offset Protocols (COP); audits and reviews verifications of Offset Project Data Reports (OPDR); and prepares feasibility studies, computes the cost effectiveness, evaluates additionally, and completes environmental analyses of potential new COPs proposed for Board adoption. This position is specifically focused on offset projects using the COP for U.S. Forest Projects and may provide additional support to other COPs as needed.

Travel may require up to ten percent (10%) of the time, both in state and out-of-state, including overnight travel to observe and audit the practices of the verifiers and OPR staff.

This position may require a background criminal and credit check to ensure the integrity of the carbon market program due to the position's access to market sensitive information.

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
35%-E	Reviews Compliance Offset Protocol U.S. Forest Projects (Forest Protocol). Audits and reviews OPRs and verifiers to assure conformance with the Forest Protocol and the Cap-and-Trade Regulation. Works with legal and management to address any questions on the implementation of the Forest Protocol and/or the Cap-and-Trade Regulation. Supports implementation of other Compliance Offset Protocols as necessary.
20%-E	Develops technical and statistical tools and approaches for assessing forest carbon and other carbon quantification, monitoring, and reporting, and formulates recommendations on how those tools and approaches can be applied within the Cap-and-Trade Program.

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20%-E	Works with management to evaluate final recommendations from the Compliance Offsets Protocol Task Force created pursuant to Assembly Bill (AB) 398 (Chapter 135, Statutes of 2017). Develops recommendations for management consideration, and assists in the development and implementation of approved recommendations, including through any rulemaking process, if necessary.
15%-E	Prepares correspondence, briefing papers, scientific reports, issue papers, speeches, presentations, and other informational materials; evaluates policy and legislative proposals that impact California's climate change program, and recommends creative solutions; prepare and present technical briefings to management. Works with management to obtain decisions needed, identifies challenges to success; develops creative policy, engineering, technical, and administrative solutions to address these challenges.
10%-M	Forms and maintains effective working relationships with CARB divisions, other state agencies, districts, and other stakeholders. Negotiates with these groups as needed. Leads, organizes and participates in meetings, workshops, and outreach events with industry representatives, environmental groups, other organizations and the public. May perform other APS related duties.

HRB Approved
April 20, 2021
C&P Authority: Tanguileg