DUTY STATEMENT

Employee Name: Vacant  Current Date: October, 2023

Classification: Air Pollution Specialist  Position #:673-920-3887-947

Division/Office: STCD  CBID: R 09

Section: Climate Investments Benefits Section

Supervisor Name: Amy Budahn  Supervisor Classification: Air Resources Supervisor II

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

☒ None  ☐ Lead Person

☐ Supervisor  ☐ 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 Benefits Section is part of the Climate Investments Branch (CIB), which works to advance policies and investments that address climate change, advance equity, and support quality of life for all people in California with a primary focus on the implementation of California Climate Investments. In carrying out this mission, CIB develops tools and resources to inform climate-related policies and investments and collaborates broadly with a diverse set of partners on climate change. The section provides technical and policy support for these actions specific to investments in transportation, energy, housing, and climate research.

CONCEPT OF POSITION: Under the direction of the Air Resources Supervisor I, this Air Pollution Specialist (APS) will provide guidance and technical expertise to State agencies administering California Climate Investments programs deploying energy efficient technology, including those established through the 2022 Budget Act (e.g. California Schools Healthy Air, Plumbing and Efficiency Program), and perform other duties regarding oversight and administration of California Climate Investments. In this role, the APS will be responsible for developing constructive relationships with program managers and staff within CARB and at other State agencies; collaborating with technical experts and research institutions on the development of novel methods to quantify greenhouse gas (GHG) reductions, as well as other environmental, public health, and economic benefits; maintaining the emission factor database; creating assessments for determining disadvantaged and low-income community benefits; and establishing requirements for reporting and transparency. Travel as necessary.

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<th>% OF TIME</th>
<th>RESPONSIBILITIES OF POSITION</th>
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<tr>
<td>35% - E</td>
<td>Serve as a liaison to State agencies administering California Climate Investments deploying energy efficient technology to advance the State’s climate, air quality, and equity goals. Develop and implement technical tools and policy guidance for those specific programs, such as methods to quantify investments’ benefits, guidance to prioritize funding to disadvantaged and low-income communities, and requirements about investment tracking and reporting. Provide peer review for other programs’ guidance and calculations. Ensure that information and project data for those programs are robust, accurate, and easily understood.</td>
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<tr>
<td>25% - E</td>
<td>Develop quantification methodologies and benefit calculator tools to measure and communicate environmental, economic, and public health benefits that arise from California Climate Investments programs. Evaluate existing quantification methods in context with new scientific research or tools. Work with administering agencies, research institutions,</td>
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and advocates to identify opportunities to update and revise quantification methods. Develop and manage contracts with research institutions and build professional relationships with leading researchers in applicable fields. Support efforts to maximize the overall climate, air quality, environmental, equity, and economic benefits of climate investments.

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<th>20% - E</th>
<th>Maintain and update the California Climate Investment Quantification Methodology Emission Factor Database and associated documentation for GHG and select criteria and toxic air pollutant emission co-benefits. Coordinate emission factor updates and integration into applicable quantification methodology. Prepare clear and accurate documents, spreadsheets, and other material.</th>
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<td>15% - E</td>
<td>Strengthen relationships, knowledge, and effectiveness across sections and branches by participating in regular meetings and events. Assist the section manager in planning, organizing, and implementing the section’s mission. Pursue career development opportunities through completion of Individual Development Plans; associated participation at conferences, webinars, and trainings; and implementation and sharing of lessons learned.</td>
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<tr>
<td>5% - M</td>
<td>Lead and carry out special projects as assigned by the branch and division management to support the implementation of California Climate Investments, Assembly Bill 32, and the priorities of the division.</td>
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